

APPENDIX I CONCLUSIONS, PRIORITIES, AND PROGRAM DESCRIPTIONS

A. Conclusions, Actions, and Priorities

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

This appendix will describe the policy committee's process for making decisions about the programs the SWMD will offer during the planning period. It will also contain all of the information about the SWMD's programs – what was available in the reference year and what will be available during the planning period.

The first thing the policy committee will do in this appendix is describe all programs that were available in the reference year (see instructions for section B). The policy committee needs that information to conduct analyses in Appendix H. The policy committee will not complete the rest of Appendix I until it has conducted all of the analyses in Appendix H.

After completing Appendix H, the policy committee will return to Appendix I and use the results to make decisions about the programs the SWMD will provide during the planning period. The policy committee will make those decisions through four steps as follows:

- 1) Draw conclusions (what did the policy committee learn from the analyses conducted in Appendix H?)
- 2) Develop a list of action items (what could the SWMD do during the planning period to act on the conclusions from step 1?)
- 3) Prioritize the action items from step 2 (of all the items on the list, what are the most important things to address?)
- 4) Develop programs to address priorities (what does the policy committee want the SWMD to do in order to address the priorities identified in step 3?)

After performing each of the steps above, the policy committee will explain what it did for a step in the space reserved for text about that step. Ideally, the policy committee will complete step 1 and explain/list its conclusions in the space reserved with “[replace with text listing/describing the policy committee's conclusions]” before moving on to step 2. The policy committee will complete step 2 and provide its list of action items before moving onto step 3, etc.

For step 4, the policy committee will return to Section B and supplement the reference year descriptions with information for the planning period. That will involve adding information to the reference year descriptions about changes that will be made to existing programs. The description for a specific, existing program will provide all of the information for that program – historical and future. The policy committee will then create descriptions for new programs.

Below are more instructions for each of the four steps:

- 1) Draw Conclusions - The policy committee will use what it learned from the analyses in Appendix H to make conclusions about the SWMD. The conclusions should be objective statements of facts or deductions that represent what the policy committee learned about the SWMD's structure, abilities, strengths and weaknesses, operation, existing programs, outstanding needs, and available resources.

Having comprehensive conclusions that draw from all the analyses will help the policy committee determine how the SWMD will function during the upcoming planning period.

In the space reserved with “[replace with a listing of/text describing the policy committee's conclusions]”, detail the conclusions derived from its analyses from Appendix H.

- 2) Develop a list of actions - The policy committee will make a list of actions the SWMD could take, programs the SWMD could implement, or other things the SWMD could do to address the conclusions from step 1. Compile the list without evaluating each item from the perspective of “is this something we want to or can address?”

Including an item on the list does not mean the policy committee has committed the SWMD to doing anything with that item. Ohio EPA anticipates that a policy committee that completes this step as intended will identify more, possibly many more, items than the SWMD could address in one planning period. The policy committee may also identify things that the SWMD is not in a position to address now or even in the future. It is all good information for the policy committee to have.

The ultimate goal of this step is to provide the policy committee with a comprehensive list of ideas. The policy committee will use this list when making decisions about what the SWMD will do during the upcoming planning period.

In the space reserved with “[replace with the policy committee's list of actions and provide any necessary/appropriate supporting text]”, provide the list of the policy committee's actions and provide any text needed to explain those actions.

- 3) Prioritize – The policy committee will evaluate the list developed in step 2 and commit to items the SWMD will address during the upcoming planning period. Those items will constitute the policy committee's priorities for the planning period.

In the space reserved with “[replace with text explaining the policy committee's priorities, and provide any necessary/appropriate supporting text.]”, explain, of the list of actions in Step 2, what the policy committee's priorities for the SWMD are and the reasoning for making those actions priorities. Also explain if there are any actions the policy committee believes are priorities but which the SWMD doesn't have the time or resources to address in this solid waste management plan.

