

US EPA ARCHIVE DOCUMENT

# **CLEAN Quality of Life Plan**

## **Town of Ogden Dunes**

June 2006

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## **1. Policy Statement Adopted as Resolution No. 2005-08 on May 2, 2005**

The Town of Ogden Dunes and its citizens, who strive for a high quality of life and appreciate the area's unique ecosystem, are committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents. In order to fulfill this policy commitment, the Town of Ogden Dunes will:

- Establish annual environmental objectives, benchmarks and targets for continual improvement of pollution prevention and energy savings measures.
- Seek fiscally responsible ways to reduce waste, and conserve and re-use natural resources and products made from natural resources.
- Maintain a group of Stakeholders who are committed to developing and implementing a Quality of Life Plan.
- Foster environmental leadership, awareness, education and cooperation among its employees, residents, business entities, as well as neighboring communities and industries, by sharing its environmental decisions and performance information.

To reinforce this policy, it will be distributed in all committee packets handed out at the beginning of each year. It will also be reinforced in newsletter articles.

## **2. Roles and Responsibilities**

### **Stakeholder Committee**

The core Stakeholder Committee overseeing Ogden Dunes' CLEAN Challenge represents a variety of interests within the community.

Each person on the stakeholder committee has a critical role in coordinating with the various boards, committees, and commissions in town.

The Stakeholder Committee is ultimately responsible for the preparation of the QLP in accordance with the CLEAN Community Challenge program, submittal of the QLP for IDEM approval, and guiding the implementation process within the community. The roles and responsibilities of the steering committee members are designed to be specific to the QLP development.

The stakeholder committee is responsible for: I revised this section of the Cleanville QLP after revising the CLEAN program – may want to review changes.

- Creating a mission statement;
- Identifying and documenting the governmental operations to include in Ogden Dunes' quality of life plan;
- Identifying, documenting, and prioritizing the aspects and impacts associated with those operations;
- Establishing and documenting objectives and targets for priority impacts;
- Ensuring objectives and targets meet all legal requirements;
- Developing, implementing, and documenting an action plan to achieve objectives and targets and reduce negative environmental impacts;
- Documenting and updating relevant legal and regulatory requirements associated with the identified impacts;
- Developing and implementing environmental awareness and training courses;
- Improving internal communications regarding environmental issues through solicitation of comments on the quality of life plan and documenting solicitation efforts;

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- Improving external communications regarding environmental issues through solicitation of comments on the quality of life plan and documenting solicitation efforts;
- Establishing and maintaining procedures for receiving, documenting, and responding to external communication;
- Developing and implementing a continual improvement system plan and related documents;
- Establishing and reviewing at least annually operational control procedures, and documenting a method to control environmental documentation;
- Developing and implementing a plan for emergencies and contingencies;
- Establishing procedures for corrective action and providing documentation of the corrective actions taken when deficiencies are discovered in the quality of life plan or emergency action plan;
- Developing a program for periodic internal audits of the continual improvement system and documenting audits performed;
- Developing and implementing a method to measure success of the quality of life plan;
- Documenting improvements and adjustments to the quality of life plan.

The stakeholder committee is made of the following representatives from each of the Town's major operating committees:

- Environmental Advisory Board
- Town Council
- Clerk-Treasurers' Office
- Volunteer Fire Department
- Plan Commission
- Board of Zoning Appeals
- Home Association
- Park Board
- Beautification Committee

### **Town Council**

As the most executive level of management, the Town Council is responsible for adopting the mission statement and for making sure the Quality of Life Plan is implemented; and also makes sure any policies and procedures that result from the program are adopted and utilized.

### **Stakeholder Committee Leader**

The Chair of the Environmental Advisory Board, Susan MiHalo, is the Stakeholder Committee Leader (SCL). Ms. MiHalo 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. Ms. MiHalo is also responsible for reporting to the Town Council on the performance of the quality of life plan. Susan MiHalo is also responsible for coordinating CLEAN efforts with other government entities such as the county government, or the soil and water conservation district.

### **Town Council Liaison**

Judith Stiles is the liaison to the Town Council as well as the Park Board. As a liaison, she is responsible for helping maintain communications between the Stakeholder Committee and the various town operations.

### **Town Operations Liaisons**

The following town operations each have one appointed contact to serve as the liaison between the Stakeholder Committee and the respective employees and/or volunteers for each government operation:

- Environmental Advisory Board
- Town Council
- Clerk-Treasurers' Office/Police Department
- Volunteer Fire Department
- Plan Commission
- Home Association
- Park Board
- Beautification Committee
- Street Department

Each contact is responsible for:

- Identifying and documenting the aspects and impacts associated with their operation
- Communicating objectives and targets created by the stakeholder committee to employees
- Implementing the designated projects and activities to minimize negative impacts
- Training employees to be environmentally aware and competent
- Maintaining and supporting the Town's CLEAN initiatives
- Reporting all progress to the Stakeholder Committee Leader

Operations:

The following operations are involved in developing the Quality of Life Plan:

- **Environmental Advisory Board:** Susan MiHalo, Chair; Randi Light, Bob Catani, Eva Lombardo, Mark Coleman are the representatives from this committee to the Stakeholder Committee.
- **Plan Commission:** Allen Johnson is the Stakeholder contact for the Plan Commission.
- **Home Association:** Mike Webber, President, Home Association, is the Stakeholder contact for the Home Association.
- **Park Board:** Judith Stiles is the Stakeholder Contact for the Park Board.
- **Volunteer Fire Department:** Eric Kurtz is the Fire Department Chief for the Town of Ogden Dunes and is the contact for CLEAN activities taking place within the Fire Department.
- **Police Department:** Jim Reeder is the Town Marshall for the Town of Ogden Dunes and is the contact for CLEAN activities taking place within the Police Department.
- **Town Hall:** Susan Cunningham is the Clerk-Treasurer and is the contact for CLEAN activities taking place within the Town Hall.
- **Street Department:** Jim Matthies is the head of the Street Department and is the contact for CLEAN activities taking place within Street Department operations and activities.
- **Beautification Committee:** Judith Stiles is the contact for CLEAN activities that involve the Beautification Committee.

