|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Solid Waste Plan review checklistCounty, District, or Multicounty AreaMinn. Stat. § 115ADoc Type: Solid Waste Plan |

**Instructions:** This checklist is intended to be used as a guidance document for the development of a plan for a county, district, or multicounty area. While every attempt has been made to incorporate planning rule requirements as accurately as possible, the rule and applicable provisions of [Minn. Stat. § 115A](https://www.revisor.mn.gov/statutes/cite/115A.46) remains the final authority on plan contents and approval procedures. Please consult [Minn. R. 9215.0500-9215.0950](https://www.revisor.mn.gov/rules/9215.0500/) for further reference.

**Column 1** is a listing of solid waste plan rules and what is to be included in each section of your solid waste plan.

**Columns 2–5** are for the MPCA Planner to use when reviewing your plan to denote if each rule is met by checking:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **C = Complete** | **I = Incomplete** | **M = Missing** | **N/A = Not applicable** |

**Column 6 is for the solid waste management plan (the Plan) writer to denote which page each rule/statute can be found in the Plan.**

**Column 7 is for Notes that either the writer or Planner can use to make comments**

**Column 8** is the Interpretation column that interprets the rule/statute for each section, which may include tips, examples, and references for plan development and types of information to be included in the plan.

**Guidance:** Use this checklist as an outline for your solid waste plan. This will ensure that all requirements are met and will provide a quicker review for approval for the county and the MPCA staff reviewing your solid waste plan. Your plan is not considered an update but a new plan, as if it is brand new.

Contact information

|  |  |
| --- | --- |
| Name of county or region submitting document: |       |
| Contact name: |       | Contact telephone: |       |
| Contact email address: |       |
| Plan author(s): |       | MPCA reviewer: |       |
| Submittal dates: |       |  |       |  |       |  |       |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |

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Plan contents

Check the following codes to describe the completeness of your plan:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **C = Complete** | **I = Incomplete** | **M = Missing** | **N/A = Not applicable** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Format**  | **C** | **I** | **M** | **N/A** | **Notes** |
| One electronic copy to MPCA Planner |  |  |  |  |       |

1. **Executive summary (Minn. R.** [**9215.0550**](https://www.revisor.mn.gov/rules/?id=9215.0550)**)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | Provide an overview of the current solid waste system and the proposed future solid waste system. Include a table or a reference to the Goal Volume Table Appendix for the next ten years and a table or reference to the Budget Appendix that gives a projected ten year budget for solid waste programs. |  |  |  |  |       |       | *This part of the plan should be done last and be a high-level summary of your solid waste plan. At a minimum, highlight the key items of the current and future desired system. Please try to keep to one page (i.e., bullets or very short paragraphs).* |

1. **Background information (Minn. R.** [**9215.0560**](https://www.revisor.mn.gov/rules/?id=9215.0560)**, subp. 2)**

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Demographic, geographic, and regional information (Minn. R. 9215.0560, subp. 2) |  |  |  |  |       |       | *Summarize data and trends in relation to solid waste versus multiple tables. Attach link to find data online. Should list how all fits into current and future solid waste initiatives and effects policy. Maps, tables and graphs are encouraged.* |
|  | Include demographic information that relates to or directly impacts the generation or management of solid waste: |  |  |  |  |       |       | *Maps, tables and graphs are encouraged.*[*Click here*](#Check36) *to access links to county demographic information.* *Environmental justice (EJ) areas must be discussed in this section. Refer to the* [*EJ reference*](#Check36) *for the rule and the map in regards to EJ*  |
|  | * current population distribution
 |  |  |  |  |       |       |  |
|  | * population projections for the next ten years
 |  |  |  |  |       |       |       |
|  | * current and projected land use patterns
 |  |  |  |  |       |       |       |
|  | * current and project employment and wages
 |  |  |  |  |       |       |       |
|  | * local economic conditions
 |  |  |  |  |       |       |  |
|  | * median household income
 |  |  |  |  |       |       |       |
|  | * summary of demographic, geographical, and regional constraints and opportunities that have impacted or may impact the existing or proposed system
 |  |  |  |  |       |       | *The summary should include information specific to the solid waste plan area that effects how solid waste programs are developed. Examples include seasonal or student populations, rural setting, major transportation routes, markets for materials close by or many other examples.* ***Hint:*** *contact your zoning office as they may have detailed information in their plan.* |