[NOTE: When developing priorities, the policy committee needs to ensure that the SWMD will have programs to address all of the required goals of the state solid waste management plan. If the SWMD does not already have programs to address all of the required goals, then the policy committee should have priorities to develop programs to meet unfulfilled goals.]

[NOTE: Ohio EPA recommends that the policy committee keep the list of items from step 2 that the SWMD will not address during the planning period. The policy committee can refer to this list during the next update of the solid waste management plan. While an item might not be a priority for the current plan update or something the SWMD is not currently in a position to address, the item might become a priority in the future.]

- 4) Develop programs and strategies to address priorities – The policy committee will use the priorities from step 3 to identify the programs and strategies the SWMD will implement to act on the priorities.. These, along with existing programs the SWMD will continue to provide, will be the programs and strategies the policy committee commits the SWMD to implementing during the planning period.

1) Conclusions

[replace with a listing of/text describing the policy committee’s conclusions]

2.) Actions

[replace with the policy committee’s list of actions here and provide any necessary appropriate supporting text]

3) Priorities

[replace with text explaining the policy committee’s priorities, and provide any necessary/appropriate supporting text.]

B. Programs

Instructions for Program Descriptions (remove these instructions for the solid waste plan)

Fully describe all programs that will be available to residents, commercial businesses, institutions, and industrial businesses during the planning period.

The policy committee will summarize its program descriptions in Chapter V (Waste Reduction and Recycling). Thus, the descriptions in this appendix will provide more detail than the summaries provided in Chapter V.

When developing descriptions, provide information in whatever format or combination of formats seems appropriate - text, bullet points, tables, figures, etc.

There are four potential categories of programs:

- Programs that existed during the reference year and will continue unchanged during the planning period;
- Programs that existed during the reference year and were discontinued or will be discontinued;
- Programs that existed during the reference year and will continue with changes during the planning period; and
- New programs that will be implemented during the planning period.

The policy committee will first describe all programs that were available in the reference year. The policy committee needs that information to conduct analyses in Appendix H. After conducting the analyses, the policy committee will supplement the reference year descriptions with information for the planning period. Thus, the description for a specific program will provide all of the information for that program – historical and future.

After conducting the analysis, the policy committee will describe all new programs that the SWMD will provide during the planning period.

Presenting Program Descriptions:

The policy committee will organize its programs by type.

Following this textbox are headings corresponding to common types of programs. Some headings are standalone headings and others have subheadings. There are two items after each heading/subheading: a two-row table and a placeholder (shown below):

ID	Name	Start Date	End Date	Goal(s)
NSC1				

[Describe program here]

The policy committee will provide a table and a description for each program that was available in the reference year and will be available in the planning period.

- It is likely that there aren't headings for all of a SWMD's programs. If that is the case, add headings as appropriate.
- If there aren't subheadings under a heading for all of the SWMD's programs, then remove the placeholder for "Other Programs" and add additional subheadings as needed.
- If the SWMD does not have a particular type of program, then leave the heading/subheading but enter "No program available" under the heading.

[NOTE: Ohio EPA will compile all of the individual, two-row tables into an implementation schedule that the SWMD will complete along as part of its annual district report.]

Reference Year Programs

- For each program that was available in the reference year, find the heading/subheading corresponding to the program type. Enter the name of the SWMD's program in the corresponding table.

If the SWMD has/will have multiple programs for a heading, then under the heading/subheading add a two-row table for each program.

[NOTE: It is not necessary to list curbside recycling services and drop-off recycling locations that were available in the reference year (as shown in Table B.1) and will continue unchanged. List existing curbside services and drop-offs that will be discontinued or changed and new curbside services and drop-offs that will be implemented during the planning period. Ohio EPA will assume that all existing curbsides and drop-offs listed in Table B.1 will continue (and be included in the implementation schedule) unless otherwise indicated in this appendix.]

