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Indiana CLEAN Community Challenge Annual Performance Report

State Form 53116 (8-07)
Indiana Department of Environmental Management
CLEAN Community Challenge

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue IGCS W041
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
FAX: (317) 233-5627
www.cleancommunities.IN.gov

The Indiana CLEAN Community Challenge Annual Performance Report should demonstrate progress toward objectives and targets AND certify CLEAN Community Challenge requirements continue to be achieved. The Annual Performance Report should include the status of projects committed to in your community's original application, results of completed projects, and assurance that an annual Quality of Life Plan review was conducted by your community. Indiana CLEAN Communities must submit an Annual Performance Report two months after the anniversary of their CLEAN Community designation date.

Please do not include any confidential community or business information in your Annual Performance Report. Public access laws require IDEM to make the Annual Performance Report publicly available, which may include posting all portions of your report on the Indiana CLEAN Community Challenge Web site.

Your Annual Performance Report should be reviewed and signed by a senior manager at your community prior to submittal. Once signed, fax or mail the report to IDEM. If you have any questions, please contact the CLEAN Community Challenge Program Manager at 800-988-7901.

COMMUNITY INFORMATION

Name of Community
Town of Ogden Dunes

Street Address (number and street)
115 Hillcrest Rd.

City, State, ZIP Code
Ogden Dunes, IN 46368

Web site

CONTACT INFORMATION

Name of Contact
Susan MiHalo

Title
Chair, Ogden Dunes Environmental Advisory Board

Telephone number

FAX number

E-mail address

Mailing Address (number and street)
115 Hillcrest Rd.

City, State, Zip Code
Ogden Dunes, IN 46368

Reporting Period Dates (month, day, year)
2006-2007

If this is your third Annual Performance Report, do you wish to renew your Indiana CLEAN Community Challenge designation?
 Yes No

If yes, your community will need to provide five new objectives and targets in the Continual Environmental Improvement section of this report.

ENVIRONMENTAL MEDIA ACTIVITIES

Please identify the five objectives and targets in your Quality of Life Plan and describe the progress made during the past year, the baseline measurement and current status of achievement, future plans for achieving each target, and any cost savings experienced as a result of the target.

Environmental Media Activity #1

Objective Increase the volume of items recycled within municipal offices, and decrease the volume of solid waste generated, while offering recycling opportunities to the community.

Target

- i. Nothing was recycled previously. Prior to recycling effort the town filled two trash bins with garbage.
- ii. The goal is to have one trash bin be filled with recyclables and one to be filled with garbage.
- iii. Office Equipment – Number of items recycled before December 31, 2007.
 1. Nothing was recycled previously.
- iv. Battery recycling – No batteries were recycled by the town and community before December 31, 2005.

Progress made (and hurdles overcome) Previously, the town did not conduct any recycling activities in the town hall or other operations. Today we have recycling containers under all desks in the town hall, by the copier, in the kitchen and in the conference room. These recyclables are placed weekly into a 90 gallon, yellow, wheeled tote that is picked up by our waste hauler, Able Disposal. In addition, a wheeled tote is now being used in the Fire Station, and the 90-gallon wheeled tote is also available at all town parks and at accessways for the beach. As of the end of March 2007, the overall town recycling rate was averaging nearly 24 percent per month, but was as high as 29 percent in January 2007.

In addition to recycling paper, cans, plastic, etc., the town is also recycling batteries, and this has been opened up to the entire municipality as well. Household battery recycling has been very successful to date. A drive-up battery recycling box, which was constructed by recycling an old mailbox provided by the U.S. Postal Service, offers a convenient way for employees and residents to drop off batteries as they are driving out of town. Batteries are weighed each month by Girl Scout Troop #310. As of the end of May 2007, 884 lbs. of batteries had been recycled.

Hurdles that needed to be overcome included:

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****Overcoming resistance by town staff to adopt recycling practices.** We overcame this by conducting a training session in September 2006 with the town clerks, where we also reviewed the draft recycling policy and made adjustments to it where necessary. In addition, the Town Council passed an official recycling policy/Standard Operating Procedure in March 2007.

