

US EPA ARCHIVE DOCUMENT

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# City of Lawrence

## QUALITY OF LIFE PLAN

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## **I. City of Lawrence Mission Statement**

The City of Lawrence is committed to enhancing its citizen's quality of life and will strive for a clean and healthy environment through environmental conservation project planning; compliance with requirements and voluntary commitments; pollution prevention; and community education.

The City will increase awareness of environmental responsibility in municipal employees and local business partners through educational campaigns in cooperation with community groups. Additionally, community outreach projects will be initiated so that environmental decisions and performance information will be shared with the community.

To ensure continuous environmental improvement and compliance with Lawrence's environmental commitments, specific goals will be set and periodically reviewed. An environmental stakeholder group will be created to represent environmental, planning, governmental, business, and community interests.

A copy of the City of Lawrence's Resolution is contained in Attachment 1.

## **II. Responsibilities Defined**

### **Stakeholder Committee**

The City of Lawrence stakeholder committee members are responsible for completing the requirements of the Indiana CLEAN Community Challenge and for implementing Lawrence's Quality of Life Plan.

The stakeholder committee overseeing the City of Lawrence's Quality of Life Plan represents a variety of interests within Lawrence. Each person on the stakeholder committee has a critical role of coordinating the numerous public and private organizations and agencies within the Lawrence community. The stakeholder committee is ultimately responsible for preparing the Quality of Life Plan in accordance with the Indiana CLEAN Community Challenge program, submitting the Quality of Life Plan for IDEM approval, and implementing Quality of Life Plan goals. The roles and responsibilities of the stakeholder committee members are designed to be specific to Quality of Life Plan development and implementation.

The stakeholder committee is comprised of various key community representatives:

### **Mayor**

As the most executive level of management, the mayor is responsible for inviting community members and department representatives to participate on the stakeholder committee, and implementing the Quality of Life Plan. The mayor is also responsible for adopting a mission statement through a City Resolution. The mayor's administrative assistant is responsible for managing Quality of Life Plan documents electronically.

### **Stakeholder Committee Leader**

The Stakeholder Committee Leader (SCL) has the authority and responsibility to ensure that the Quality of Life Plan is established, implemented, and maintained in accordance with the requirements of the Indiana CLEAN Community Challenge program. The SCL has the ability to revise and update Quality of Life Plan documents and is responsible for coordinating the stakeholder committee, reporting to the Mayor on the performance of the Quality of Life Plan, and coordinating internal audits.

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### **Local Government Coordinators**

Local Government Coordinators (LGC) are department directors, managers, or chiefs. LGCs are responsible for all CLEAN communications between the stakeholder committee and each respective government operation identified in the Quality of Life Plan. The City operations included in Lawrence's Quality of Life Plan are the Department of Public Works, Public Safety, Parks and Recreation Department, City Hall, and the Metropolitan School District of Lawrence Township.

Within their respective department, each LGC is responsible for:

- Identifying and documenting the aspects and impacts associated with city operations;
- Ensuring compliance with all applicable environmental laws, regulations, and permit conditions in respective departments;
- Communicating objectives and targets created by the stakeholder committee to employees;
- Ensuring employees' environmental awareness and competence;
- Incorporating pollution prevention responsibilities into job descriptions and training employees to encourage participation in continual improvement activities;
- Recording and providing environmental data for all employees to read;
- Implementing, monitoring, and maintaining Lawrence's Quality of Life Plan procedures and targets; and
- Reporting all progress to the stakeholder committee.

### **Local Business Coordinator**

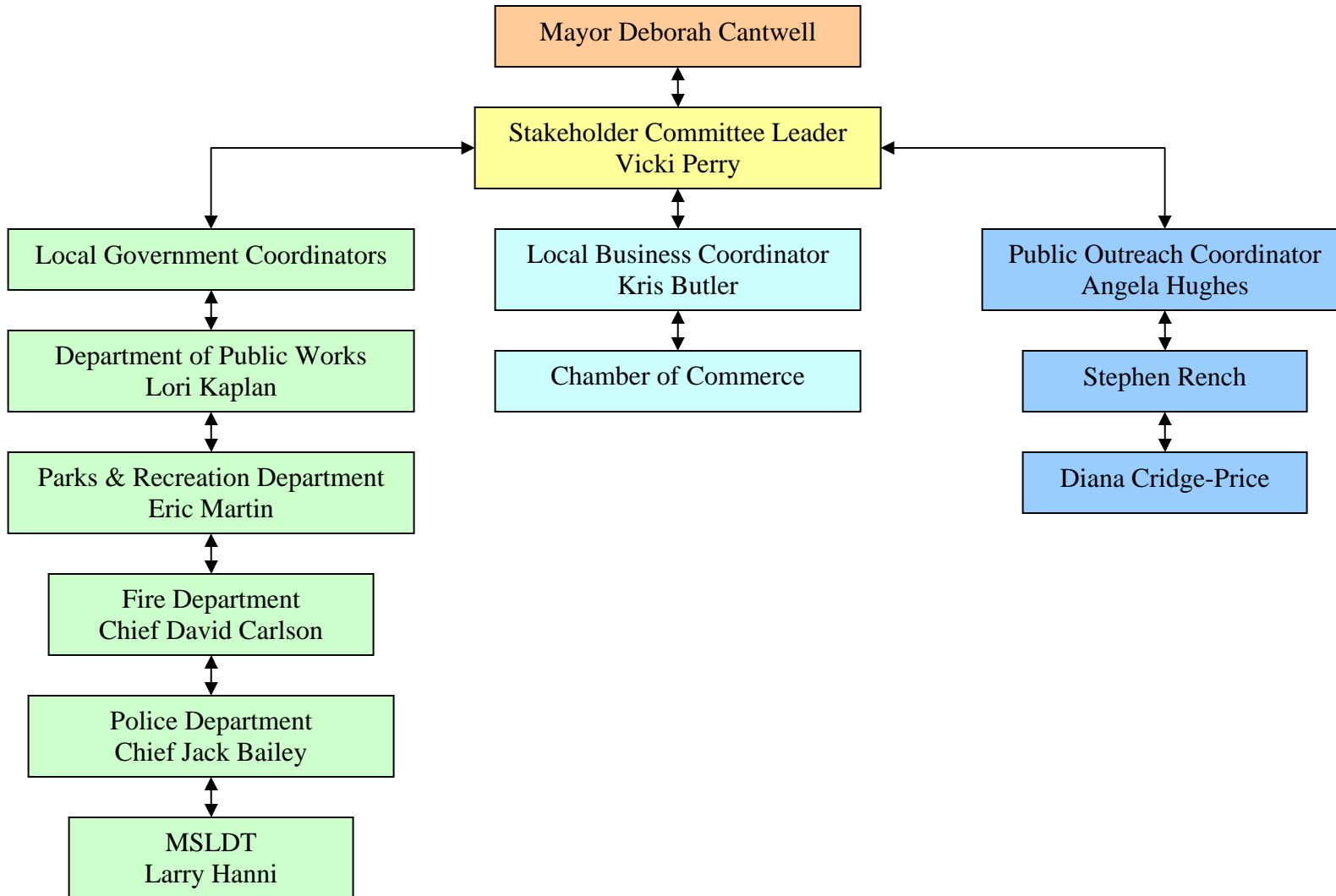
The Local Business Coordinator (LBC) is responsible for identifying potential public/private partnership opportunities to promote environmental awareness and outreach activities to the business sector. The LBC coordinates local business and industry interests through entities such as the Chamber of Commerce and privately owned businesses.