- Don't enter anything in the columns for Start Date, End Date, or Goal

Directly under the table for the program, remove the placeholder for "[Describe program here]" and provide text to describe the program. The description should address the following:

- What the program was/what the program consisted of;
- Who the target audience was/who used the program;
- Where the program was offered/the service area;
- What materials were collected;
- Who provided/operated the program;
- Who paid for the program;

[NOTE: Who provided or operated the program may be the same or different than who pays for the program. For example, if a SWMD pays for drop-off locations but a private waste company services the drop-offs, then the private hauler is the provider. As another example, if a SWMD operates a curbside collection program that is paid for by the community where the service is provided, then the SWMD is the provider.]

- When the program was available;
- How the SWMD promoted the program to the target audience;
- Statistics or other measures of activity.
- Any other information the policy committee believes is pertinent.

Below is an example of how multiple programs for a heading would be presented:

The Van Wert SWMD provides a number of services to commercial and institutional

entities. The following would be the listings under the heading for “Commercial/Institutional Reduction and Recycling Programs:

Commercial/Institutional Reduction and Recycling Programs

Name	Start Date	End Date	Goal(s)
School Collection Programs			

Description

Name	Start Date	End Date	Goal(s)
Non-profit and Government Office Collection Programs			

Description

Name	Start Date	End Date	Goal(s)
Commercial Business Collection Programs			

Description

Name	Start Date	End Date	Goal(s)
Waste Assessments			

Description

[NOTE: *If the SWMD will continue to a program that was available in the reference year without changes, than a complete description of how the program existed in the reference year is important. If the SWMD will be making changes to an existing program, then a full description of what the changes are/what the program will look like is more important than a detailed account of the reference year situation.*]

STOP! The policy committee will not provide the information outlined below until after it has completed the analyses in Appendix H and steps 1, 2, and 3 as explained in section A.

Planning Period Programs

After the policy committee completes Appendix H and steps 1, 2, and 3 in section A, the policy committee will add to its programs descriptions.

Existing Programs Continuing Unchanged - If the SWMD will continue an existing program without changes, then in the table for the program:

- For Start Date, enter either the date the program began or “existing”.
- For End Date, enter “ongoing”.
- For Goal(s) enter the number of the goal or goals from the current state solid waste

management plan the program addresses.

Existing Programs Being Discontinued - If the SWMD will discontinue an existing program, then enter the end date in the table for the program and explain why the program is being discontinued in the description below the table.

Changes to Existing Programs - If the SWMD will make changes to an existing program during the planning period, then in the table for the program:

- For Start Date enter the date the changes will be made
- For End Date, enter either ongoing or, if the program will end, the ending date.
- For Goal(s), enter the number of the goal or goals from the current state solid waste management plan the program addresses

In the program description below the table (that describes the reference year), explain what the changes will be by providing the following information, as applicable:

- What the changes are/what the changes will consist of/what the program will look like after the changes are made;
- Rationale behind the changes/why the changes are being made;
- Any barriers the SWMD may encounter when making desired changes and how the SWMD will overcome those barriers;
- When the changes will be made/when the changed program will be available to the target audience;
- How the SWMD will ensure affected parties are aware of the changes;
- How the SWMD will measure effects of the changes/evaluate success of the changes;
- Explain any other changes that affect the information originally provided for the program.

New Programs - For each new program the SWMD will offer during the reference year:

If a heading/subheading and/or table doesn't already exist for the program type, then create one or both

In the table:

- Enter the name of the new program (for a curbside, drop-off, or PAYT service, use the name of the community served (i.e. name of city, village, or township).
- For Start Date, enter the year the program will begin
- For End Date, if the program will continue throughout the planning period, enter "ongoing". If the program will end during the planning period (such as a feasibility study), then enter the year the program will end.
- For Goal(s), enter the number of the goal(s) from the current state solid waste management plan the program addresses.