### **Local Business Coordinator**

Mark Coleman is the Local Business Coordinator (LBC). He is responsible for identifying potential public/private partnership opportunities to promote environmental awareness and outreach activities to the business sector. Mr. Coleman is also responsible for informing the stakeholder committee the degree local businesses impact the CLEAN issues at focus.

**Liaison to Solid Waste Management District**

Randi Light is the Stakeholder Committee liaison to the Recycling and Waste Reduction District of Porter County. She helps coordinate activities that involve the district, such as battery recycling, tox-away days, and other solid waste management issues.

**Liaison to National Park Service (NPS)**

Because of her frequent interaction with the NPS, Susan MiHalo is the Stakeholder Committee Liaison to the National Park Service, when necessary. Fire Chief, Eric Kurtz, is also a liaison when fire suppression/management issues need to be coordinated with the NPS.

**Public Outreach Coordinator**

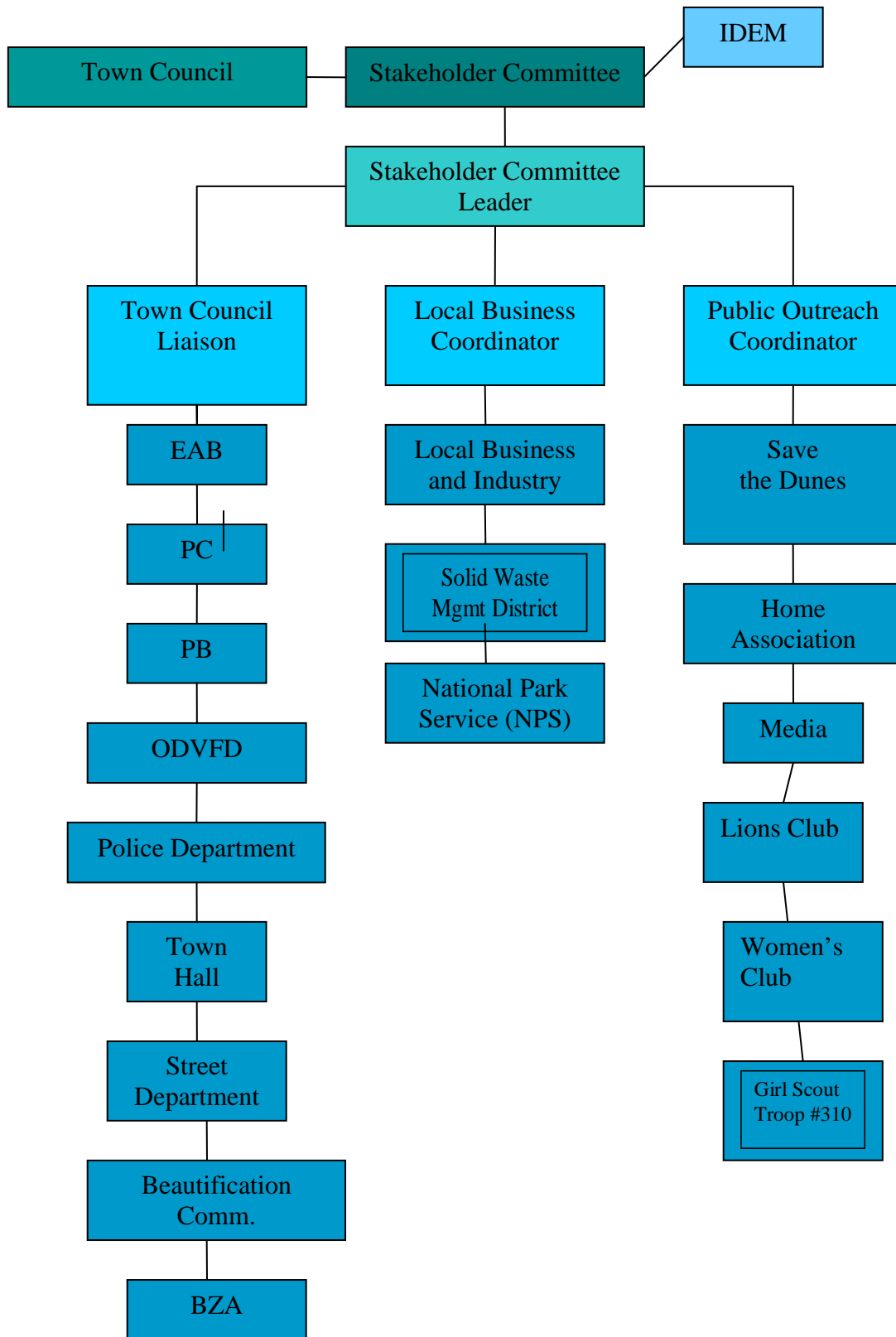
Susan MiHalo is the Public Outreach Coordinator (POC). She is responsible for communicating the environmental stewardship mission to the greater Ogden Dunes community and for establishing new environmental outreach programs or expanding existing programs. This role is critical to communicating outreach activities to the community at large and must facilitate information on environmental issues to third party interests. Efforts must be coordinated with the following groups:

- **Save the Dunes:** Tom Anderson is Executive Director of Save the Dunes, which was founded in Ogden Dunes.
- **Northern Indiana Regional Planning Commission (NIRPC) Environmental Policy Management Committee:** Reggie Korthals is the contact for this committee.
- **Lions Club:** Tony Gaul is the President of the Lions Club.
- **Womens Club:** Jean Bargeron is the contact for the Woman’s Club of Ogden Dunes.
- **Home Association:** Mike Webber is President of the Ogden Dunes Home Association. A Presentation was conducted on the CLEAN Program on January 29, 2006.
- **Girl Scout Troop:** Dorothy Falk is Leader of Girl Scout Troop 310. A Presentation was conducted on the CLEAN Program, and more specifically recycling and battery recycling, on Febuary 11, 2006.
- **Media:**  
Mark Coleman is a reporter with Ogden Dunes News.  
Donna Smith is the contact for news to be placed in the town newsletter.  
Lauri Harvey Keagle is the reporter covering Ogden Dunes for The Times. 762-1397

These operations are documented on the following organizational chart. Please note that except for the top three boxes this chart is not hierarchal in relationship.