****There is ongoing confusion about what can be recycled and what cannot be recycled.** This is addressed on a continuing basis in the town newsletter and other communications to residents.

****While our recycling rate started out strong and at one point 29 percent of the town's solid waste was being recycled, this rate has now slipped to 24 percent.** Again, ongoing communication with the town staff and residents is key. It might also be assumed that the recycling rate can change due to certain factors such as holiday recycling. Our highest rate occurred right after the Christmas holiday.

****We have yet to track whether or not discarded equipment is being recycled or just thrown away.** Equipment is not replaced that often.

Baseline	Current Status	Upcoming Plans to Achieve Target	Cost Savings
No recycling was conducted previously. No standard operating procedure existed regarding recycling. No batteries were recycled previously.	24 percent of solid waste is now being recycled. The Standard Operating Procedure was adopted by the Town Council in March 2007. To date, 884 lbs. of batteries have been recycled.	Need to continuously train staff (especially policemen) about recycling policy. Need to more effectively track how much is being recycled in the town hall itself. (We suspect just because of how much paper is produced in a office environment that the Town Hall recycling rate may actually be higher than the overall resident recycling rate.)	

If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.

Environmental Media Activity #2

Objective Restore Pollywog Panne to its natural state before December 31, 2009.

- Target**
- i. Herbicide Phragmites before November 2005 (Completed)
 - ii. Conduct prescribed burn of the Panne before November 30, 2006.
 - iii. Reduce invasive species by 20% before December 31, 2006.
 - iv. Reduce invasive species by 50% before December 31, 2007.
 - v. Reduce invasive species by more than 75% before December 31, 2008.
 - vi. Reduce invasive species by more than 95% before December 31, 2009.
 - vii. Ensure compliance with applicable regulations in the application of herbicides.

Progress made (and hurdles overcome) This has also been a very successful project. Since the CLEAN Program was undertaken, the Phragmites in the panne has been herbicided twice and photos attached help demonstrate how habitat restoration objectives have exceeded our expectations. Hurdles that needed to be overcome included coordinating with the National Park Service and receiving instruction from them on herbicide application; obtaining effective equipment and backpack sprayers; waiting for the ice to freeze so that dead Phragmites in the middle of the wetland could be cut and piled for burning in the spring; and gaining understanding that Phragmites and the control of Reed Canary Grass and other exotics will be an ongoing battle that cannot be ignored too long. It will have to be kept up with each year from now on. Hopefully it will never be as bad as it was in the past, however.

Baseline	Current Status	Upcoming Plans to Achieve Target	Cost Savings
At least 98% of the panne was choked with Phragmites.	**Phragmites was herbiced with Aquaneat in August/September 2005 and 2006. **A Prescribed burn was conducted, in partnership with the National Park Service, in July 2006. **All reduction targets have been met.	We are planning on herbiciding again this fall for Phragmites, Reed Canary Grass and RussianThistle.	

If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.

Environmental Media Activity #3

Objective To develop and manage a leaf composting site in a productive and compliant manner that helps eliminate vegetative waste from entering landfills.

Target To compost at least 2,000 cubic yards before December 31, 2006.

Progress made (and hurdles overcome) As of fall 2005 approximately 514 cubic yards of leaves had been composted; and in 2006 1,024.5 cubic yards of leaves had been added to the compost site. We came close to meeting our goal; but actually had no baseline for comparison since the compost site did not exist previously. (Previously leaves were vacuumed and hauled out of town by the Porter County Waste and Reclamation District.) Hurdles that needed to be overcome included:

- **Making sure the site is being run compliantly and registering it with the State of Indiana.**
- **Making sure residents don't dump yard waste onto the site.**
- **Getting people to haul away the compost when it is ready for use (it is offered for free).**

Baseline	Current Status	Upcoming Plans to Achieve Target	Cost Savings

2,000 cubic yards before the end of 2006.	1,538 cubic yards of leaves as of December 31, 2006.	This was a new program in fall 2006. As people adjust to paying for and receiving leaf pick up service, we will most likely see this number increase.	
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.			