Immediately after the table, remove the placeholder for "[Describe program here]" and provide text to describe the program. Provide the following information as applicable:

- What the program is/what the program will consist of;
- Any barriers the SWMD will encounter to implement the new program;
- When the program will begin/be available to the target audience;
- Who will be able to use the program/the target audience
- Where the program will be offered/the service area for the program;
- What materials will be collected through the program;
- Who will provide the program (for example, if it is a curbside recycling program, who provides the service?)
- Who to contact for more information (particularly important if the contact is someone other than the SWMD);
- Who will pay for the program;
- How the SWMD will promote availability of the program to the target audience (e.g if the SWMD offers waste audit services, then how does the SWMD market those services to the target audience?); and,
- How the SWMD will keep the program and/or keep information about the program current;
- How the SWMD will measure success of the program/evaluate success of the program;
- Any other information the policy believes is relevant.

[NOTE: For existing curbside services and drop-offs that will be changed or discontinued, use the names and identification numbers that were assigned in Table B.1. For new curbside services and drop-offs, assign identification numbers and names following the same system as was used for the reference year in Table B.1.]

As an example, seven communities in the OSS SWMD had non-subscription curbside services in the reference year (as shown in Table B.1). Six of those communities will continue their programs unchanged and one community will make changes to its program. Three additional communities will implement non-subscription curbside services during the planning period. In the OSS SWMD’s plan, there will be tables and descriptions for four services under the heading for “Non-Subscription Curbside Recycling ” (*the six existing programs that will continue unchanged are not listed.*) The listings will be as follows:

Residential Recycling Infrastructure

Curbside Recycling Services

Non-Subscription Curbside Recycling

ID	Name	Start Date	End Date	Goal(s)
NSC1	Sandusky County, Fremont City	1/1/2016	Ongoing`	Goals 1 and 2
Description				

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ID	Name	Start Date	End Date	Goal(s)
NSC8	Sandusky County, Bellevue City	1/1/2017	Ongoing`	Goals 1 and 2

Description

ID	Name	Start Date	End Date	Goal(s)
NSC9	Sandusky County, Clyde City	4/1/2017	Ongoing`	Goals 1 and 2

Description

ID	Name	Start Date	End Date	Goal(s)
NSC10	Seneca County, Tiffin City	9/1/2018	Ongoing`	Goals 1 and 2

description

Feasibility Studies - If the program is a feasibility study, then in the table:

- Enter the name of the study
- For start date, enter the year the study will be begin
- For End Date, enter the year the study will be completed
- For Goal(s), enter the goal(s) the feasibility study will address or N/A if the study does not address any of the goals.

Immediately under the table, describe the feasibility study by providing the following information:

- The purpose/goals of the study/what the SWMD hopes to achieve through the study;
- A timeline for beginning and completing the study;
- How the study will be conducted/the study methodology;
- Who will conduct the study;
- An account of the stakeholders and how they will be engaged;
- What the results will be used for;
- How results will be made available;
- When decisions will be made;
- Who will make decisions; and
- Whether the SWMD will act upon decisions during the planning period or use the results of the study for making decisions during the next plan update.

[NOTE: submit the results/write-up of the feasibility study to Ohio EPA after the SWMD has completed the study.]

Residential Recycling Infrastructure

Curbside Recycling Services

Non-Subscription Curbside Recycling

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ID	Name	Start Date	End Date	Goal(s)
NSC1				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
NSC2				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
NSC3				

[Describe program here]

Subscription Curbside Recycling

ID	Name	Start Date	End Date	Goal(s)
SC1				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
SC2				

[Describe program here]

Drop-off Recycling Locations

Full-Time, Urban Drop-offs

ID	Name	Start Date	End Date	Goal(s)
FTU1				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
FTU2				

[Describe program here]

Part-Time, Urban Drop-offs

ID	Name	Start Date	End Date	Goal(s)
PTU1				

[Describe program here]

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ID	Name	Start Date	End Date	Goal(s)
PTU2				

[Describe program here]

Full-Time, Rural Drop-offs

ID	Name	Start Date	End Date	Goal(s)
FTR1				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
FTR2				

[Describe program here]

Part-Time, Rural Drop-offs

ID	Name	Start Date	End Date	Goal(s)
PTR1				

[Describe program here]

ID	Name	Start Date	End Date	Goal(s)
PTR2				

[Describe program here]