### **Public Outreach Coordinator**

The Public Outreach Coordinator (POC) is responsible for communicating the environmental stewardship mission to the greater Lawrence community. The POC is critical to communicating outreach activities to the community at large and facilitating information on environmental issues to third party interests. The POC coordinates efforts between neighborhood associations, senior citizen groups, Lawrence Township Citizens Coalition, and the Public Works Committee of the City Council.

### **Audit Team**

City employees will conduct yearly audits by reviewing the Quality of Life Plan and verifying the SOP's are up to date, and the internal audit checklist will be used as a guideline. Department Heads will meet quarterly to review actions and ensure environmental goals are being maintained.



### III. Environmental Goals

#### Operation Activities

Lawrence's stakeholder committee is responsible for identifying the potential impacts of the City's activities and developing plans to best manage such activities. First, Lawrence stakeholders identify which city operations to include in the Quality of Life Plan and then systematically identify the activities that occur in each operation. Lawrence's stakeholder committee identified the following operations and associated activities:

**Department of Public Works:** facility operation, building maintenance, janitorial service, vehicle maintenance, grounds maintenance, fuel storage, solid waste removal and curbside recycling, snow removal and deicing, median and right-of-way mowing, ditch maintenance, road repair, curbs and sidewalk maintenance, storm sewer repair and maintenance, and street sweeping.

**Public Safety:** facility operation, building maintenance, janitorial service, grounds maintenance, incident response, laundry operations, minor equipment repair and maintenance, target practice and gun cleaning, photo processing, general fire suppression activities, and education and outreach.

**Parks and Recreation Department:** facility operation, building maintenance, janitorial services, vehicle and equipment maintenance, grounds maintenance, fuel storage, snow and ice management, signage, and solid waste and recycling.

**City Hall:** facility operation, building maintenance, janitorial service, grounds maintenance, office activities, and education and outreach.

**Metropolitan School District of Lawrence Township:** facility operation, building maintenance, janitorial service, grounds maintenance, office activities, and education and outreach.

#### Identifying Aspects and Impacts

After identifying City operations and activities, Lawrence stakeholders must identify the aspects and impacts of each activity. The Indiana Department of Environmental Management assisted the stakeholder group through this process and provided an *Environmental Impacts from Municipal Operations Database*, which presented a list of local government operations and activities, and provided the aspects and impacts commonly associated with those activities. A complete listing of Lawrence's operations, activities, aspects, and impacts is contained in Attachment 2.

#### Prioritizing Aspects

After identifying the aspects and impacts associated with Lawrence's municipal operations, the stakeholder committee must prioritize the aspects to determine which could have the most significant impact on the environment and surrounding community. In order to prioritize the environmental aspects listed in Attachment 2, the stakeholder committee first combines similar aspects in each operation to eliminate repetitive aspects. The stakeholder committee then establishes evaluation criteria. The evaluation criterion is used to determine the significance of each environmental aspect.

Lawrence's environmental aspects are evaluated by each evaluation criterion and assigned a 1, 2, 3, 4, or 5 rating. A "1" rating is assigned to those aspects with minimal criterion potential; a "3" rating is assigned to those aspects with intermediate criterion potential; and a "5" rating is assigned to those aspects with superior criterion potential. The ratings of each environmental aspect are totaled to

determine significant environmental aspects. Designation as an Indiana CLEAN Community requires compliance with all federal, state, and local legal requirements. As such, it is important that legal requirements and compliance are considered when evaluating aspects and impacts, and establishing objectives and targets.

The evaluation criteria matrix for prioritizing aspects associated with the City of Lawrence's operations is contained in Attachment 3. The list of prioritized and significant aspects is identified in Attachment 4.