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### 3. Environmental Goals

The Town of Ogden Dunes' quality of life plan includes all of the town's operations defined below:

#### Operation Activities Defined

The aspects and impacts associated with these activities are identified in Appendix 2.

- **Environmental Advisory Board:** Advises the town on activities that impact the environment within government and as a fenceline community to major industries within the Port of Indiana industrial complex.
- **Plan Commission:** Writes and reviews ordinances involving zoning and town codes related to parking of vehicles/signage, tree-cutting (what can be cut/what cannot). Enforces ordinances and zoning such as setbacks for greenspace and erosion control.
- **Home Association:** Maintains beach access ways and organizes and provides social and recreational opportunities for town residents and their children.
- **Park Board:** Manages properties owned by the Park Board, including management of invasive species. Also maintains park structures and maintains and mows soccer field.
- **Volunteer Fire Department:** The Fire Department exhibits the following activities: facility operation; building maintenance; incident response, minor equipment repair and maintenance; education and outreach; and general fire suppression activities.
- **Police Department:** Equipment repair and maintenance, target practice and gun cleaning, and education and outreach.
- **Town Hall:** Facility operation, building maintenance, janitorial service, grounds maintenance, and office activities such as ordering supplies, maintaining office equipment, and filing.
- **Street Department:** Facility operation, building maintenance, vehicle maintenance, grounds maintenance, fuel storage and recycling, snow removal and deicing, median and right-of-way mowing, chipping of branches left by residents, leaf pick up, compost site maintenance and oversight, road repair, storm drain repair and maintenance, and street sweeping.
- **Beautification Committee:** Develops and maintains landscaping on town property.

### 4. Aspects and Impacts

Aspects and impacts were identified during IDEM's site visit at Ogden Dunes in April 2005. The Stakeholder Committee narrowed down the list of aspects and impacts at the July 2005 Stakeholder Meeting.

The Aspects and Impacts were then ranked using the following Rating Criteria on a scale from 1-5:

- Severity/Degree of Impact on Environment
- Probability/Frequency of Impact Occurring/Likelihood
- Potential for Legal and Regulatory Non-Compliance/Regulated
- Potential to Impact Worker Health and Safety
- Public Perception/Public Image/Public Issue
- Potential Reduction in Waste/Emissions/Releases

Refer to Appendix A for a complete list of aspects and impacts. Aspects and impacts for each project are also listed in the Project Descriptions/Plans outlined on pp. 9-12.

## 5. Clean Projects for 2006-2007

- 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.
- To increase the volume of items recycled within municipal offices, and decrease the volume of solid waste generated, while offering recycling opportunities to the community.
- To improve environmental compliance and prevent groundwater and soil contamination when recycling oil used by the street, fire and police departments.
- To restore Pollywog Pond Panne to its natural state before December 31, 2009.
- To develop and manage a leaf composting site in a productive and compliant manner.

### Project Descriptions/Plans

- I. Activity: Environmentally Preferred Purchasing Policy (EPPP)
  - a. Aspect: Use of energy and production of solid waste
  - b. Impact: Increased use of natural resources (fuel/electricity/natural gas/trees) and solid waste generated (landfills fill up).
  - c. Background: Currently, the Town does not have any policy regarding the purchase of environmentally friendly products and/or the prudent selection of products that will save energy and money.
  - d. Objective: To implement an EPPP to decrease impacts on natural resources (i.e., energy, air quality) and to reduce solid waste generated.
  - e. Target/Measurement
    - i. 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
  - f. Timeline/ Action Plan:
    - i. Research sample Preferred Purchasing Policies before January 31, 2006. (Donna)
    - ii. Develop first draft of EPPP for review by Stakeholder Committee before July 15, 2006.
    - iii. Early August 2006: submit EPPP to Town Council for input.
    - iv. Seek approval of EPPP at September 2006 Town Council meeting.
    - v. Late-September 2006: staff/Committee training on EPPP.
    - vi. October 1, 2006: Implementation date of EPPP.
    - vii. January 26, 2007: Environmental Advisory Board will measure policy success/usage by reviewing purchase orders and receipts.
    - viii. March 30, 2007: Measure policy success/usage and report results.
  - g. Operations to be included:
    - i. Environmental Advisory Board (policy writing) – Susan MiHalo
    - ii. Town Council – Judith Stiles – help seek T.C. approval and use.
    - iii. Clerk-Treasurers' Office/Police Department – Susan Cunningham/Donna ??? – researching the policy and policy use and implementation
    - iv. Volunteer Fire Department – Eric Kurtz
    - v. Street Department – Jim Matthys
    - vi. Beautification Committee
    - vii. Park Board

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- II. Activity: Recycling in Municipal Buildings
- a. Aspect: Solid and other wastes
  - b. Impact: Increased landfill usage and costs (i.e., energy to haul waste); potential for contamination of groundwater and soil.
  - c. Background: The Town of Ogden Dunes currently maintains no policy and has not participated in any sort of recycling activities within town government. Recycling by the residents, however, is very strong at 80%. Residential recycling is contracted through Able Disposal and Waste Management, Inc. The town itself uses Able Disposal for hauling its solid waste.
  - d. 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.
  - e. Target/Measurement
    - 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 – Lbs. of batteries recycled by the town and community before December 31, 2006. Batteries are weighed each month by Girl Scout Troop #310.
  - f. Timeline/ Action Plan:
    - i. Implement paper recycling program in Town Hall before October 31, 2005 (completed).
    - ii. Implement battery recycling program in Town Hall before November 1, 2005 (completed).
    - iii. Begin tracking recycling and battery measures by February 1, 2005. Tracking will be completed by Girl Scout Troop 310. They will weigh the batteries monthly with the exception of the month of July.
    - iv. Research sample Recycling Policies before January 31, 2006. (Susan) (Completed)
    - v. Develop first draft of Policy for review by Stakeholder Committee before April 28, 2006. (Completed)
    - vi. August 2006: submit Policy to Town Council for input.
    - vii. September 2006: seek approval of Policy at Town Council meeting.
    - viii. November 2006: Environmental Advisory Board will measure policy success/usage by reviewing tracking number percentage of increase in recycling from November 2005. (As of 5/1/06 there was more than a 50% decrease in the amount of garbage produced.)
    - ix. December 2006: Measure policy success/usage and report results to the Waste Reduction District of Porter County.
  - g. Operations/Individuals to be included:
    - i. Environmental Advisory Board (policy writing, policy success rate) – Susan MiHalo
    - ii. Town Council – Judith Stiles – help seek T.C. approval and use.
    - iii. Clerk-Treasurers' Office/Police Department – Susan Cunningham/Donna Smith – policy use and implementation
    - iv. Volunteer Fire Department – Eric Kurtz