Mixed solid waste materials recovery facility

Name	Start Date	End Date	Goal

[Describe program here]

Multi-Family Unit Recycling

Name	Start Date	End Date	Goal

[Describe program here]

Other Residential Recycling Programs (list individually below)

Name	Start Date	End Date	Goal

[Describe program here]

Commercial/Institutional Sector Reduction and Recycling Programs

School Recycling

Name	Start Date	End Date	Goal

[Describe program here]

Collection Services (small businesses, government offices, etc)

Name	Start Date	End Date	Goal

[Describe program here]

Large Venue Recycling

Name	Start Date	End Date	Goal

[Describe program here]

Waste Assessments/Waste Audits

Name	Start Date	End Date	Goal

[Describe program here]

Contracting Assistance

Name	Start Date	End Date	Goal

[Describe program here]

Workgroup/Roundtable

Name	Start Date	End Date	Goal

[Describe program here]

Award/Recognition

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Name	Start Date	End Date	Goal

[Describe program here]

Other Programs (list individually with a table and description)

Name	Start Date	End Date	Goal

[Describe program here]

Industrial Sector Reduction and Recycling Programs

Waste Assessments/Waste Audits

Name	Start Date	End Date	Goal

[Describe program here]

Collection Services

Name	Start Date	End Date	Goal

Contracting Assistance

Name	Start Date	End Date	Goal

[Describe program here]

Workgroup/Roundtable

Name	Start Date	End Date	Goal

[Describe program here]

Award/Recognition

Name	Start Date	End Date	Goal

[Describe program here]

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Other Programs (list individually with a table and description)

Name	Start Date	End Date	Goal

Restricted/Difficult to Manage Wastes

Yard Waste (list and describe programs below)

Name	Start Date	End Date	Goal

[Describe program here]

Household Hazardous Waste

Name	Start Date	End Date	Goal

[Describe program here]

Scrap Tires

Name	Start Date	End Date	Goal

[Describe program here]

Electronic Equipment

Name	Start Date	End Date	Goal

[Describe program here]

Lead-Acid Batteries

Name	Start Date	End Date	Goal

[Describe program here]

Appliances

Name	Start Date	End Date	Goal

[Describe program here]

Pharmaceuticals

Name	Start Date	End Date	Goal

[Describe program here]

Others (list individually with a table and description)

Name	Start Date	End Date	Goal

[Describe program here]

Other Material Specific Programs

Food Waste

Name	Start Date	End Date	Goal

[Describe program here]

Glass

Name	Start Date	End Date	Goal

[Describe program here]

Outreach, Education, Awareness, and Technical Assistance

Instructions for describing outreach, education, awareness, and technical assistance programs (Remove these instructions for the solid waste management plan):

Information for the SWMD's outreach plan, general education, awareness, and technical assistance (Goals 3 and 4) will come from Appendix L.

Under the headings for Web Page, Resource Guide, Education Provider, describe the how the SWMD will provide those minimum education requirements prescribed by Goal 3.

For the Outreach and Marketing Plan:

Describe the programs the SWMD will provide to each of the five target audiences. If a program addresses multiple target audiences, then describe the program under the heading for the first target audience and refer to the program under the headings for subsequent target audiences.

For the Outreach Priority:

Describe what the outreach priority is, what target audiences the SWMD will address, and the programs the SWMD will implement to achieve the outreach priority.

For General Education Programs:

Describe any other education, technical assistance, and outreach programs the SWMD will provide.

Web Page

Name	Start Date	End Date	Goal

[Describe program here]

Resource Guide

Name	Start Date	End Date	Goal

[Describe program here]

Education Provider

Name	Start Date	End Date	Goal

[Describe program here]

Outreach and Marketing Plan

Residential Sector

Name	Start Date	End Date	Goal

Commercial/Institutional Sector

Name	Start Date	End Date	Goal

Industrial Sector

Name	Start Date	End Date	Goal

Political Leaders

Name	Start Date	End Date	Goal

[Describe program here]

Schools

Name	Start Date	End Date	Goal

[Describe program here]

Outreach Priority

Name	Start Date	End Date	Goal

[Describe program here]

General Education Programs (e.g. presentations, booths at community events, articles, advertising, publications, etc.),

Name	Start Date	End Date	Goal

[Insert headings and narrative here]

Funding/Grants

Incentive Based Grants

Name	Start Date	End Date	Goal

[Describe program here]

Improvement Grants (seed money for starting a recycling program, equipment purchases, etc.)