### **Identifying Objectives and Targets**

Using the prioritized list of aspects and impacts, the stakeholder group selects five aspects to address and establishes objectives and targets to minimize the impact of these five aspects. Action plans are created, identifying how each objective and target will be attained; who is responsible for each step of implementation; and how progress will be measured. The five aspects addressed in the 2006 City of Lawrence Quality of Life Plan and associated objectives, targets, action plans are:

Need to finalize environmental goals and measurements.

#### 1. Environmental Goal

Aspect: Solid waste
Impact: Decrease landfill life
Objective: Implement a Comprehensive Internal Recycling Program in order to reduce municipal solid waste
Target: City departments participating in recycling program by Jan 2007
Legal Requirements: Used oil management (DPW and Parks), battery recycling

#### Action Plan:

- Department of Public Works will provide well-marked collection containers for recyclables in each department. Collection containers will possess a phone number to call when containers are full. Implemented: August 2006
- Supervisors (or members of Lawrence Recycling Program) will educate employees on merits of recycling, location of containers, and how to report a full container. Implemented: July - August 2006
- Tom Halfacre (Building Maintenance Coordinator of DPW) will pick up all recyclables when collection containers are full and take to centralized DPW location.
- Lawrence DPW will take recyclables from centralized location to transfer station along with public's recyclables on a regular schedule. Parks department will collect recyclables at park buildings and take to DPW. Implemented: August 2006
- Collection containers will be standard throughout all departments so the volume of recyclables collected is easily measured. Success and participation will be measured by tracking the volume at each department. Implemented: August 2006

#### Measurement:

- All collection containers used will be of the same size. The volume of each container is 12 ½ gallons, so one collection container is equivalent to approx. five pounds of cans; approx. five pounds of plastic bottles; or approx. twenty pounds of paper.
- Tom will record the volume and type of recyclables collected on the "Recycling Tracking Spreadsheet" each time a container is emptied. The Parks Department will inform Tom of the amount of recycling collected. See attached Form #1: Recycle Tracking Spreadsheet.



## 2. Environmental Goal

Aspect: Waste paper
Impact: Decrease landfill life and deplete natural resources
Objective: Implement an Environmentally-Preferred Purchasing Policy to reduce impact on natural resources
Target: Purchase only 30-50% post-consumer recycled paper in DPW, Parks, and Mayor's office by July 2006
Legal Requirements: None

### Action Plan:

- Stakeholder leader research sample EPP policies. Implemented: April 1, 2006
- Stakeholder Leader develops first draft of EPP for stakeholder group review (EPP will include a post-consumer content cut-off point at 10% cost increase). Resources will be included in EPP for future reference. Implemented: April 1, 2006
- Stakeholder leader make revisions to EPP and submit to Mayor. Implemented: April 2006
- Mayor Cantwell implements EPP in City. Implemented: July 2006

### Measurement:

- The Parks Department will count the number of boxes or reams of paper purchased that meet the EPP. Data will be tracked on the "Paper EPP" spreadsheet each time paper is purchased.
- All other city departments will quarterly review paper Purchase Orders and record the amount of paper purchased that meets the EPP on the "Paper EPP Spreadsheet." See attached Form #2: Paper EPP Spreadsheet.

## 3. Environmental Goal

Aspect: Chemical use
Impact: Contaminated soil, surface water, and groundwater
Objective: Implement an Environmentally-Preferred Purchasing Policy to reduce impact on natural resources
Target: Reduce the amount of chemicals entering the waste stream from the Parks department by October 2006
Legal Requirements: RCRA, employee protection

### Action Plan:

- Maintenance foreman in the Parks department will list the chemicals purchased and used by the Parks department. Implemented: April 1, 2006
- Maintenance foreman in the Parks department will identify the legal requirements (usage, storage, and disposal) associated with the chemicals purchased and used in the Parks department. Implemented: August 1, 2006
- Maintenance foreman in the Parks department will search for environmentally friendly alternatives to chemicals purchased and used by the Parks department. Implemented: August 1, 2006
- Maintenance foreman will utilize the Paper EPP as a template and create an EPP for chemical purchases. The Chemical Use EPP will require chemical purchases to consist of the identified environmentally friendly alternatives (EPP will include a cut-off point at 10% cost increase for environmentally-friendly alternatives). Resources will be included in EPP for future reference. Implemented: September 2006

- Parks department will submit Chemical Use EPP to stakeholders for review. Implemented: September 2006
- Mayor Cantwell to implement Chemical Use EPP in Parks department. Implemented: September 2006
- Parks department will hold an employee workshop to ensure proper usage, storage, and disposal of all chemicals in use by the Parks department. Implemented: October 2006
- Parks department will provide reference materials supplied by chemical manufacturer or create reference materials to ensure continued proper usage, storage, and disposal of all chemicals in use by the Parks department. Implemented: October 2006

Measurement:

- All other city departments will quarterly review chemical Purchase Orders and record the amount of chemicals purchased that meets the EPP on the “Chemical EPP Spreadsheet” (amount purchased can be converted to volume used in order to identify the reduction of chemicals entering the waste stream). See attached Form #3: Chemical EPP Spreadsheet.

4. Environmental Goal

Aspect: Fuel use, air emissions
Impact: Deplete natural resources, degrade air quality
Objective: Reduce transportation-related impacts
Target: Reduce fuel usage and air emissions in DPW by January 2007
Legal Requirements: None

Action Plan:

- Jim Meyers of the Lawrence Police Department will review initiative. The Lawrence Police Department’s fuel-use-reduction initiative will be completed and reviewed to possibly incorporate into future strategies. Implemented: November 2006
- Larry Hanni will implement a no-idling bus policy for school buses. : August 2006
- Ordering of Diesel Oxidation Catalyst (DOC) kits completed. DPW will complete installation of 11 DOC kits onto 11 trash trucks. Implemented: July 2006
- After purchasing is centralized DPW purchasing will purchase vehicles with higher MPG ratings when replacing fleet vehicles. Lori Kaplan will research vehicles with higher MPG ratings and will report all benefits and cost savings to the Mayor for recommendation. Implemented: Year 2008.
- Mayor and CLEAN Stakeholders will promote public transportation in Lawrence. Implemented: Ongoing The Mayor held public forums regarding public transportation and introduced the Indy Go initiative, which the City Council now has a Transportation Committee studying public transportation for the City of Lawrence.