Environmental Media Activity #4			
Objective To implement an Environmentally Preferred Purchasing Policy (EPPP) to decrease impacts on natural resources (i.e., energy, air quality) and to reduce solid waste generated.			
Target			
i. The Target depends on product purchased. Some purchasing is completed by Donna Smith at the Town Hall and other items might be purchased, or authorized for purchase, by the head of the street department and/or committee chairs.			
ii. Documented usage of policy and products purchased			
Progress made (and hurdles overcome) Policies have been researched but a policy has not yet been written or approved. One hurdle that will need to be overcome is change within the Clerk's office. For example, since the new copier was purchased it has taken some time to get people to use the duplex (two-sided) feature on the copier.			
Baseline	Current Status	Upcoming Plans to Achieve Target	Cost Savings
Previously there was no focus on environmentally preferred products.	This policy is still under development. However, the Town did purchase a new copier this past year that is Energy Star Compliant.	This will be developed with the input of the Office of the Clerk Treasurer and the assistant clerks.	
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.			

Environmental Media Activity #5			
Objective Improve environmental compliance and prevent groundwater and soil contamination when recycling oil used by the street, fire and police departments, as well as the public.			
Target Amount of oil hauled away before December 31, 2006.			
Progress made (and hurdles overcome) SOPs have been written to document compliant policies and procedures and was included in the Quality of Life Plan. The biggest hurdle has been finding the time to work this out with the head of the Street Department, who has to multitask every day.			
Baseline	Current Status	Upcoming Plans to Achieve Target	Cost Savings
**Previously, there were no Standard Operating Procedures (SOP) for making sure used oil recycling was completed in a compliant manner. Previously, the residents were allowed to leave open containers of oil sitting next to the oil container. **	**We have decided not to advertise the opportunity to recycle oil provided by residents. **A SOP has been written to document compliant policies and procedures and was included in the Quality of Life Plan.	Need to put procedures in place for tracking how much oil is recycled and that shows that the oil is recycled in a compliant manner. (I.e., that there are no leaks evident, or that oil is not stored, even temporarily, in unapproved containers.)	
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.			

ANNUAL EMS AUDIT

Summarize the results of the Annual EMS Audit your community performed on the Quality of Life Plan. Basically, the Audit has demonstrated that we are way in over our heads.

While the Quality of Life Plan should be a living document, we just don't experience that much change in Ogden Dunes to warrant extensive such an extensive review any more than once per year. All of our Standard Operating Procedures indicate that they will be reviewed in April of each year. Our review noted that a few of our contacts had changed, such as the NIRPC representative. The Standard Operating Procedure for Recycling changed after October 2006 because the overall town recycling program was changed. The Town Council adopted the policy in March 2007.

We did update the Emergency Preparedness and Response Chain after we had a minor environmental incident occur on our beach in March 2007. The incident also pointed out that having layers of emergency coordinators is really not necessary since it duplicates some of the work of the Ogden Dunes Volunteer Fire Department. The incident also pointed out that our police officers were not aware of who at IDEM should be contacted should an incident of spill occur. We will make sure the police department is provided with appropriate contact information at IDEM.

Being the one of the first municipalities to implement this program, there are definitely some areas that we did not realize need to be completed annually including prioritizing aspects and impacts annually. We have probably been more CLEAN project-focused that overall EMS-focused, which we realize is a shortcoming that will be difficult to overcome due to our size and limited resources.

With respect to the Implementation and Operational Procedures, we have done very well on developing SOPs. Getting employees to actually follow the SPs is another matter, however. We have had some training on the recycling policy; but it is something that constantly needs to be reinforced. It is hard to

change old habits.

We have done a little better on monitoring our progress. We have agendas showing that CLEAN was discussed at monthly Environmental Advisory Board meetings; and our secretary has written notes, if necessary.

COMMUNITY AND BUSINESS OUTREACH

Briefly describe the information presented to the community and businesses to keep residents informed of important issues related to the community's environmental performance, including how the status of Quality of Life Plan objectives were relayed to the community. The procedure for community and business outreach is included in the Quality of Life Plan. We have provided updates in the Town Newsletter, but need to do a better job of keeping track of that information. In addition, updates are periodically provided at the monthly Town Council meeting and would be documented in those meeting minutes. Our business outreach coordinator needs to work on that aspect of the program.

