

APPENDIX A

Reference Year Planning Period Goal Statement Material Change in Circumstances Explanations of Differences in Data

Instructions for the Reference Year (remove these instructions for the solid waste management plan)

The first step in developing a plan is to establish a reference year. The reference year will be the baseline year for the plan. The policy committee will collect detailed recycling, disposal, and programmatic data for the reference year. The policy committee will then use that data as the foundation for making decisions and projections for the planning period.

The reference year is typically the year *prior* to the year that the plan update is initiated. ORC Section 3734.56(A) requires the Policy Committee to begin plan preparation 15 months before the draft plan is due to Ohio EPA. However, if the policy committee is required to begin preparing a plan at the end of the year, it may make more sense to use that year instead of the prior year.

As an example, if a draft plan is due to Ohio EPA in June of 2012, then the policy committee is required to begin in March of 2011 (15 months prior). In this scenario, the reference year would likely be 2010. However, if it is required to begin preparing a plan in December 2011, then the policy committee may choose to make 2011 the reference year.

Ohio EPA maintains a schedule of when draft plans are due and when each SWMD is required to begin plan preparation. This information can be found on the Ohio EPA web site or by contacting Ohio EPA.

In the drop down menu for “select reference year”, choose the year that is the reference year for the solid waste management plan.

1. Reference Year

The reference year for this solid waste management plan is

Instructions for the Planning Period (remove these instructions for the solid waste management plan)

First Year of the Planning Period

In most situations, the first year of the planning period will be the year the policy committee expects Ohio EPA to approve the plan. Thus, the first year will typically be the year that occurs 18 months after the draft plan is due to Ohio EPA. For a draft plan due to Ohio EPA in October 2012, the approval deadline would be April 2014. Therefore, the policy committee would make 2014 the first year of the planning period.

There may be some situations where the first year of the planning period is different than the approval year. See the exceptions section below for more information.

Length of Planning Period

A solid waste management plan must cover a planning period of at least 10 years. A plan can cover as many additional years as the policy committee deems appropriate.

The number of years in the planning period determines how often the policy committee must revise its plan.

- For an approved plan that covers a planning period of 10 to 14 years, the policy committee is required to submit an updated plan to Ohio EPA within three years.
- For an approved plan that covers a planning period of 15 or more years, the policy committee is required to submit an updated plan to Ohio EPA within five years.

If there is significant uncertainty surrounding some issue that is central to implementing the plan, such as revenue, stability of a program the SWMD needs to demonstrate meeting the goals of the 2009 State Plan, or pending closure of a landfill that takes a large portion of the SWMD's waste, the policy committee may choose to establish a shorter planning period and update the plan sooner. [**NOTE:** *As an alternative, the policy committee can build contingencies into the plan. See the section for "Material Change in Circumstances" below.*]

A policy committee can switch between longer and shorter planning periods from one plan update to another. Also, the policy committee can prepare and submit a plan ahead of schedule. Therefore, even if a plan has a 15 year planning period, the policy committee can submit a revised plan prior to the five-year deadline if circumstances warrant it.

Exceptions:

There are times when the policy committee may choose a different first year or add additional years to the planning period to accommodate uncertainty.

One example involves uncertainty over what year Ohio EPA will approve the solid waste management plan. Such a situation could occur if the policy committee submits its draft solid waste management plan earlier than required to. The approval deadline is based on the draft due date not the date Ohio EPA actually receives the plan. A policy committee that submits its draft plan early has that much more time to make changes,

get through ratification, and receive approval.

To illustrate, the policy committee's draft plan update is due to Ohio EPA in August 2016 and needs to be approved by February 2018. The policy committee begins preparing its plan update early and anticipates receiving approval in October 2017. Thus, the policy committee makes 2017 the first year of the planning period and 2031 the last year (a planning period of 15 years).

The policy committee encounters unforeseen difficulties while addressing Ohio EPA's comments which delays ratification. As a result, the policy committee isn't able to submit the ratified version until December 2017. Ohio EPA approves the plan in February 2018. The result is that the plan has an effective planning period of just 14 years (2018 to 2031), and the policy committee is now required to submit the next update in three years, not the intended five years.

To avoid that situation, the policy committee could have added a sixteenth year to the planning period which would have left an effective planning period of 15 years (2018 to 2032). There is no downside to having a 16-year planning period.

In that situation, if the plan had 2017 as the first year of the planning period and 2026 as the last year, then the plan would have an effective planning period of just nine years. Under those circumstances, Ohio EPA would likely disapprove the plan.

In the In the drop down menu for "Select First Year to Select Last Year", choose the years that will be the first and last years of the planning period for the solid waste management plan.

2. Planning Period (first and last years)

The planning period for this solid waste management plan is: Select First Year to Select Last Year

Instructions for the Goal Statement (remove these instructions for the solid waste management plan)

Each SWMD is required to demonstrate achieving either Goal 1 or Goal 2 of the 2009 State Plan at some time during the planning period. SWMDs are encouraged to achieve both goals, but are required to achieve only one or the other. The solid waste management plan must unambiguously identify the goal the SWMD will achieve. In this section, the policy committee will declare which goal – Goal 1, Goal 2, or both – the SWMD will achieve.