1. **Solid waste collection and generation (Minn. R.** [**9215.0560**](https://www.revisor.mn.gov/rules/?id=9215.0560)**, subp. 3)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * the amount of solid waste generated annually
 |  |  |  |  |       |       | *There is actual information for this from annual reports and SCORE. There should be a measurement tool in this section of waste but also include for problem materials.* |
|  | * estimate the percentage of city and rural residents with solid waste collection service
 |  |  |  |  |       |       | *This should include a discussion of who does and does not have collection; and what kind of collection. Preferably, a map.* |
|  | * estimate the annual percentage of solid waste disposed of on site by generators
 |  |  |  |  |       |       | *Use methodology for estimating residents underserved by hauler services.*  |
|  | * describe the solid waste collection and disposal rate structure, including the current range of residential and commercial/industrial solid waste collection rates
 |  |  |  |  |       |       | *Add a table listing current haulers and their rates.* |
|  | * list any financial incentives for waste reduction and recycling
 |  |  |  |  |       |       | *Examples other than volume based pricing. Incentives to who? Businesses, residents?* |
|  | * describe the solid waste composition
 |  |  |  |  |       |       | *The numbers should be specific to your plan area and if there is a regional or nearby county study those numbers should be applied. There should be interpretation of the data and include what is unique about their waste stream. If your county participates in a waste to energy program, the facility is required to use the 5 year study.* |
|  | * estimate the annual percentage of solid waste from residential and commercial/industrial solid waste generators
 |  |  |  |  |       |       |  |
|  | * summarize the solid waste collection and generation constraints and opportunities that have impacted or may impact the existing or proposed system
 |  |  |  |  |       |       | *This section should include information from the above sections, measurement of goals for all waste streams and problem material to gauge success and effectiveness of the programs listed in plan reflected in graphs and words.*  |

# Construction and demolition debris (Minn. R. [9215.0560](https://www.revisor.mn.gov/rules/?id=9215.0560), subp. 4)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | Estimate the quantity of demolition debris generated annually. |  |  |  |  |       |       | *This information can be inserted in the text of the plan for the last 5 years from the solid waste forecast you received from your planner in the GVT* |

# Major solid waste generators (Minn. R. [9215.0560](https://www.revisor.mn.gov/rules/?id=9215.0560), subp. 5)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | Identify the major solid waste generators, such as: large institutional (e.g., educational or medical) facilities, large industrial or commercial generators, etc. |  |  |  |  |       |       | *Include largest generators waste that have the biggest impact on waste generation through the programs* |
|  | Estimate the volume and type of solid waste generated annually by such generators. |  |  |  |  |       |       | *This ties back to Solid Waste Collection and Generation section. The reader should be able to understand the solid waste system from what is written.* |

# Include a review of local and regional solid waste planning in the last five years:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * describe any current local and regional planning activities
 |  |  |  |  |       |       |  |
|  | * include a description of past impediments or barriers to development of regional projects
 |  |  |  |  |       |       |  |
|  | * address the resolution of conflicting, duplicative, or overlapping local solid waste management efforts
 |  |  |  |  |       |       |  |

1. **Existing system(s) (Minn. R.** [9215.0575](https://www.revisor.mn.gov/rules/?id=9215.0575)**, subp. 2)**

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Include an overview and description of existing system(s): |  |  |  |  |       |       | *This should be a more detailed level than the Executive Summary. It should read like a story. This will set the stage for the proposed integrated solid waste management system.* |
|  | * Existing System policy and goals
 |  |  |  |  |       |       |       |
|  | * history of system development
 |  |  |  |  |       |       |       |
|  | * description of existing resource recovery programs or facilities in use
 |  |  |  |  |       |       |       |
|  | * description of land disposal facilities in use
 |  |  |  |  |       |       |       |
|  | * costs to operate and maintain the system
 |  |  |  |  |       |       |       |
|  | * summary of achievements, opportunities, challenges, or problems:
 |  |  |  |  |       |       |       |
|  | * + market and economic conditions
 |  |  |  |  |       |       |       |
|  | * + availability of resource recovery programs or facilities
 |  |  |  |  |       |       |       |
|  | * + availability of local and state funding resources
 |  |  |  |  |       |       | *List of examples of funding types.* |

# Proposed system (Minn. R. [9215.0577](https://www.revisor.mn.gov/rules/?id=9215.0577), subps. 2-4)

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Include: goals to be achieved over the ten-year planning period, and which must be consistent with policy in Minn. Stat. § 115A.02 (a); a description of the specific and quantifiable means, including policies and programs, that will be continued or implemented and described in Minn. R. 9215.0580 to 9215.0700 to achieve the goals. If land disposal is the proposed system: |  |  |  |  |       |       | *This section should be more detailed than Executive Summary of what the county proposes in their solid waste programs.* |
|  | * A description of the technical, financial, demographic, geographic, regional, and solid waste system constraints or barriers that limit ability to achieve greater independence from land disposal.
 |  |  |  |  |       |       |       |
|  | * A demonstration that there are no solid waste system alternatives that are more feasible and prudent than the land disposal system.
 |  |  |  |  |       |       |       |