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- v. Street Department – Jim Matthys
- vi. Police Department – recycling of batteries from radio
- vii. Ogden Dunes' Girl Scout Troop: Dorothy Falk, Troop Leader, and her girl scouts will assist in weighing batteries recycled one time per month. They will also contact Porter County Solid Waste District when the bin is full.

### III. Activity: Recycling of Used Oil

- a. Aspect: Solid and other wastes
- b. Impact: Potential for contamination of groundwater and soil.
- c. Background: Some recycling has always taken place within the street department with respect to used oil. A used oil tank is maintained in the town yard and is emptied by a contractor when it is full. However, compliance measures as a used oil generator had never been implemented.
- d. 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.
- e. Target/Measurement: Amount of oil hauled away before December 31, 2006. Need # of gallons recycled in 2005.
- f. Timeline/ Action Plan:
  - i. April 2006: Research compliance necessary and document standard operating procedure. (Completed)
  - ii. Mid-July 2006: Staff/Committee training on standard operating procedure.
  - iii. August 1, 2006: Determine compliance gaps and begin corrective measures.
  - iv. December 2006: Environmental Advisory Board will conduct self-inspection of tank area for compliance gaps and improvements and will report compliance results as well as gallons of oil recycled during 2006 to the Waste Reduction District of Porter County.
- g. Operations/Individuals to be included:
  - i. Environmental Advisory Board (policy writing, policy success rate) – Susan MiHalo
  - ii. Town Council – Judith Stiles – help seek T.C. approval and use.
  - iii. Street Department – Jim Matthys

### IV. Activity: Habitat Restoration

- a. Aspect: Natural habitats
- b. Impact: Invasive species are an indicator of a degraded quality of life and reduced biodiversity.
- c. Background: Pollywog Pond is an inner-dunal panne located on the west end of Shore Dr. It is half-owned by the Home Association and the National Park Service. It has been completely filled in with Phragmites (Common Reed Grass). Many long-time members of the community wish to see the pond restored to sustain biodiversity.
- d. Objective: Restore Pollywog Panne to its natural state before December 31, 2009.
- e. Target/Measurement: (To be captured by a camera by Susan and/or Mark Mihalo for documentation.)
  - 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.

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- 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.
  - f. Timeline/ Action Plan:
    - i. Apply first application of herbicide before October 15, 2005. (Completed)
    - ii. Coordinate Planned Burn with Fire Department and National Park Service (NPS) before November 30, 2006.
    - iii. Develop Restoration Plan in partnership with NPS before December 31, 2006.
  - g. Operations/Individuals to be included:
    - i. Environmental Advisory Board (oversight) – Susan MiHalo
    - ii. Town Council – Judith Stiles – liaison to residents who live near the panne.
    - iii. Home Association – Mike Webber
    - iv. Volunteer Fire Department – Eric Kurtz
    - v. National Park Service – John Kwilocz
- V. Activity: Composting Site
- a. Aspect: Solid waste generation, energy usage and groundwater management
  - b. Impact: Could fill up landfill or be fly-dumped on private or public property. Also degradation of air quality and depletes natural resources (fuel) when leaves have to be hauled to outside composting site. Finally, site has to be managed properly to prevent leaching into the groundwater.
  - c. Background: In previous years, Ogden Dunes residents had an option of having their leaves vacuumed by the Porter County Solid Waste District (PCSWD). Beginning in fall 2005, PCSWD no longer offered this option. The Town of Ogden Dunes then purchased a leaf vacuum with the intention of finding somewhere to dispose of the leaves. Subsequently, it was discovered that no nearby compost sites were available for leaf drop off. A suitable site in Ogden Dunes was then located.
  - d. Objective: To develop and manage a leaf composting site in a productive and compliant manner that helps eliminate vegetative waste from entering landfills.
  - e. Target/Measurement: To be based on cubic yards of leaves composted and IDEM permit reporting requirements. To compost at least 2,000 cubic yards before December 31, 2006. Cubic yards are measured by what can be loaded in the bed of the dump truck.
  - f. Timeline/ Action Plan:
    - i. Select compost site before September 30, 2005 (Completed)
    - ii. Submit IDEM Site Registration before November 30, 2005 (Completed)
    - iii. Submit Required Permit Report before February 1, 2006. (Completed)
    - iv. September 2006: Review standard operating procedures with Street Department prior to fall leaf pick up begins.
    - v. Report results to the Waste Reduction District of Porter County in December 2006.
  - g. Operations/Individuals to be included:
    - i. Environmental Advisory Board – Susan MiHalo – assist with IDEM Registration
    - ii. Street Department – Jim Matthys manages the site.
    - iii. Beautification Committee – will benefit from composted material.



## **6. Implementation and Operation Procedures**

The purpose of operational procedures is to define activities and provide instructions for carrying out activities within the Town of Ogden Dunes. Operational procedures explain the what, when, who, and how for each activity; define relevant authorities and responsibilities; instruct who should be informed; and how the results of the activity should be recorded.

### **Standard Operating Procedures**

Standard Operating Procedures will be developed and updated at least annually for each of the projects. See Appendix 3 for draft Standard Operating Policies and Procedures completed as of May 2006.

### **Departmental Environmental Emergency Preparedness and Response**

Departmental emergency preparedness and response procedures are established and maintained to respond to and report, as appropriate, accidents, malfunctions, spills, releases, upsets, and other emergency situations; and to mitigate any associated safety and environmental impacts. These procedures also provide for a review of the procedures after the occurrence of an accident or emergency within each Department of the Town of Ogden Dunes.