Measurement:

- Larry will monthly track the amount of fuel purchased for school buses and will track emission reductions according to the amount of fuel used on the “Fuel Use Spreadsheet.” See Form #4: Fuel Use Spreadsheet.
- Dave Rapp of DPW will track the number of vehicles with DOCs beginning August 2006 on the “Diesel Oxidation Catalyst Spreadsheet.” See Form #5: Diesel Oxidation Catalyst Spreadsheet.

Also the amount of fuel used by DPW vehicles will be recorded in order to measure the amount of emission reductions.

- Denise Back will monthly track the amount of fuel purchased for DPW's trash trucks and will compare fuel reduction over time. Emission reductions will also be calculated monthly according to the amount of fuel used.

#### 5. Environmental Goal

Aspect: Aesthetics
Impact: Improve quality of life
Objective: Promote wise land-use decisions in Lawrence – City Center and Fort Harrison Reuse Area
Target: Provide information and assistance to incorporate wise land-use decisions to zoning board and planning office
Legal Requirements: None

#### Action Plan:

- Angela Hughes, will work with John Goss, Director of Economic Development, and Ehren Bingaman, Director of Fort Harrison Reuse Authority, to understand current policies, trends, how land use decisions are made, and how the CLEAN Community stakeholders can help provide smart growth methodologies to assist with wise planning of the City Center area. Implemented: April 2006
- Angela Hughes will research other cities to see what innovative and wise land use practices are in place and will evaluate the effectiveness, applicability, cost, and benefit of different ways to encourage wise land use decisions in Lawrence. Implemented: July 2006
- Angela Hughes, with help from Stakeholders, will develop an education and outreach campaign for wise land use, and will investigate marketing and media outlets to develop partnerships with businesses and other organizations, emphasizing the importance of wise land use. Implemented: July 2006
- Public Forums will be the method used for citizens' input and discussion of concepts and development plans for the City Center. Implemented: ongoing
- Angela Hughes and Stakeholder members will meet with the Ft. Harrison Redevelopment Commission to provide information and encourage wise land use practices in development areas. Implemented: Ongoing

#### Measurement:

- The City will correspond with John Goss, Director of Economic Development, and Ehren Bingaman, Director of Fort Harrison Reuse Authority, to get updates on wise land use decision plans with developers and consultants.
- Angela Hughes will track success by recording the frequency of meetings with planning representatives and information provided, and instances tracked where planning representatives utilized wise land use information provided.
- Track the number of recreational trails in Lawrence.
- Track urban forest.
- Track businesses utilizing LEED building methods.

### **Mentoring Activity**

To fulfill the mentoring requirement of the Indiana CLEAN Community Challenge, the City of Lawrence is serving as a point of contact for all communities developing a Quality of Life Plan in pursuit of Indiana CLEAN Community designation. As a pilot in the Indiana CLEAN Community Challenge, Lawrence stakeholders provide assistance and answer questions from prospective Indiana CLEAN Communities via telephone and e-mail correspondence. The Indiana CLEAN Community Challenge program manager actively directs other Indiana communities in search of Quality of Life Plan assistance to Lawrence stakeholders.

### **Sustainability Activity**

To fulfill the sustainability requirement of the Indiana CLEAN Community Challenge, the City of Lawrence is utilizing Tax Increment Financing (TIF) for the City Center. TIF is a land development and improvement tool, which will provide Lawrence and community stakeholders with a forum and process to manage the City Center redevelopment and growth for years to come. The City Center development will be financed with tax revenues generated by the new development.

## **IV. Implementation and Operation Procedures**

### **Document Control**

All Quality of Life Plan documents and associated material will be controlled. **Note:** Document control does not apply to environmental records. Documents provide instructions, specifications, procedures, requirements, rules, and other types of information, whereas records state facts about what has occurred, how, when, by whom, and the results. While documents are occasionally revised in response to changing circumstances, non-conformances, and improvements, records can only be corrected.

### **Document Management**

The City of Lawrence will electronically document and maintain all Quality of Life Plan documents and records on the City's J: drive in the "QLP Current" folder (original paper documents are controlled and stored at City Hall). Department heads will have access to review and update Quality of Life Plans via the City's J: drive. However, all updates will be sent to the Mayor's Administrative Assistant, who will maintain the Quality of Life Plan electronically. All other employees will be provided with 'read-only' access. Printed copies are available upon request; however, printed copies are not controlled or updated. Revised documents will not be distributed, but can be viewed on the City's J: drive. Masters and copies of obsolete documents that are retained for preservation of knowledge or legal reasons are moved to a separate electronic folder within the City's J: drive titled "QLP Outdated," and are kept separate from active documents.

### **Tracking and Indexing Documents**

In order to track and maintain the Quality of Life Plan, the City of Lawrence identifies electronic documents by the title and date. The current version of Quality of Life Plan documents are stored in the "QLP Current" folder, whereas outdated versions are retained and stored in the "QLP Outdated" folder. Each document is stored in the appropriate folder on the City's J: drive. Original paper documents are identified and maintained in the same manner, but are stored in a filing cabinet at City Hall.