# Solid Waste Reduction (Minn. R. [9215.0580](https://www.revisor.mn.gov/rules/9215.0580/), subp. 2)

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Source reduction policy and goals |  |  |  |  |       |       |       |
|  | description of existing solid waste reduction programs |  |  |  |  |       |       | *Refer to the* [*reference*](#_Prevention_and_reuse) *for more detail or a link to* [*Source Reduction examples 2-sw1-24a*](https://www.pca.state.mn.us/sites/default/files/w-sw1-24a.pdf) *for examples of source reduction programs your county can implement.* |
|  | annual amount of solid waste to be reduced |  |  |  |  |       |       | *Must be a specific project to track tonnage reduction. Have one item that is measurable.* |
|  | specific programs the unit proposes to maintain, expand, or implement during the next ten years |  |  |  |  |       |       |  |
|  | Identification of costs and budget (may direct to Budget Appendix)in implementing and managing these programs |  |  |  |  |       |       |       |
|  | implementation schedule for these programs |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |
|  | information on how any additional requirements of Minn. Stat. § 115A.552 |  |  |  |  |       |       |       |

# Solid Waste Education Programs (Minn. R. [9215.0590](https://www.revisor.mn.gov/rules/?id=9215.0590), subps. 2-6; [Minn. Stat. §115.A552, subp.3](https://www.revisor.mn.gov/statutes/cite/115A.552))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| Include information on: |  |  |  |  |  | Programs Proposed:1.      2.      3.       |  |
|  | * Education program policy and goals
 |  |  |  |  |       |       |       |
|  | * existing solid waste education practices and programs (including education providers)
 |  |  |  |  |       |       |       |
|  | * specific programs to maintain, expand or implement during the next ten years
 |  |  |  |  |       |       |       |
|  | * publication of information required at least once every three months
 |  |  |  |  |       |       |       |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*click here*](#_Example_Implementation_Schedule) |

# Recycling programs ([Minn. R. 9215.0600, subps. 2-4](https://www.revisor.mn.gov/rules/9215.0600/); [Minn. Stat. §115A.551, 552](https://www.revisor.mn.gov/statutes/cite/115A.551))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * recycling program policy and goals established to meet or exceed recycling goal requirements, opportunity to recycle requirements, and organized collection requirements (Minn. Stat. § 115A.94)
 |  |  |  |  |       |       |       |
|  | * existing public and private sector recycling programs including collection, processing, and marketing, including the number of haulers operating in the unit, and collection or processing facilities used by haulers in the unit
 |  |  |  |  |       |       |       |
|  | * identification of annual recycling tonnages collected, processed, and marketed by sector or program, for the last five years
 |  |  |  |  |       |       |       |
|  | * local market condition for recyclable materials
 |  |  |  |  |       |       |       |
|  | * specific programs proposed to maintain, expand, or implement during the next ten years which meet requirements
 |  |  |  |  |       |       |       |
|  | * residential "opportunity to recycle" (115A.552) at convenient collection sites for residents: 1 recycling center, accepting 4+ materials, open 12+ hrs/week as required by Minn. Stat. § 115A.555 (designation)
 |  |  |  |  |       |       |       |
|  | * in cities >5,000: once/month curbside, or a recycling center accepting 4+ materials
 |  |  |  |  |       |       |       |
|  | * in cities >20,000: once/month curbside of 4+ materials
 |  |  |  |  |       |       |       |
|  | * recycling of 3+ materials in all local government facilities (Minn. Stat. § 115A.151, subp 1)
 |  |  |  |  |       |       |       |
|  | * encouragement of commercial, industrial, and institutional recycling
 |  |  |  |  |       |       |       |
|  | * voluntary vs. mandatory, where applicable
 |  |  |  |  |       |       |       |
|  | * identify costs and budget (may direct to the Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*click here*](#_Example_Implementation_Schedule) |

# Yard Solid Waste Management Programs (Minn. R. [9215.0610](https://www.revisor.mn.gov/rules/?id=9215.0610) )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * yard waste policy and goals:
 |  |  |  |  |       |       |       |
|  | * + a description of the yard solid waste separation and composting goals and policies
 |  |  |  |  |       |       |       |
|  | * + a description of methods for identifying the portions of the solid waste stream, such as leaves, grass clippings, tree and plant residue, and paper for use in agricultural practices (115A.46, subd. 2, part d)
 |  |  |  |  |       |       |       |
|  | * + a recognition of the prohibition on disposal of yard solid waste in land and at resource recovery facilities
 |  |  |  |  |       |       |       |
|  | * + existing public and private sector yard solid waste management practices and programs
 |  |  |  |  |       |       |       |
|  | * + estimated level of backyard composting
 |  |  |  |  |       |       |       |
|  | * + yard solid waste collection system including licensed haulers, if any
 |  |  |  |  |       |       |       |
|  | * + number of municipal composting sites
 |  |  |  |  |       |       |       |
|  | * + tonnages collected for the last five years, if available
 |  |  |  |  |       |       |       |
|  | * + local market conditions for finished yard waste compost
 |  |  |  |  |       |       |       |
|  | * + specific programs the unit proposes to maintain or implement during the next ten years:
 |  |  |  |  |       |       |       |
|  | * + - education
 |  |  |  |  |       |       |       |
|  | * + - drop-off sites
 |  |  |  |  |       |       |       |
|  | * + - collection
 |  |  |  |  |       |       |       |