#### Departmental Emergency Response Coordinators

Each Department Head (or Department Head's designee) shall serve as the emergency response coordinator for their respective departments and building, grounds and facilities. Each emergency response coordinator ensures that all emergency response providers (fire-rescue, police, and health care providers) are supplied with Material Safety Data Sheets ("MSDS") and hazard/safety information. The designated emergency response coordinators are identified in Section 2: Roles and Responsibilities. The Chief of the Fire Department (or Chief's designee) will serve as the central emergency response coordinator in case of a community-wide environmental/hazardous materials emergency.

#### Identifying Emergency Preparedness and Response Plans

Each emergency response coordinator is responsible for identifying the potential hazards and significant aspects in their facility or departmental activities that would require emergency response in the event of an accident, malfunction, spill, release, or other situation. After identifying activities in need of emergency response plans, each emergency response coordinator should identify existing emergency response plans and procedures/guidelines, or establish emergency response plans and procedures/guidelines for those activities where plans do not currently exist. Each emergency response coordinator will maintain a listing of emergency preparedness and response plans.

#### Employee Practice and Training for Emergency Response

Each emergency response coordinator should develop and implement environmental awareness and training, and is responsible for providing and tracking appropriate personnel training, copies of MSDSs, their location, and hazardous information at least annually or more frequently as-needed. Potential hazards and significant impacts that would require emergency response in the event of an accident, malfunction, spill, release, or other situation, should be identified during personnel training and are practiced where practical, so all personnel are knowledgeable and competent in emergency preparedness and response procedures.

### Identifying Emergency Response Equipment

Each emergency response coordinator is responsible for maintaining, identifying, and cataloguing their facility and/or departmental emergency response equipment, and for displaying emergency response equipment locations on diagrams in each facility. The location of equipment and instruction on equipment use is provided to personnel during annual employee training sessions and as needed.

Departmental emergency response equipment may include:

- Fire extinguishers
- Communication systems (telephone, radio)
- Spill containment kits
- Absorbent materials
- Eye wash stations
- Mops, brooms, buckets, shovels
- Personal protective equipment
- First aid kits
- Fire and emergency response systems (alarms, sprinklers, hoses)

### Central Emergency Response Plan

In the event of an emergency, the emergency response system chain will be activated by contacting the Porter County Communications/E9-1-1 Dispatch Center via telephone by dialing 9-1-1 or via two-way radio.

An Emergency Response System Chain is attached as Appendix E. The emergency response coordinator shall insure all emergency notifications and reporting is completed in a timely fashion. If the emergency response coordinator is not available, responsibility falls to the designated person, or to the next senior person within the affected Department.

### Incident Review

Each emergency response coordinator will document and maintain all emergency and incident responses by completing an Incident Investigation Report form. Emergency response coordinators review emergency preparedness and response plans for appropriate response and for prevention of reoccurrence. Inadequate emergency plans are to be reviewed revised.

### Records

A central reference listing of emergency preparedness and response plans for the Town of Ogden Dunes will be maintained at both the Fire and Police stations. A central copy of all emergency notifications, reports, and Incident Investigation Report forms will be maintained in the Office of the Clerk-Treasurer.

### **Document Control and Record Keeping**

Records are used to document the status of the Town of Ogden Dunes' Quality of Life Plan and the environmental status of the town's departments and activities. Records will be maintained for the appropriate period provided by legal requirements in the file drawer in the Town Hall marked Environmental Advisory Board. Non-regulated records will be maintained for five years.

## Legal and Regulatory Requirements

**STACEY: I AM STILL NOT SURE ALL THIS IS NECESSARY. ON YOUR APPLICATION WITH COMMENTS YOU ONLY ASKED FOR THIS:**

Record and update relevant legal and regulatory requirements *As associated with goals*

In order to analyze, document, and update the relevant legal and compliance requirements associated with the Town of Ogden Dunes' environmental goals, and to comply with all legal requirements, the legal requirements associated with the Town's operations included in this plan's goals need to be identified at least annually. The following legal requirements will be identified annually at the April meeting of the Ogden Dunes Environmental Advisory Board:

1. Regulations will be evaluated in the broad categories below to see if they apply to current operations included in the goals.
2. Regulations that affect current operations included in the goals will be reviewed for updates or changes.
3. Verification will be completed to assure operations included in the goals are in compliance with regulatory requirements.

In addition, any proposed operational changes included in the goals will be evaluated on an ongoing basis to assure operations are in compliance with regulatory requirements

Aspects that should be evaluated include, for example:

- Solid Waste-permitted compost site, permitted haulers, no open dumping
- Special Waste- compatible container, in good condition, covered, labeled with date, waste identification (acid, ni-cad, lithium, etc. batteries, used oil, ballasts, fluorescent lights, mercury containing thermometers or thermostats, antifreeze etc. )
- Hazardous Waste-compatible container, in good condition, covered, labeled with date, waste identification (solvents, paints, strippers, thinners, gas cylinders, medical wastes, mixed waste, mercury, contaminated rags, metals, acids, bases, flammables, cleaners, stains, varnishes, caulks, adhesives, partially empty aerosol cans, etc. )
- Storm water – MS4 Waver –Salt storage and application, snow removal, street cleaning, home and vehicle maintenance runoff, litter control, drainage control, lawn and horticultural runoff control, erosion control, retention wall construction materials, vegetative treatment of runoff from potential sources of concern
- Endangered Species-species and habitat protection
- Wetland Protection-get permit, mitigate or manage as required
- Used Oil-(See p. 33 of SOP for used oil.) Compliance Manual for Indiana's Vehicle Maintenance Shop July 2002: [http://www.in.gov/idem/catalog/documents/oppta/vehicle\\_manual.pdf](http://www.in.gov/idem/catalog/documents/oppta/vehicle_manual.pdf)

### Employee/Volunteer Training Procedure

Volunteers will be provided with information about the program, and especially the EPPP, in their annual information packet distributed in December. Materials should be prepared for this packet before November 1.

Employees will be trained regarding policies and procedures as defined in the action plans for each project.