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## **Legal and Regulatory Requirements**

In order to analyze, document, and update the relevant legal requirements associated with the City of Lawrence's environmental impacts and to comply with all legal requirements, all of the legal requirements associated with the City's operations are identified through training and seminar opportunities; IACT listserv; and external parties such as the Fire Marshall. The task of analyzing, documenting, and updating legal requirements is the responsibility of each department head. As such, each department head identifies legal requirements and sends notice to Lawrence's Corporate Counsel. The Lawrence Corporate Counsel reviews permits and legal requirements and returns documents to the respective department. Each department head retains and stores permits and legal documentation.

## **Emergency Preparedness and Response Plans**

The City's Safety Committee conducts monthly emergency management meetings, and coordinates all emergency response plans.

## **Emergency Preparedness and Response**

An emergency preparedness and response procedure is established and maintained to respond to and report, as appropriate, accidents, malfunctions, spills, upsets, and other emergency situations, and to mitigate any associated environmental impacts and provide for a review of the procedures after the occurrence of an accident or emergency.

The Emergency Response Committee, headed by the Fire Chief, establishes and maintains emergency response plans as needed for the City of Lawrence. Lawrence employs a 3-deep chain of command in each department for the event of an emergency and maintains its own emergency response equipment. The Fire Chief holds monthly emergency management meetings where each department has at least one representative present.

Employees are trained on emergency response plans upon hiring and are provided additional training as needed. The Fire Chief is developing a Standard Operation Procedure for such employee emergency management training.

## **Corrective Action**

Periodic audits, incident review, changes in legal requirements or City activities, and annual review of the Quality of Life Plan may indicate emergency response plans are outdated. The Emergency Response Committee annually determines if the emergency response plans are in need of revision, and if so, makes the necessary corrections to emergency response plans. Additionally, the Emergency Response Committee reviews emergency response plans following each incident and emergency. Following such events, the Emergency Response Committee will debrief and critique Lawrence's emergency response plans. Corrective actions are documented by Jessica Marks using the "Corrective Action Spreadsheet." All revisions are stored electronically on the City's J: drive for employees to view. Lawrence's Human Resources Department distributes hard copies of emergency response plan revisions to employees and requests employees remove outdated plans from their personnel folders. All employees are trained on revised emergency response plans according to the Employee Training Procedure. See Form #6: Corrective Action Spreadsheet.

## **Employee Training**

Employee training is conducted upon hiring of employees and continuing education is completed as needed. Each department head develops and implements environmental awareness and training, and is

responsible for providing, tracking, and recording appropriate employee training. Employee training encompasses various environmental topics as provided by Lawrence's insurance provider along with OSHA training and includes training on pollution prevention and best management practices. Employees are encouraged to participate in Lawrence's environmental improvement initiatives and are provided environmental data according to the Internal Communication procedure, making them aware of the impacts of their activities.

Employee training records include environmental responsibilities, Standard Operating Procedures, and training certificates or licenses. Potential hazards and significant aspects that would require emergency response in the event of an accident, malfunction, spill, or other situation are identified during employee training and are practiced where practicable, so all employees are competent in emergency preparedness and response procedures. As such, employees are aware of the potential environmental impacts from their daily activities.

### **Communication**

The purpose of this procedure is to establish general requirements for the work process of conducting internal and external communications for Lawrence's Quality of Life Plan.

#### **Internal Communication**

Internal communication presents an overview of Quality of Life Plan procedures to employees of the City, contractors involved with City operation(s), and all individuals that may affect objectives and targets, compliance, or environmental performance. Internal communication is conducted to assist with the implementation and operation of the Quality of Life Plan. Internal communication occurs through monthly Mayor staff meetings with department heads and, in turn, department head meetings with employees. This forum permits even exchange of information between all levels of city personnel. Additionally, all Quality of Life Plan documentation is available to employees on the City's J: drive.

#### **External Communication**

External communication ensures the viability and integrity of the Quality of Life Plan. External communication may be conducted as outreach or in response to an inquiry or complaint. Lawrence receives communication from external parties through the City's Web site and inquiries placed with the Office of the Mayor. Lawrence communicates with external parties through the City's Web site, recycling committee mailers, recycling calendars, and press releases.

## **V. Monitoring and Progress Review**

### **Internal Audit**

City employees will review the Quality of Life Plan in June of 2007 and use the internal audit checklist as a guideline for maintaining the Quality of Life Plan and determining whether modifications are necessary to improve the environmental goals and identify weak areas.

### **Management Review**

Lawrence ensures management review of Quality of Life Plan goals through quarterly meetings with stakeholders. During these quarterly meetings, stakeholders review the objectives set forth in the Quality of Life Plan and make adjustments to action plans as needed. Stakeholders use these meetings to determine the steps in need of completion during the following quarter and the individuals

responsible for implementing these steps. Success of the Quality of Life Plan is tracked and measured according to the measurement parameters defined in each environmental goal.

### **Community and Business Outreach**

Community and Business Outreach procedures ensure Lawrence residents are informed of important issues related to Lawrence's environmental performance, and that progress toward achieving objectives and targets is shared with the community.

### **Environmental Performance**

The City of Lawrence informs the community and business members of information regarding Lawrence's environmental performance through homeowner association newsletters, Chamber of Commerce newsletters, and by speaking at monthly business meetings. The Mayor's administrative assistant is responsible for collecting and providing environmental performance information to the outreach mechanisms.

### **Objective and Target Progress**

The City of Lawrence informs the community and business members of information regarding Lawrence's Quality of Life Plan progress through homeowner association newsletters, Chamber of Commerce newsletters, and by speaking at monthly business meetings. The Mayor's administrative assistant is responsible for collecting and providing environmental performance information to the outreach mechanisms.