#  Source-Separated Organic Materials Composting (Minn. R. [9215.0615](https://www.revisor.mn.gov/rules/?id=9215.0615))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * source-separated organic materials composting policy and goals
 |  |  |  |  |       |       |       |
|  | * description of existing collection system used to collect source-separated organic materials
 |  |  |  |  |       |       | [*Click here*](#_If_the_County:) *for background on how to complete this section.* |
|  | * + amount and types of source-separated organic material collected annually
 |  |  |  |  |       |       |       |
|  | * + generators of the organic material
 |  |  |  |  |       |       |       |
|  | * + location of the composting facility
 |  |  |  |  |       |       |       |
|  | * + composting methods employed
 |  |  |  |  |       |       |       |
|  | * + responsible person(s) and staff time
 |  |  |  |  |       |       | *This information can be added to Solid Waste Staffing section of this checklist.* |
|  | * + identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * + finished compost marketing efforts
 |  |  |  |  |       |       |       |

# Municipal Solid Waste (MSW) composting facilities (Minn. R. [9215.0620](https://www.revisor.mn.gov/rules/?id=9215.0620))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [*Click here for background on how to complete this section. Reference 2.*](#_If_the_County:)*.* |
|  | * municipal solid waste composting policy and goals
 |  |  |  |  |       |       |       |
|  | * description of facility proposed to be developed or used
 |  |  |  |  |       |       | [*Click here*](#_If_the_County:) *for background on how to complete this section* |
|  | * operational history and management and removal of problem solid wastes
 |  |  |  |  |       |       |       |
|  | * marketing of finished compost
 |  |  |  |  |       |       |       |
|  | * consideration and evaluation of known and potential environmental and public health impacts and proposal of a course of action to alleviate those impacts. (Include assessment of operational safety during past two year, results of compost testing, results of inspection and monitoring by the appropriate state regulatory agency.)
 |  |  |  |  |       |       |       |
|  | * description of mixed municipal solid waste composting facilities and programs that propose to maintain, implement, or participate in during the next ten years, including the annual amount or quantity of waste to be composted
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*click here*](#_Example_Implementation_Schedule) |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |

# Solid Waste Incineration and Energy Recovery (Minn. R. [9215.0630](https://www.revisor.mn.gov/rules/?id=9215.0630))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * solid waste incineration and energy recovery policy and goals
 |  |  |  |  |       |       | [*Click here*](#Check29) *for background on how to complete this section.* |
|  | * description of facility proposed to be developed or currently used
 |  |  |  |  |       |       |       |
|  | * operational history, removal of problem solid wastes
 |  |  |  |  |       |       |       |
|  | * results of marketing energy or Refuse Derived Fuel (RDF)
 |  |  |  |  |       |       |       |
|  | * consideration and evaluation of known and potential environmental and public health impacts and propose a course of action to alleviate those impacts. Includes assessment of operational safety during past five years, results of ash and emissions testing, results of inspection and monitoring by the appropriate state regulatory agency
 |  |  |  |  |       |       |       |
|  | * description of how the county or region intends to meet statutory goals of reducing the toxicity and quantity of incinerator ash and of reducing the quantity of processing residuals that require disposal. (Minn. Stat. 115A.97(1))
 |  |  |  |  |       |       |       |
|  | * description of energy recovery facilities and programs propose to maintain, implement, or participate in during the next ten years, including the annual amount or quantity of waste to be incinerated, energy and recyclables to be recovered
 |  |  |  |  |       |       |       |
|  | * implementation schedule including design, permitting, construction and designation where applicable
 |  |  |  |  |       |       |       |
|  | * identification of costs and budget (may direct to Budget Appendix), including itemized capital and operating costs
 |  |  |  |  |       |       |       |