Personnel that can have a significant impact on the environment through their work practices will be trained on:

- The importance of environmental impacts
- Conformance to the environmental policy
- Requirements of the Quality of Life Plan
- Emergency preparedness and response requirements

The Stakeholder Committee Leader or designated personnel will train all new employees on policy and CLEAN awareness on their first day of work, whenever possible, and all current standard operating procedures appropriate for the position within 30 days of reporting to work.

Sign in sheets will be used to track training efforts.

### **Internal Audit Procedure**

This procedure defines the process for conducting periodic audits of the Quality of Life Plan.

The EAB is responsible for collecting, analyzing and documenting the audit using an audit checklist, which is based on the requirements outlined in the CLEAN application and also ensures that previous areas of nonconformance and corrective actions are followed up.

It is the responsibility of the chair of the Environmental Advisory Board (EAB) to routinely schedule an audit at least annually around April 15. In addition the CLEAN Program will be on the agenda for all regular EAB meetings.

This procedure will also be documented as a Standard Operating Procedure (SOP) to be maintained with all other SOPs, and will be referenced in all SOPs.

Results of the audit will be shared in all employee training programs, and will be reported to the Stakeholder Committee and the Town Council.

### **External Communications Procedure**

The Environmental Advisory Board responds to all external communication requests from state, federal, and local government agencies concerning environmental issues.

All external (resident) communications and complaints about environmental issues are received and logged in at the town hall. These requests and complaints are then turned over to the appropriate authority for follow up.

## **7. Sustainability Activity**

The Town of Ogden Dunes has just begun to develop restoration planning and implementation for a 1-acre wetland in Ogden Dunes called Long Lake Marsh. We wish to not only control exotics (loosestrife, cattails) and restore the wetland but to also construct it in a way that handles road run-off using natural filters and salt-tolerant plants. Other goals include bank stabilization and biodiversity that will protect against unwanted vegetation from re-establishing and will make the marsh look aesthetically beautiful.

In addition we have just negotiated a single contract for garbage pick up that offers recycling weekly as opposed to every other week. Many residents had become discouraged about recycling under the twice monthly arrangement.

#### **8. Community and Business Outreach Procedures**

See Appendices G and H.

#### **9. Partnering and Mentoring Activities**

- Participated in CLEAN workshop in LaPorte, IN in January 2006.
- Helped resolve questions with other applicants on conference calls.
- Promoted CLEAN at meetings of the Environmental Management Committee of the Northern Indiana Regional Planning Commission.

Aspects and Impacts

Ogden Dunes 4.18.05

Operation	Activity	Aspect	Impact
Utility Operation	Lighting (office and street lights)	waste fluorescent and halogen lights	Fill up landfill Hazardous waste (hg, pb, cd)
		new fluorescent and halogen lights	Deplete natural resources
		waste ballasts (may contain PCBs)	Maybe hazardous waste Fill up landfill
		electricity used	Deplete natural resources
		misc. parts repair and replacement	Fill up landfill
			Deplete natural resources
	Heating	natural gas used	Deplete natural resources
		Hg-containing thermostats and switches	Hazardous waste Contamination of surface water, groundwater, soil
			fill up landfill
		electricity used	Deplete natural resources
	Cooling	Freon	Deplete ozone
		electricity used	Deplete natural resources
	Employee services (restroom use and breakroom)	solid waste (paper, cardboard, plastic, metals, food)	Fill up landfill
			Deplete natural resources
		Generate wastewater	Load on the WWTP
		recycling (plastic, paper, metal)	Diverted from landfill

Operation	Activity	Aspect	Impact
Office and oversight	use of misc. Equipment and tools (copiers, computers, coffee makers, and refrigerators)	Record keeping	Deplete natural resources
		paper copies	Deplete natural resources
		toner cartridges	Hazardous waste? Fill up landfill
		ink	Fill up landfill
		paper	Fill up landfill
			Deplete natural resources
		electricity used	Deplete natural resources
		waste electronics	Hazardous waste Contamination of surface water, groundwater, soil
		Solid waste	Fill up landfill
		Recycling paper and toner cartridges	Diverted from landfill

Operation	Activity	Aspect	Impact
Police	Gun Cleaning	gun cleaning chemicals	Hazardous waste

US EPA ARCHIVE DOCUMENT

Town of Ogden Dunes

<b>Operations</b>			Contamination of surface water, groundwater, soil
	Photo processing	photoprocessing chemicals	Hazardous waste
			Contamination of surface water, groundwater, soil
	Target Practice	lead shot from target practice	Hazardous waste
			Contamination of surface water, groundwater, soil
		noise	Reduced quality of life
	Communications	Batteries (NiCad/Lith etc.)	Hazardous waste
			Contamination of surface water, groundwater, soil
	Vehicle use	VOCs from vehicles	air emissions
		Vehicle leaks etc.	Contamination of surface water, groundwater, soil
		Fuel for vehicles	Deplete natural resources
	Incident response	Waste medical supplies	Hazardous waste
		Absorbent from clean up	Hazardous waste
		Solid waste	Fill up landfill
	Training/drills	hazardous fluids from practice	
Education and outreach	Paper	Deplete natural resources	
	Recycle paper	Keep out of landfill	
	fuel		

<b>Operation</b>	<b>Activity</b>	<b>Aspect</b>	<b>Impact</b>
<b>Building Maintenance</b>	Surface preparation for painting etc.	sandpaper	Fill up landfill
			Deplete natural resources
		electricity for power tools	Deplete natural resources
		dust from sanding	Degrade air quality
		lead-contaminated dust	Hazardous waste
			Contamination of surface water, groundwater, soil
		solvents for cleaning surfaces	Hazardous waste
			Contamination of surface water, groundwater, soil
	Application of paints and stains	overspray or spills (water & oil based coatings)	Contamination of surface water, groundwater, soil
		paints, stains, etc.	Deplete natural resources
		air emissions	Degrade air quality
		waste cans, brushes, etc.	Fill up landfill
		wastewater from clean up	Contamination of surface water, groundwater, soil
			Increase load on WWTP
		solvents from clean up	Hazardous waste