## **VI. Quality of Life Plan Attachments**

### **Attachment 1: City of Lawrence Resolution**

The City of Lawrence is committed to enhancing its citizen's quality of life and will strive for a clean and healthy environment through environmental conservation project planning; compliance with requirements and voluntary commitments; pollution prevention; and community education.

The City will increase awareness of environmental responsibility in municipal employees and local business partners through educational campaigns in cooperation with community groups. Additionally, community outreach projects will be initiated so that environmental decisions and performance information will be shared with the community.

To ensure continuous environmental improvement and compliance with Lawrence's environmental commitments, specific goals will be set and periodically reviewed. An environmental stakeholder group will be created to represent environmental, planning, governmental, business, and community interests.

**Attachment 2: Operations, Activities, Aspects, and Impacts**

Operation	Activity	Aspect	Impact
<b>Facility Operation</b> (utility operation and office oversight)	Lighting	waste fluorescent lights	Fill up landfill Hazardous waste (hg, pb, cd)
		new fluorescent lights	Deplete natural resources
		waste ballasts (may contain PCBs)	Maybe hazardous waste Fill up landfill
		Electricity	electricity used
	Heating	natural gas used	Deplete natural resources
		Hg-containing thermostats	Hazardous waste Contamination of surface water, groundwater, soil
	Break room	solid waste (paper, cardboard, plastic, metals, food)	Fill up landfill
		recycling (plastic, paper, metal)	Diverted from landfill

Operation	Activity	Aspect	Impact
<b>Building Maintenance</b>	Sanding old surfaces	waste sandpaper	Fill up landfill
		new sandpaper	Deplete natural resources
	Application of new paint	overspray or spills (water & oil based coatings)	Contamination of surface water, groundwater, soil
		air emissions	Degrade air quality
		waste cans, brushes, etc.	Fill up landfill
		wastewater from clean up	Contamination of surface water, groundwater, soil
		solvents from clean up	Hazardous waste
		use water for clean up	use water
		Roof Maintenance	new roofing material
	old roofing material		Fill up landfill
	roofing tars, caulks etc.		Hazardous waste
	Plumbing	new pipes, valves etc.	Deplete natural resources



	Parking lot	Old pipes, valves etc.	Fill up landfill
		solvents, adhesives etc.	Hazardous waste
		new concrete or asphalt	Hazardous waste
		old concrete or asphalt	Fill up landfill
		stormwater/cleaning runoff (oil, salt, litter, heavy metals)	Contamination of surface water, groundwater, soil
	Doors/windows	Painting	See above
		new parts	Deplete natural resources
		old parts	Fill up landfill
		oil in motor for garage door	Contamination of surface water, groundwater, soil

Operation	Activity	Aspect	Impact
<b>Janitorial Services</b>	Cleaning	Storage and use of cleaners.	Contamination of surface water, groundwater, soil
		contaminated wastewater	Contamination of surface water, groundwater, soil
		use water for clean up	Deplete natural resources
	Trash management	solid waste (paper towels, cans, food, plastic, paper, trash bags)	Fill up landfill
		recycling (plastic, paper, metal)	Conserve natural resources
			Keep from landfill

Operation	Activity	Aspect	Impact
<b>Vehicle Maintenance</b>	<b>Change fluids</b>	used oil, brake fluid, radiator fluid, antifreeze, and filters	Contamination of surface water, groundwater, soil
		air emissions	Degradation air quality
		contaminated rags/paper towels	Contamination of surface water, groundwater, soil
		air emissions	Degradation air quality
		replacement fluids and associated	Deplete natural resources

		filters	
		spill or overfill replacement fluids	Contamination of surface water, groundwater, soil
		contaminated absorbent from spill containment	Contamination of surface water, groundwater, soil
Parts cleaning		solvents	Contamination of surface water, groundwater, soil
		waste solvents	Hazardous waste
		air emissions	Degradation air quality
Painting Vehicles		See above	See above
Brake Maintenance		used asbestos brake pads	air contamination
		new brake pads	Deplete natural resources
Tire Maintenance		used tires	Fill up landfill
		new tires	Deplete natural resources
Batteries		lead-acid batteries	Hazardous waste
			Keep from landfill (recycled)
Msc. Parts etc		used parts	Fill up landfill
		new parts	Deplete natural resources
Air conditioning (bldg, vehicle, ice maker)		Freon	Deplete stratospheric ozone
Hydraulic Lifts		oil storage/delivery to	Contamination of surface water, groundwater, soil
Oil-Water Separator		oil	Contamination of surface water, groundwater, soil
		energy use	Deplete natural resources
Floor drains		all spills	Contamination of surface water, groundwater, soil
Vehicle washing		water used	Deplete natural resources
		wastewater (detergents, salt, suspended solids, oil, antifreeze, brake fluid, radiator fluids, solvents)	Contamination of surface water, groundwater, soil

	Replacing, grinding metals	waste heavy metals	Contamination of surface water, groundwater, soil
		new metal parts	Depletion of natural resources
<b>Operation</b>	<b>Activity</b>	<b>Aspect</b>	<b>Impact</b>
<b>Opportunity Area</b>	Road salt	stored in covered building	reduced potential for runoff
		spill during delivery/loading	Contamination of surface water, groundwater, soil
		Mixed w/molasses	Reduced volume needed
		VOCs from vehicles	air emissions
		Vehicle leaks	Contamination of surface water, groundwater, soil
		Fuel for vehicles	Deplete natural resources
	Sign Shop	oil based paints	Contamination of surface water, groundwater, soil
		air emissions	Degradation of air quality
		solvents	Contamination of surface water, groundwater, soil
		waste paints and solvents	Hazardous waste
		contaminated rags	Contamination of surface water, groundwater, soil
		electricity	See above
		heat	See above
		solid waste	Fill up landfill
	Lift Station	paint maintenance	See above
		electricity	See above
	Asphalt for street repair	VOC from asphalt	Degradation of air quality
		asphalt	Deplete natural resources
		air emissions from vehicles	Degradation of air quality
		Vehicle leaks	Contamination of surface water, groundwater, soil
Fuel for vehicles		Deplete natural resources	