# MSW land disposal facilities (Minn. R. [9215.0640](https://www.revisor.mn.gov/rules/?id=9215.0640))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * MSW land disposal facilities policy and goals
 |  |  |  |  |       |       | [*Click here*](#Check29) *for background on how to complete this section.*  |
|  | * description of existing facilities
 |  |  |  |  |       |       |       |
|  | * identification and status of closed landfills and whether the unit is implementing any programs for mitigating the environmental effects of past disposal practices
 |  |  |  |  |       |       |       |
|  | * description of facilities where the unit's mixed municipal solid waste is managed
 |  |  |  |  |       |       |       |
|  | * table indicating amount received, processed, and disposed during the last five years
 |  |  |  |  |       |       | *These numbers can be found in the goal volume table section. This number can be in yards or tons.* |
|  | * operational history, removal of problem wastes, and facility management
 |  |  |  |  |       |       |       |
|  | * evaluation of known and potential environmental and public health impacts and proposal of a course of action to alleviate those impacts. Include information assessing operational safety during the past five years, information summarizing the results of recent inspections by the appropriate state agency, report on the results of ground and surface water monitoring (including Superfund ranking, if applicable).
 |  |  |  |  |       |       |       |
|  | * description of specific programs to be developed: land disposal facilities and programs that the county or region proposes to maintain, implement, or participate in during the next ten years
 |  |  |  |  |       |       |       |
|  | * + identification of remaining permitted capacity in the 10-year planning period
 |  |  |  |  |       |       | *These number(s) can be obtained from your Planner.* |
|  | * + identification of need for new capacity (Certificate of Need)
 |  |  |  |  |       |       |       |
|  | * + permitting schedule, including Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS), if needed
 |  |  |  |  |       |       |  |
|  | * + schedule of phase development
 |  |  |  |  |       |       |       |
|  | * + status of financial assurance
 |  |  |  |  |       |       |       |
|  | * + status of leachate treatment
 |  |  |  |  |       |       |       |
|  | * + implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |
|  | * + identify all costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |

# Solid Waste Tire Management Programs (Minn. R. [9215.0650](https://www.revisor.mn.gov/rules/?id=9215.0650); Minn. Stat. § [115A.914, subd. 3](https://www.revisor.mn.gov/statutes/cite/115A.914))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * Solid waste tire management program policy and goals established that comply with Minn. Stat. § 115A.914, subd. 3
 |  |  |  |  |       |       |       |
|  | * status of public sector and private sector solid waste tire management. List permitted storage and processing sites, if any.
 |  |  |  |  |       |       | *Storage equals collection point also.* |
|  | * number of tires generated
 |  |  |  |  |       |       | *This number should be for the year the plan is being written. This can be found in the goal volume table section.* |
|  | * specific programs proposes to maintain or implement during the next ten years
 |  |  |  |  |       |       |       |
|  | * status of county solid waste tire ordinance that meets or exceeds MPCA Rules (§115A.914, subd. 3, and Minn. R. chs. 9220.0200 to 9220.0680
 |  |  |  |  |       |       |       |
|  | * location of known unpermitted tire dumps
 |  |  |  |  |       |       | *Use map or table format.* |
|  | * transportation and disposal system used by local collectors
 |  |  |  |  |       |       |       |
|  | * current end uses of solid waste tires
 |  |  |  |  |       |       |       |
|  | * responsible persons and required staff time
 |  |  |  |  |       |       | *This information can be added to Solid Waste Staffing section of this checklist.* |
|  | * identification of all costs and budget for existing and any proposed tire programs (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |

1. **Electronic Products (Minn. R.** [9215.0655](https://www.revisor.mn.gov/rules/?id=9215.0655)**)**

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * electronic product policy and goals established to comply with Minn. Stat. § 115A.9565
 |  |  |  |  |       |       |       |
|  | * existing public and private sector electronic products management programs established to comply with applicable state, federal, and local regulations for disposal of used electronic products of hazardous waste contained in the product
 |  |  |  |  |       |       |       |
|  | * the annual amount or quantity of electronic products recovered
 |  |  |  |  |       |       |       |
|  | * public education efforts
 |  |  |  |  |       |       |       |
|  | * collection options for processing, recycling and disposal
 |  |  |  |  |       |       |       |
|  | * specific programs to be developed: describe any new or existing electronic products management programs to maintain, expand or implement during the next ten years:
 |  |  |  |  |       |       |       |
|  | * + the annual amount or quantity of electronic products recovered
 |  |  |  |  |       |       | *This number should be for the year the plan is being written. This can be found in the goal volume table section. This number can be in number of units or pounds/tons.* |
|  | * + public education efforts
 |  |  |  |  |       |       |       |
|  | * + collection options for processing, recycling and disposal
 |  |  |  |  |       |       |       |
|  | * + the responsible persons and estimate staff time necessary to implement and manage each program
 |  |  |  |  |       |       | *This information can be added to Solid Waste Staffing section of this checklist.* |
|  | * the annual costs to be incurred by the unit in implementing or managing the electronic products management programs for the next ten years, including itemized capital and operating costs (may direct to Budget Appendix)
 |  |  |  |  |       |       |  |
|  | * a time schedule for implementation of the proposed electronic product management programs described in this part
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here.*](#_Example_Implementation_Schedule) |