CONTINUAL ENVIRONMENTAL IMPROVEMENT

If this is your third Annual Performance Report and your community desires to continue membership as an Indiana CLEAN Community, please provide five new objectives and targets your community will commit to during the next three year designation period, otherwise skip to the next section.

ADDITIONAL INFORMATION

Please provide the following additional information.

1. List environmental awards received or voluntary programs participated in during the past twelve months (include information about each particular program).
The town has received two three environmental grants in the past six months including
Lake Michigan Coastal Program Grant to restore Long Lake Marsh
American Water Company Environmental Grant for Stormwater Best Management Practices
IDEM Beach Monitoring Grant.
2. Has your community taken advantage of any CLEAN benefits? If so, please describe which benefits were used, the implementation process, and ideas for additional benefits IDEM should consider.
Quick answers were provided on environmental permitting questions for the Lake Michigan Coastal Program grant.
(It might be helpful to remind us of the benefits on an annual basis.)
3. Is your community pursuing ISO 14001 EMS certification? If yes, how has the Indiana CLEAN Community Challenge program been instrumental in achieving ISO 14001 EMS certification?
4. Explain the measured or perceived results from receiving, documenting, and responding to external communication and its effect on Quality of Life Plan objectives and targets?
External communication was critical during the development of the QLP. Feedback from stakeholders and residents helped steer us away from projects that would not have been as acceptable. Otherwise, because the Stakeholders Group not only represents a good cross section of town operations, the people are also residents, not that much external feedback has been sought to date. This might be a good mid-term project to help gauge public interest and understanding of what CLEAN actually means for the community.
5. Explain the emergencies experienced within the community during the past year. Were the applicable emergency and contingency plans detailed in the Quality of Life Plan effective? What changes, if any, have been made to your community's emergency or contingency plans?
In March 2007 more than 20 tons of composted material washed up on our beachfront. Fortunately, this was not a more serious situation because it was very evident that the police officer responding did not know who to contact. Instead of calling the IDEM hotline himself, Susa MiHalo was contacted instead. Afterwards, a review of the Chain of Command was in order and the Chain of Command was modified.
6. How have community residents and businesses reacted to your community participating in the Indiana CLEAN Community Challenge?
The residents have reacted very favorably and enjoy participating themselves in the battery recycling effort.
7. According to the measurement program developed and implemented by your community to measure Quality of Life Plan success, is your community's Quality of Life Plan successful? Why or why not? If not, what changes will be made to ensure continual environmental improvement and future Quality of Life Plan success?
Our projects, for the most part, have been very successful. It is the implementation of the EMS that is much for difficult for us to manage. It seemed like interest faded some after the designation was given in June '06

CERTIFICATION AND PLEDGE

I certify that the information contained in this Annual Performance Report and attachments is accurate to the best of my knowledge and that this local government is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, or has a corrective action program in place to attain compliance.

We, _____, commit to maintaining the principles and goals outlined in our Quality of Life Plan for our local government's Indiana CLEAN Community status. We agree to strive for full compliance with all regulations promulgated by U.S. EPA, the state, and/or local jurisdictions. We agree to promote the Indiana CLEAN Community Challenge and to share our success stories with other communities. We understand that the Annual Performance Report must be submitted to the local government and IDEM and that we must reapply to the Indiana CLEAN Challenge every three years.

I understand that the information provided in this Annual Performance Report will be public record. I am the highest-ranking community official or I have been fully authorized by the highest-ranking community official to execute this statement on behalf of the local government submitting this Annual

Performance Report.		
Signature	Title	Date (month, day, year)

Please submit your CLEAN Community Challenge Annual Performance Report to:

*IDEM-OPPTA
CLEAN Community Challenge Program Manager
100 North Senate Avenue
MC 64-00 IGCS W041
Indianapolis, IN 46204-2251
FAX: 317-233-5627*