In drop-down menu for "Select Goal(s)", choose the goal the SWMD will achieve under the solid waste management plan.

a. SWMDs pursuing Goal 1 must demonstrate having achieved the goal in the

reference year or implement recycling opportunities according to an aggressive schedule. If identified opportunities cannot be implemented within the first year of the planning period, then the policy committee must provide compelling justification in its solid waste management plan for a longer implementation period. The SWMD must also demonstrate continuing to meet Goal 1 for the remainder of the planning period.

If the SWMD will achieve Goal 1, then in the drop-down menu for “Select Answer” indicate whether the SWMD achieved Goal 1 in the reference year.

If the SWMD did not achieve Goal 1 in the reference year, then in the drop-down menu for “Select Answer”, indicate whether the SWMD will achieve Goal 1 in the first year of the planning period.

If the SWMD will not achieve Goal 1 until after the first year of the planning period, then in the drop-down menu for “Select Target Year”, indicate the year the SWMD will achieve Goal 1. Also, in the space reserved with “Provide justification for needing a longer implementation period below (longer than the first year of the planning period)” explain why the SWMD is unable to achieve Goal 1 in the first year of the planning period.

- b. SWMDs pursuing Goal 2 must demonstrate achieving the goal no later than the third anniversary of the date Ohio EPA approved the solid waste management plan. Further, the SWMD must demonstrate continuing to meet Goal 2 for the entire planning period.

If the SWMD will achieve Goal 2, then in the drop-down menu for “Select Answer” indicate whether the SWMD achieved Goal 2 in the reference year.

If the SWMD did not achieve Goal 2 in the reference year, then in the drop-down menu for “Select Target Year”, indicate the year the SWMD will achieve Goal 2 in.

3. Goal Statement

The SWMD will achieve the following Goal(s): [Select Goal\(s\)](#).

a. *Achieving Goal 1:*

Did the SWMD achieve Goal 1 in the reference year? [Select Answer](#)

If no:

Will the SWMD achieve Goal 1 in the first year of the planning period? [Select Answer](#)

If no,

What is target year for achieving the goal? [Select Target Year](#)

Provide justification for needing a longer implementation period below (longer than the first year of the planning period):

b. Achieving Goal 2:

Did the SWMD achieve Goal 2 in the reference year? [Select Answer](#)

If no, what is the target year for achieving Goal 2? [Select Target Year](#).

Instructions for the Material Change in Circumstances/Contingencies (remove these instructions for the solid waste management plan)

Ohio Revised Code Section 3734.56(D) authorizes the board of directors to request the policy committee to begin updating a solid waste management plan prior to the required date if the board determines that circumstances materially changed from those addressed in the approved plan. The solid waste management plan does not have to lay out a material change of circumstances procedure in order for a SWMD to act on that authority.

Unlike in past versions, version 4.0 of the District Solid Waste Management Plan Format does not require the policy committee to provide a material change in circumstances procedure. However, Ohio EPA recommends that SWMDs develop and document a procedure for internal use.

Even if the policy committee does not include a material change in circumstances procedure in the solid waste management plan, Ohio EPA strongly recommends that the policy committee define circumstances that could necessitate a plan update and include those in Appendix A. In particular, if there are uncertainties in the solid waste management plan that could affect the approvability of the plan, then explaining how the SWMD will monitor those uncertainties and address them might alleviate concerns about the viability of the plan.

Examples of uncertainties that could affect approval include:

- the SWMD's ability to remain financially solvent (due to something like inability to accurately project revenue; potential that SWMD may not be able to continue to collect revenue through an existing funding source; uncertainty about the future costs of programs, etc.)
- a planned major program that may or may not pan out;
- The potential that a program needed to achieve Goal 1 will be delayed
- a county-owned landfill that may or may not operate in the future;

When necessary, Ohio EPA encourages the policy committee to incorporate provisions for monitoring uncertainties, criteria for determining if a material change in

circumstances has occurred, and how the SWMD will address changes in circumstances.

In the space reserved with “[explain the SWMD’s material in change in circumstances procedure or contingencies]” describe the SWMD’s material change in circumstances procedure or any contingencies the policy committee has identified for addressing uncertainties]”

4. Material Change in Circumstances/Contingencies

[explain the SWMD’s material in change in circumstances procedure or contingencies]

Instructions for providing explanations of differences between data previously reported and data used in the solid waste management plan (remove these instructions for the solid waste management plan)

Under most circumstances, Ohio EPA expects the data used in the plan to match data previously reported to Ohio EPA in annual district reports and quarterly fee reports. However, there are justifiable reasons why the policy committee may use different data for a solid waste management plan. If the data the policy committee uses in the plan differ from data previously reported, then provide explanations.

5. Explanations of differences between data previously reported and data used in the solid waste management plan.

- a. Differences in quantities of materials recovered between the annual district report and the solid waste management plan
- b. Differences in financial information reported in quarterly fee reports and the financial data used in the solid waste management plan