# Major appliance management (Minn. R. [9215.0660](https://www.revisor.mn.gov/rules/?id=9215.0660))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * major appliance management policy and goals established that comply with Minn. Stat. §§ 115A.552, subd. 1, and 115A.9561
 |  |  |  |  |       |       |  |
|  | * existing public sector and private sector management efforts
 |  |  |  |  |       |       |       |
|  | * number of appliances generated
 |  |  |  |  |       |       | *This number should be for the year the plan is being written. This can be found in the goal volume table section. This number can be in number of units or pounds/tons.* |
|  | * process to determine compliance with applicable state, federal and local regulations for disposal of used appliances and capture of hazardous solid wastes contained in the appliances
 |  |  |  |  |       |       |       |
|  | * specific programs to maintain or implement during the next ten years, including the annual amount or quantity of major appliances to be recovered
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |
|  | * estimated staff, time and education efforts needed for program
 |  |  |  |  |       |       | *This information can be added to Solid Waste Staffing section of this checklist.* |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |

# Automotive mercury switches, motor vehicle fluids and filters, and lead-acid and dry cell batteries (Minn. R. [9215.0670](https://www.revisor.mn.gov/rules/?id=9215.0670))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * automotive mercury switches policy and goals established that comply with Minn. Stat. §§ 115A.915, 115A.9155, and 115A.916
 |  |  |  |  |       |       |       |
|  | * description and funding of existing public and private sector programs and practices, and specific programs proposed to be maintained, expanded, or implemented in the next year including: the amount or quantity of materials recovered by type, public education, collection options, processing, recycling, and disposal
 |  |  |  |  |       |       |       |
|  | * responsible persons and required staff time
 |  |  |  |  |       |       | *This information can be added to Solid Waste Staffing section of this checklist*  |
|  | * estimated annual program budget over the next 10 years, including itemized capital and operating costs (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |

# Household hazardous solid waste (HHW) management (Minn. R. [9215.0680](https://www.revisor.mn.gov/rules/?id=9215.0680))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | * household hazardous waste policy and goals established that comply with the requirements in Minn. Stat. §115A.96, subd. 6
 |  |  |  |  |       |       |       |
|  | * existing programs, staffing, and financing
 |  |  |  |  |       |       |       |
|  | * identification of public education for household hazardous waste (HHW), emphasizing reduced usage of hazardous substances and proper disposal
 |  |  |  |  |       |       |       |
|  | * identification of options for collecting, separation from mixed municipal solid waste, the amounts or quantity of materials recovered, which regional program
 |  |  |  |  |       |       |  |
|  | * specific programs the unit proposes to maintain or implement during the next ten years; programs must include a broad-based public education component, a strategy for reduction of household hazardous solid waste, and a strategy for separation of household hazardous solid waste from mixed municipal solid waste and the collection, storage, and proper management of that solid waste
 |  |  |  |  |       |       |       |
|  | * staffing and person in charge
 |  |  |  |  |       |       | *This information can be added to section 24 Solid Waste Staffing of this checklist.* |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |
|  | * implementation schedule
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here.*](#_Example_Implementation_Schedule) |

# Demolition debris management (Minn. R. [9215.0690](https://www.revisor.mn.gov/rules/?id=9215.0690))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * demolition debris management policy and goals
 |  |  |  |  |       |  |       |
|  | * description of existing demolition debris practices and programs, including private and public sector permitted facilities and the number of permit-by-rule, if any sites
 |  |  |  |  |       |  |       |
|  | * specific programs to maintain or implement during the next ten years, including the amount or quantity of materials to be recovered and disposed of
 |  |  |  |  |       |  | *County should focus on solid waste hierarchy for this waste stream*  |
|  | * responsible persons
 |  |  |  |  |       |  | *This information can be added to section 24 Solid Waste Staffing of this checklist.* |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |  |       |
|  | * implementation schedule
 |  |  |  |  |       |  | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule)*.* |