		equipment cleaning with bio friendly cleaner	Reduced potential for contamination
		large patch of barren soil near historic storage site	Contamination of surface water, groundwater, soil
		stormwater runoff from barren patch of soil	Soil erosion, sedimentation in surface water
		stormwater runoff from barren patch of soil	Contamination of surface water, groundwater, soil
	2 ASTs (unknown use)	potential leak	Contamination of surface water, groundwater, soil
	Facility Maintenance	same as above	See above
	Grounds	may use weed control at this site	Contamination of surface water, groundwater, soil
		May be waste pesticides	Hazardous waste
	Residential Lift Station	paint maintenance	See above
		solvents	See above
		solid waste	See above
		Electricity use controlled by variable frequency drive	Reduced electricity use

Operation	Activity	Aspect	Impact
Solid Waste	Solid Waste Collection	fuel for trucks	Deplete natural resources
		air emissions from trucks	Degradation of air quality
		Water for cleaning trucks	Deplete natural resources
		Contaminated wash water	Contamination of surface water, groundwater, soil
		Chemicals to clean trucks	Contamination of surface water, groundwater, soil
		Mngt. Msc. Hazardous waste	Contamination of surface water, groundwater, soil
		Waste collected	Landfill life
	Office/oversight	See above in police bldg.	See above
	Recycling Program	recycle bags	Fill up landfill
		recycled materials	Keep from landfill

		truck-related aspects above	See above
	Yard waste management	See Vehicle related aspects	Vehicle related impacts
	Turning compost piles	See vehicle related aspects	See vehicle related impacts
	Chipping trees/shrubs	Energy use for equipment	see above for electricity or fuel using equipment
		Lubricants/parts for equipment	Contamination of surface water, groundwater, soil
	Vector control	Pesticide use/disposal	Contamination of surface water, groundwater, soil
	Large Item Collection	Vehicle related aspects	Vehicle related impacts
		Freon-containing items	Stratospheric ozone depletion
		Other hazardous waste-containing items (ballasts, fluorescent bulbs, computers, televisions)	Contamination of surface water, groundwater, soil

Operation	Activity	Aspect	Impact
Grounds Maintenance	Lawn Mowing	fuel use	Deplete natural resources
			Add to ambient ozone
		waste fluids and filters	Contamination of surface water, groundwater, soil
		metal shavings from blade	Contamination of surface water, groundwater, soil
		used spark plugs	Fill up landfill
		Grass clipping	Fill up landfill OR composted
	Pesticides/fertilizers	none used	

Operation	Activity	Aspect	Impact
Fuel Storage (USTs)	Operations	Overflow during tank fill or fueling	Contamination of surface water, groundwater, soil
			Fugitive air emissions
		Electricity for pumps	See above

	Tank maintenance	Undetected fuel leak	Contamination of surface water, groundwater, soil
		Contaminated absorbent	Contamination of surface water, groundwater, soil
		Msc. Parts replacement	Fill up landfill
			Deplete natural resources
<b>200-gal AST</b>	Maintenance	Leak or overfill and contaminated absorbent	Contamination of surface water, groundwater, soil
		Dispose of contents	Hazardous waste
		air emissions	Degradation of air quality

**Attachment 3: Prioritized Aspects and Impacts**

		Rating Criteria							Significant
		Severity of Impact	Probability of Occurrence	Duration of Impact	Potential Legal and Regulatory	Worker Health and Safety	Public Perception	Reduction in Waste, Emissions, or Releases	
<b>Operation</b>	<b>Aspect</b>								
Facility Operation (Utility operation and office oversight)	waste fluorescent lights	5	5	3	5	4	2	3	5
	new fluorescent lights	2	5	5	1	1	1	1	1
	waste ballasts (may contain PCBs)	5	3	3	5	4	2	3	5
	electricity used	5	5	3	1	3	1	5	5
	natural gas used	5	5	3	1	3	1	5	5
	Hg-containing thermostats	5	2	5	5	4	1	3	5
	solid waste (paper, cardboard, plastic, metals, food)	2	2	4	1	1	1	1	1
	recycle (plastic, papers, metal)	5	5	5	1	1	5	5	5
Building Maintenance	waste sandpaper	1	1	2	1	1	1	1	1
	new sandpaper	1	1	1	1	1	1	1	1
	overspray or spills (water & oil based coatings)	1	1	1	2	2	1	1	1
	air emissions	2	1	2	2	2	1	1	2
	waste cans, brushes, etc.	1	1	2	1	1	1	1	1
	wastewater from clean up	2	2	1	1	1	1	1	1
	solvents from clean up	5	2	3	3	3	2	1	3
	new roofing material	1	1	5	1	1	1	1	1
	old roofing material	2	1	3	1	1	1	1	1
roofing tars, caulks, etc.	5	3	5	5	4	1	1	5	