Town of Ogden Dunes

	use water for clean up	Deplete natural resources
Roof Maintenance	new roofing material	Deplete natural resources
	old roofing material	Fill up landfill
	roofing tars, caulks etc.	Hazardous waste
	asbestos-containing flashing	Hazardous waste
Plumbing	new pipes, valves etc.	Deplete natural resources
	Old pipes, valves etc.	Fill up landfill
	Lead pipes and solder	Hazardous waste
	Backflow preventers	Prevent contamination of drinking water
	Water flow/water level	Rate of water use
	solvents, adhesives etc.	Hazardous waste
Electrical	wire, tape, fixtures, ballasts (non-PCB), etc.	Fill up landfill
		Deplete natural resources
	PCB-containing ballasts	Hazardous waste
Walls, trim etc	drywall, tape, screws, joint compound	Fill up landfill
Flooring	tiles (non-asbestos)	Fill up landfill
	asbestos tiles and mastic	Hazardous waste
	adhesives & solvents	Hazardous waste
Parking lot	new concrete or asphalt	Hazardous waste
	old concrete or asphalt	Fill up landfill
	solvents for cleaning equipment	Hazardous waste
	stormwater/cleaning runoff (oil, salt, litter, heavy metals)	Contamination of surface water, groundwater, soil
	Painting	See above
Doors/ windows	replacement doors, windows, hardware	Deplete natural resources
	waste doors, windows, hardware	Fill up landfill
	glazing, caulk, solvents	Hazardous waste
	oil in motor for garage door	Contamination of surface water, groundwater, soil

Operation	Activity	Aspect	Impact
Janitorial Services	Cleaning	Storage and use of cleaners.	Contamination of surface water, groundwater, soil
		contaminated wastewater	Contamination of surface water, groundwater, soil
		empty product containers, paper towels etc.	Fill up landfill
		aerosol cleaners	Deplete ozone
		use water for clean up	Deplete natural resources
		electricity use for vacuums	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

Town of Ogden Dunes

			Keep from landfill
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Operation	Activity	Aspect	Impact
Vehicle Maintenance	Change fluids	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 from fluids	Degradation air quality
		replacement fluids and associated filters	Deplete natural resources
		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 for surface prep and painting	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	

US EPA ARCHIVE DOCUMENT

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Operation	Activity	Aspect	Impact
Fire Operations	Equipment maintenance	See vehicle maintenance	
	Response activities (fire, accidents, spill containment, chemical response)	Water use	Deplete natural resources
		Waste medical supplies	Hazardous waste
		Spill cleanup	Hazardous waste
			Fill up landfill
	Planned Burns	air emissions	Diminished air quality
		fire	Negative impacts on wildlife
			Positive impact on greenway
	Training	Fluids from practice wreckage	Contamination of surface water, groundwater, soil
		air emissions	diminished air quality
		Water use	Deplete natural resources
Trucks idling	air emissions	Diminished air quality	

Operation	Activity	Aspect	Impact
Land, Parks, Beaches, and Garden Maintenance	Lawn Mowing	fuel use	Deplete natural resources
			Add to ambient ozone
		waste fluids and filters	Contamination of surface water, groundwater, soil
		used spark plugs	Fill up landfill
	Tree/bush trimming	Grass clipping	Fill up landfill OR composted
			gas powered trimmer
			Depletes air quality
		oil	Contamination of surface water, groundwater, and soil
		aesthetic appeal	improved quality of life
		health of green spaces	improved health of green spaces
		mulch	reduce need for pesticides and watering
	Boardwalk maintenance	treated lumber	Contamination of surface water, groundwater, and soil
		metal screws	solid waste
	Poison ivy and invasive species control	hand pulling	use less pesticides
		pesticides	contamination of surface water, groundwater, and soil
			biological controls
			risk of negative impact
		controlled burn	air emissions
			negative impact to wildlife
		Reduce invasive species	

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storage and application of lawncare/ garden chemicals	pesticides and fertilizers	Contamination of surface water, groundwater, soil wildlife
	empty product containers	Contamination of surface water, groundwater, soil Fill up landfill
	Rinaste from equipment & container cleaning	Contamination of surface water, groundwater, soil wildlife
	Water for cleaning	Deplete natural resources
Chipping or shredding brush and beach debris	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
	mulch	Reuse chips, no landfilling
	fuel use	Deplete natural resources Add to ambient ozone
	waste fluids and filters	Contamination of surface water, groundwater, soil
	mulch	less need for agrochemicals less need for water
	used spark plugs	Fill up landfill
Collection of solid waste	creosote railroad ties	Deplete natural resources Contamination of surface water, groundwater, soil, and air
	Dry wells	Contamination of surface water, groundwater, soil Fill up landfill
	non recyclables	fill landfill
	recyclables	reduce burden on landfill
Manage gardens	native species	less pesticides and water
	pest, fertilizers etc See above	see above
Retaining wall construction	materials used	Contamination of surface water, groundwater, soil
Home constructions	size	Aesthetic quality of life
Retaining wall construction and maintenance	RR ties	Contamination of soil, surface water
Combing beach	equipment use See above	see above
	solid waste collected	fill landfill
Construction and maintenance of sea walls	land disturbance during construction	Soil erosion
	disturb vegetation/habitat	Disturb flora and fauna
	machinery use	Depletion of natural resources
	steel	Depletion of natural



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			resources
		sea wall	Soil conservation
	bleachers	see aspects of buildings and painting	
	athletic equipment	see painting	
	facility building	see above	
	playground equipment	See application of new paint	
	drinking fountains	sanitation and chlorine use	Increased water quality Load on WWTP 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
	Sprinkler system	use of water	use water Depletion of natural resources Soil erosion, groundwater and surface water contamination
<b>Education and outreach</b>	newsletter	e-newsletter	reduce paper use and waste

Operation	Activity	Aspect	Impact
<b>Snow &amp; Ice Management</b>	storage of salt	covered building	reduced potential for runoff
	delivery and loading	spilled salt	Contamination of surface water, groundwater, soil
	application	salt molasses mix	Reduced volume needed
	vehicle use	VOCs from vehicles	air emissions
		Vehicle leaks etc.	Contamination of surface water, groundwater, soil
		Fuel for vehicles	Deplete natural resources
	snow removal	contaminated snow	Contamination of surface water, groundwater, soil