# Solid Waste Ordinance and licensing (Minn. R. [9215.0700](https://www.revisor.mn.gov/rules/?id=9215.0700))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * the status of the ordinance
 |  |  |  |  |       |       | *If the ordinance is out of date, there needs to be intent to update during the planning period.* |
|  | * description of problems with implementing or enforcing the current ordinance
 |  |  |  |  |       |       |       |
|  | * plans to develop or amend ordinance. The discussion may include:
 |  |  |  |  |       |       |       |
|  | * + volume-based fees Minn. Stat. §115A.93, subd. 3(a)
 |  |  |  |  |       |       |       |
|  | * + other financial incentives for solid waste abatement
 |  |  |  |  |       |       |       |
|  | * + licensing of haulers and facilities
 |  |  |  |  |       |       | *Counties must have licensing in place before SWP or plan to implement – Minn. Stat. 115A.93 Subd. 4* |
|  | * + demolition solid waste section
 |  |  |  |  |       |       |       |
|  | * + regulation of on-site disposal of solid waste
 |  |  |  |  |       |       |       |
|  | * + implementation schedule; and must include a description of the responsible persons and estimated staff time necessary annually for the monitoring or enforcement of the ordinance
 |  |  |  |  |       |       | *Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule* [*Click here*](#_Example_Implementation_Schedule) |

# Solid waste staffing (Minn. R. [9215.0710](https://www.revisor.mn.gov/rules/?id=9215.0710))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * description of existing levels of staffing for solid waste programs in place; or description of staffing level needed over ten-year planning period broken down into tasks and full-time equivalent
 |  |  |  |  |       |       |       |
|  | * identification of costs and budget (may direct to Budget Appendix)
 |  |  |  |  |       |       |       |

# Solid waste program funding (Minn. R. [9215.0720](https://www.revisor.mn.gov/rules/?id=9215.0720))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * the future solid waste program funding goals that the Unit has established; future funding needs and proposed sources
 |  |  |  |  |       |       |       |
|  | * estimated annual program budget, including itemized capital and operating costs such as staff time, land, buildings, equipment, redemption costs, and other associated costs, over the next ten years
 |  |  |  |  |       |       |       |
|  | * existing funding amounts and sources (percentage funded with tipping fees, service fees, general revenue, SCORE funds, and any other governmental subsidies of waste management)
 |  |  |  |  |       |       |       |

# Plan review and ten year update (Minn. R. [9215.0730](https://www.revisor.mn.gov/rules/?id=9215.0730))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * Description of process and timelines for developing the ten-year update.
 |  |  |  |  |       |       |  |

# Development of Numeric Goal/Volume Table (Minn. R. [9215.0740](https://www.revisor.mn.gov/rules/?id=9215.0740))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| Include as Goal-Volume Table (GVT) Appendix: |
|  | * Completion using correct format approved by the MPCA noted in the GVT Appendix, and containing at a minimum the recycling goal as required in Minn. Stat. § [**115A.551**](https://www.revisor.mn.gov/statutes?id=115A.551#stat.115A.551); an estimate of land disposal capacity needed for the ten-year period in acre feet, tons, and cubic yards; and an estimate of remaining capacity at land disposal facilities that will be used.
 |  |  |  |  |       |       | *Work with your designated Planner to request a forecast for your county to start this process. The first page of the GVT will contain instructions how to complete your county’s numbers. Best practice is to write your plan contents and then add the projected changes to the GVT based on plan contents.* |

# Development of Solid Waste Program Budget (Minn. R. [9215.0750](https://www.revisor.mn.gov/rules/?id=9215.0750))

|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Include as a Budget Appendix*** |
|  | * projected ten-year unit solid waste budget
 |  |  |  |  |       |       |       |
|  | * itemized capital and operating costs for each major solid waste program, including:
 |  |  |  |  |       |       |       |
|  | * + abatement budget
 |  |  |  |  |       |       |       |
|  | * + processing facility/WTE facility budget
 |  |  |  |  |       |       |       |
|  | * + land disposal budget
 |  |  |  |  |       |       |       |
|  | * + combined budget with cost per household and cost per ton
 |  |  |  |  |       |       |       |
|  | * + narrative discussion of financial assumptions used in budget development (may direct to Budget Appendix
 |  |  |  |  |       |       |       |

1. **Alternatives to Proposed System (Minn. R.** [**9215.0760)**](https://www.revisor.mn.gov/rules/?id=9215.0760)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * Description of the process to evaluate, identify, and implement specific alternatives if the system described 9, 10, or 11 above is not developed or has major operational difficulties.
 |  |  |  |  |       |       | Contingency plan in case the proposed system fails due to unforeseen circumstances. |

# Environmental and Public Health Impacts (Minn. R. [9215.0770](https://www.revisor.mn.gov/rules/?id=9215.0760))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | In addition to the discussion of environmental and public health impacts described in parts 9215.0610 to 9215.0640 describe the efforts to mitigate the environmental risks of the following technologies and practices: |  |  |  |  |       |       |       |
|  | * on-site disposal of MSW by farms or households. Include mitigating impacts to air, surface water, and groundwater and avoiding nuisance conditions
 |  |  |  |  |       |       |       |
|  | * illegal disposal, include mitigating impacts to air, surface water, and groundwater
 |  |  |  |  |       |       |       |