Name	Start Date	End Date	Goal

[Describe program here]

Other Funding/Grant Programs (list individually with a table and description)

Name	Start Date	End Date	Goal

[Describe program here]

Economic Incentives

Volume-Based Billing/Pay-As-You-Throw Trash Collection Services

Instructions for Descriptions of PAYT Services (remove these instructions for the solid waste management plan):

Examples of information to provide for volume-based billing/pay-as-you-throw services include:

- Cost structure
- Type of trash container used (carts, self-provided cans, bags, etc.)
- Billing system (pre-purchased stickers, tags, or bags; direct bill, utility bill, etc.)
- Collection system (automated, semi-automated, manual)
- Type of accompanying recycling opportunity
- Any other information appropriate or pertinent to explain the service

Name	Start Date	End Date	Goal

[Describe program here]

Financial Award Programs (e.g. RecycleBank, “Get Caught Recycling”)

Name	Start Date	End Date	Goal

[Describe program here]

Other Economic Incentive Programs (list individually with a table and description)

Name	Start Date	End Date	Goal

[Describe program here]

Market Development Programs

Name	Start Date	End Date	Goal

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[Describe program here]

Feasibility Studies

Name	Start Date	End Date	Goal

[Describe program here]

Facilities

Materials Recovery Facilities/Recycling Centers

Name	Start Date	End Date	Goal

[Describe program here]

Landfills

Name	Start Date	End Date	Goal

[Describe program here]

Closed Facility Maintenance (Closure/Post-Closure Care)

Name	Start Date	End Date	Goal

[Describe program here]

Transfer Facilities

Name	Start Date	End Date	Goal

[Describe program here]

Composting Facilities

Name	Start Date	End Date	Goal

[Describe program here]

Data Collection

Name	Start Date	End Date	Goal

[Describe program here]

Instructions for Other Programs (remove these instructions for the solid waste management plan):

Provide descriptions of programs that don't fit under the preceding headings here. Examples of programs to describe here include:

- Health department support (Allowable Use 3)
- County assistance (Allowable uses 4, 5, and 8)
- Open dumping/litter enforcement (Allowable use 7) (including health department and local law enforcement agency support)
- Open dumping/tire dump cleanup
- Municipal corporation/township assistance (allowable use 9)
- Disaster debris/disaster assistance
- Closed facility maintenance/post-closure care
- Facility ownership and operations not previously described (MRFs, recycling centers, landfills, transfer facilities, other)
- Waste-to-energy projects (such as waste derived fuel, pyrolysis, gasification, etc.)

Health department support (Allowable Use 3)

Name	Start Date	End Date	Goal

[Describe program here]

County Assistance

Name	Start Date	End Date	Goal

[Describe program here]

Open Dumping/Litter Enforcement

Name	Start Date	End Date	Goal

[Describe program here]

Open dump/tire dump cleanup

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Name	Start Date	End Date	Goal

[Describe program here]

Litter law enforcement (boards of health and sheriff offices) (allowable use 7)

Name	Start Date	End Date	Goal

[Describe program here]

Municipal Corporation/Township Assistance

Name	Start Date	End Date	Goal

[Describe program here]

Disaster debris/disaster assistance

Name	Start Date	End Date	Goal

[Describe program here]

Closed Facility Maintenance/Post-Closure Care

Name	Start Date	End Date	Goal

[Describe program here]

Facility Ownership/Operations

Name	Start Date	End Date	Goal

[Describe program here]

Waste-to-energy projects

Name	Start Date	End Date	Goal

[Describe program here]