	new pipes, valves, etc.	1	1	5	1	1	1	1	1
	old pipes, valves, etc.	1	1	3	1	1	1	1	1
	solvents, adhesives, etc.	5	1	5	5	4	2	1	5
	new concrete or asphalt	4	1	5	1	1	1	1	1
	old concrete or asphalt	2	1	5	1	1	1	1	1
	stormwater/cleaning runoff (oil, salt, litter, heavy metals)	3	2	2	2	1	2	1	2
	painting	1	1	3	1	3	1	1	1
	new parts	1	1	5	1	1	1	1	1
	old parts	1	1	3	1	1	1	1	1
	oil in motor for garage door	2	1	5	4	1	1	1	1
Janitorial Services	Storage and use of cleaners.	2	5	3	2	2	2	1	2
	contaminated wastewater	2	2	2	2	1	2	1	2
	solid waste (paper towels, cans, food, plastic, paper, trash bags)	2	3	4	1	1	1	1	1
	recycling (plastic, paper, metal)	5	5	5	1	1	5	5	5
Vehicle Maintenance	used oil, brake fluid, radiator fluid, antifreeze, and filters	5	4	5	5	3	5	1	5
	contaminated rags/paper towels	1	2	3	1	1	1	1	1
	spill or overfill replacement fluids	2	1	1	1	2	1	1	1
	solvents	5	2	5	5	4	2	1	5
	waste solvents	5	2	5	5	4	2	1	5
	air emissions	1	1	2	3	2	1	1	1
	used asbestos brake pads	5	1	5	5	4	3	1	5
	new brake pads	5	5	5	1	3	1	1	5
	used tires	5	4	5	5	1	2	1	5
	new tires	5	4	5	1	1	1	1	1
	lead-acid batteries	5	4	5	5	4	4	1	5
	used parts	3	4	3	1	4	2	4	4
	new parts	5	4	5	1	4	2	4	4
	oil storage/delivery to	1	2	5	3	1	2	1	1
	oil	5	1	3	5	3	1	1	1
	energy use	2	1	5	1	1	1	1	1
all spills	5	1	3	3	2	3	1	3	
water used	1	4	1	1	1	1	1	1	



	wastewater (detergents, salt, suspended solids, oil, antifreeze, brake fluid, radiator fluids, solvents)	3	3	2	1	1	1	1	1
Opportunity Area	stored in covered building	2	5	5	1	1	1	1	1
	spill during delivery/loading	2	1	2	1	1	1	1	1
	VOCs from vehicles	2	1	2	4	2	1	1	2
	Vehicle leaks	2	1	1	1	1	1	1	1
	oil based paints	2	2	2	5	4	1	1	2
	air emissions	3	1	2	2	2	1	1	2
	solvents	3	2	5	5	5	2	1	5
	waste paints and solvents	5	2	5	5	4	3	1	5
	contaminated rags	1	1	2	1	1	1	1	1
	VOC from asphalt	2	2	1	2	2	1	1	2
	asphalt	1	4	5	1	1	1	1	1
	equipment cleaning with bio friendly cleaner	3	3	1	1	1	1	1	1
	potential leak	5	1	3	5	2	1	1	1
	may use weed control at this site	3	1	2	1	2	1	1	1
	May be waste pesticides	5	1	5	5	4	1	1	5
	paint maintenance	1	1	3	1	3	1	1	1
solid waste	3	2	4	1	1	1	1	1	
Solid Waste	Waste collected	5	5	5	1	1	1	1	1
	recycle bags	5	5	5	1	1	5	5	5
	recycled materials	5	5	5	1	1	5	5	5
	Energy use for equipment	2	2	5	1	1	1	1	1
	Lubricants/parts for equipment	1	2	2	1	1	1	1	1
	Freon-containing items	5	3	5	5	3	1	1	5
	Other hazardous waste-containing items (ballasts, fluorescent bulbs, computers, televisions)	5	3	5	5	4	4	1	5
Grounds Maintenance	waste fluids and filters	5	5	5	5	3	4	1	5
	Grass clipping	1	5	1	1	1	1	1	1
Fuel Storage (USTs)	Overflow during tank fill or fueling	5	1	1	3	1	3	1	1
	Electricity for pumps	2		5	1	1	1	1	1
	Undetected fuel leak	5	1	5	5	2	5	1	5

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Contaminated absorbent	1	1	1	1	1	1	1	1	1
Msc. Parts replacement	1	3	2	1	1	1	1	1	1

**VII. Quality of Life Plan Forms**

**Form #1: Recycle Tracking Spreadsheet**

Recycling container volume:

One container = 5 lbs. cans

One container = 20 lbs. paper

One container = 5 lbs. plastic bottles

Directions: Record the date recyclables were collected, location where items were collected, type of material collected (plastic, paper, or cans), and how much was collected.

Date Collected	Location	Material Collected	Volume (lbs.)
<b>Total Volume of Paper</b>			
<b>Total Volume of Cans</b>			
<b>Total Volume of Plastic</b>			

**Form #2: Paper EPP Spreadsheet**

EPP: 30% - 50% post-consumer recycled paper

1 Box = 8 Reams

1 Ream = 500 Sheets

Directions: Record the department purchasing paper, date, amount purchased, percent of post-consumer recycled content, and indicate if the purchase meets the Paper EPP.

Department	Date Purchased	Reams Purchased	Percent Post-Consumer (%)	Meet EPP?
<b>Total Reams Purchased</b>				
<b>Total Reams Meeting EPP</b>				

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**Form #3: Chemical EPP Spreadsheet**

EPP: Reduce amount of chemicals entering waste stream from Department of Parks & Recreation through purchase of environmentally-friendly alternatives

Directions: Record the date, type, and amount of cleaner purchased, and indicate if the purchase meets the Chemical EPP and whether or not a substitute cleaner is available.

Date Purchased	Cleaner Purchased	Amount Purchased	Meet EPP?	Substitute Available?
		<b>Total Amount Purchased</b>		
		Gallons		
		Pounds		
		<b>Total Amount Purchased Meeting EPP</b>		
		Gallons		
		Pounds		





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**Form #6: Corrective Action Spreadsheet**

Directions: Record the date, person responsible for revision, and the corrective action taken to remediate problem(s) with emergency response plans.

Date Revised	Responsible Party	Corrective Action

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