# Solid Waste Facility Siting Program (if needed) (Minn. R. [9215.0780](https://www.revisor.mn.gov/rules/?id=9215.0780))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | * If the county or region is proposing to develop a solid waste facility (landfill, MSW compost facility, or incineration) during the ten-year planning period, include a description of a detailed siting procedure and development program to assure the orderly location, development, and financing of the facility, both of which must be consistent with applicable rules of the office, the MPCA, the Minnesota Department of Natural Resources (DNR), the Environmental Quality Board (EQB), and other state agencies; and include siting criteria and a program for public participation.
 |  |  |  |  |       |       |  |

# Public participation program (Minn. R. [9215.0790](https://www.revisor.mn.gov/rules/?id=9215.0790))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | An explanation of methods for documenting public participation during the development and implementation of the solid waste management plan: |  |  |  |  |       |       |  |
|  | * location of where documentation of public input by interested parties, including citizens, public advisory committees, regional authorities, adjacent counties or districts, local units of government, and solid waste service companies conducting business within the unit is kept
 |  |  |  |  |       |       |       |
|  | * documentation of ongoing process which ensures the involvement of and consultation with those who are concerned with solid waste management, including those listed above
 |  |  |  |  |       |       |       |

# Multicounty Planning ([Minn. R. 9215.0800](https://www.revisor.mn.gov/rules/9215.0800/))

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **I** | **M** | **N/A** | **Pg** | **Notes** | **Interpretation** |
|  | Multicounty plans prepared by two or more counties are encouraged. A joint plan must include information on how each county, district or multicounty area will comply with the goals prescribed in statute or rule, and delineate the responsibility of each county, district or multicounty area with respect to implementation of the joint plan or amendment. The joint plan must be adopted by each participating county, district, or multicounty area and copies of the official resolutions of the plan must be included in the final submittal. |  |  |  |  |       |       |       |

# Example Implementation Schedule

*Add a section for each proposed project and check the box to reflect the years the project will occur.*

|  |  |
| --- | --- |
| **Program Area:** | **Source Reduction** |
| **Proposed Project:** |       |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **Solid Waste Education** |
| **Proposed Project:** |       |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **Recycling Programs** |
| **Proposed Project:** |       |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **Yard Waste** |
| **Proposed Project:** |       |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **Source-Separated Organic Materials/Composting** |
| **Proposed Project:** |       |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **Incineration & Energy Recovery** |
| **Proposed Project:** | None |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |
| **Program Area:** | **MSW Land Disposal Facilities** |
| **Proposed Project:** | Land Disposal Policies |
| **Project Details:** |       |
| **Projected Timeline** | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| *Place an X by year of implementation:* |  |  |  |  |  |  |  |  |  |  |
| **Responsible Party:** |       |
|  |  |  |  |  |  |  |  |  |  |  |

# References

## Demographic and Environmental Justice Links:

<https://www.census.gov/programs-surveys/geography/data/interactive-maps.html>

[U.S. Census Bureau QuickFacts: United States](https://www.census.gov/quickfacts/fact/table/US/PST045221)

[County Profiles / Minnesota Department of Employment and Economic Development (mn.gov)](https://mn.gov/deed/data/data-tools/county-profiles/)

[MPCA and environmental justice | Minnesota Pollution Control Agency (state.mn.us)](https://www.pca.state.mn.us/about-mpca/mpca-and-environmental-justice)

 <https://mn.gov/admin/demography/data-by-place/mn-leg-district-data.jsp>

## If the County:

* 1. Has no programs, state in the plan that there are no programs existing/there are no plans during the next 10-year planning cycle.
	2. Sends waste to another county, private facility or state a brief narrative should be included containing any relevant numbers, facts, and key operational items.
	3. Owns/operates a solid waste facility(s) for any waste stream include all information as requested.
	4. Has a private company that owns/operates a solid waste processing/disposal facility for any waste stream, a brief narrative should be included containing any relevant numbers, facts, and key operational items?

## Prevention and reuse are sometimes referred to as “source reduction,” which includes:

* + Reusing a product in its original form
	+ Increasing the life span of a product
	+ Reducing material or the toxicity of material used
	+ Changing procurement, consumption, or waste generation habits to result in smaller quantities of waste or lower toxicity of waste

Source reduction can have environmental benefits 20 times greater than recycling, and this is why they should not be considered the same thing as recycling. Examples of programs that the county can do or partner with others to do are included in this document [Source reduction examples w-sw1-24a](https://www.pca.state.mn.us/sites/default/files/w-sw1-24a.pdf). This is a 10-year plan and source reduction is a required activity.