Operation	Activity	Aspect	Impact
<b>Street Repair</b>	Patching street with asphalt	Voc from asphalt	Degradation of air quality
		asphalt	Deplete natural resources
		air emissions from vehicles	Degradation of air quality
		Vehicle leaks etc.	Contamination of surface water, groundwater, soil
		Fuel for vehicles	Deplete natural resources

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	Equipment Cleaning	bio friendly cleaner	Reduced potential for contamination
	Dura-Patcher	air emissions from machine	Degradation of air quality
		Fuel for machine??	Deplete natural resources
	Making wood signs	electricity for small tools	Deplete natural resources
	Painting streets and signs	See above	

Operation	Activity	Aspect	Impact
Street Cleaning	Street sweeper	vehicle impacts see above	
	Sweeper brushes	solid waste	fill landfill
	Parts maintenance	vehicle maintenance see above	
	Vehicle washing	vehicle washing impacts see above	
	Debris disposal	contaminated sweepings	Contamination of surface water, groundwater, soil
	Leaf collection		vehicle impacts see above
compost			Less fertilizer needed

Operation	Activity	Aspect	Impact	
Fuel Storage ASTs	filling tanks or fueling vehicles	spilled fuel from overflow, spill or damaged hoses	Contamination of surface water, groundwater, soil	
		Electricity for pumps	See above	
		fugitive emissions	Degraded air quality	
	Remove precipitation collected in containment	precipitation in containment contaminated precipitation		Increase corrosion of tanks
				Contamination of surface water, groundwater, soil
	spill cleanup	Contaminated absorbent	Contamination of surface water, groundwater, soil	
tank maintenance		Msc. Parts replacement	Fill up landfill	
			Deplete natural resources	

Operation	Activity	Aspect	Impact
Household Hazardous Waste	Maintain drop-off site for waste motor oil	spilled oil	Contamination of surface water, groundwater, and soil
		air emissions	Degraded air quality
		waste oil containers	Fill up landfill
			contamination of surface water, groundwater, and soil properly disposed
	Collection of waste paint	leaking paint cans waste paint	Contamination of surface water, groundwater, and soil
			properly disposed

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	Drop-off site for acid batteries	waste acid batteries	Hazardous waste/ recycled
	Collection site for msc. waste	msc. special or hazardous waste	properly disposed

Town Hall Recycling/SOP #001

Adoption Date:

Last Modified Date: 6/22/06

Modified by: SM

### **Municipal Buildings and Grounds Recycling Program**

Policy: As part of Resolution No. 2005-08 adopted on May 2, 2005, the Town of Ogden Dunes is committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents.

In order to fulfill this policy commitment, the Town of Ogden Dunes, and its employees, have agreed to participate in a program dedicated to the recycling of paper and other recyclable items within the Town Hall, the Fire Station, the Town Garage building and grounds, and any other applicable structures and grounds.

#### **Personnel/Volunteers Included:**

Office personnel, Radio Operators, Clerk-Treasurer, Water Department Head, Town Marshall, Police Officers, Street Department Head and staff, and volunteers who utilize the buildings for meetings and work sessions.

#### **General Guidelines**

- Employees and volunteers are strongly encouraged to utilize two-sided copying and printing to reduce paper usage.
- Recyclables do not need to be separated. Paper, glass, metal, etc., may be intermixed.

#### **Paper, Cardboard, Glass, Metal, Plastic**

- Trash bins under desks in the Town Hall must be utilized for recyclable items only.
- A special tote has been provided in the Town Hall conference room for use by meeting attendees.
- When a trash or tote in the Town Hall is full of recyclable items, it is emptied into the blue Illiana tote outside the north door. The Administrative Clerk contacts the Street Department if the container needs to be emptied more often.
- On Tuesdays, the Street Department empties the blue Illiana tote into the brown Able Disposal recycling receptacle that sits in the Town Garage yard area.

#### **Batteries**

- The Town utilizes, when feasible, re-chargeable batteries for its radios and power tools.
- Battery-operated power tools are re-charged for 45 minutes at a time to extend the life of the battery. A timer is utilized to remind workers that the tool should be removed from the charger.
- When a battery needs to be replaced, the spent battery is deposited in the battery recycling receptacle that can be found in the foyer of the Town Hall.

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- Only dry-cell “household” and rechargeable batteries should be placed in the battery receptacle. These include Alkaline, Nickel Cadmium, Nickel Metal Hydride, Lithium Ion, Lithium, Mercury, Silver, Manganese, Zinc Air, Lead Acid, and Zinc Carbon.
- Lead-acid batteries used in cars, gas-powered machinery and other vehicles are hauled to Universal Recycling in Chesterton, IN. (*Note: IDEM requires that shops recycle their used lead-acid batteries; and sellers must accept used batteries for recycling.*)
- If storing lead-acid batteries, ensure that the storage area is sufficiently ventilated to prevent the accumulation of explosive mixtures of gases. All spent lead-acid batteries should be stored in an area with secondary containment or in an area that provides a mean to control and contain any battery acid spillage. If batteries are stored outdoors, the storage area must be curbed to contain leaks and covered to prevent snow and rain from entering.
- Girl Scout Troop 310 is responsible for calling Ted Lawnicki at the Recycling and Waste Reduction District of Porter County at 465-3694 to pick up the batteries when the receptacle is full. The contact for Girl Scout Troop 310 is Dorothy Falk at 764-4676.
- The community is invited to participate in battery recycling efforts.

### **Printer/Fax/Copier Cartridges**

- Cartridges from printers, faxes and copiers are also recyclable and should not be placed in the trash. Used cartridges will be stored in a bag next to the battery recycling bin.
- These cartridges should be saved for pick up by Girl Scout Troop 310, who will determine where they will be recycled, i.e., through Crisman School or the Recycling and Waste Reduction District of Porter County.

### **Computer Parts, Circuit Boards, Electrical and Other Office Equipment**

- Computers, ancillary computer equipment, and electronics should also be recycled when they are no longer operational.
- Items that can be recycled include: computers, monitors, typewriters, printers, fax machines, copiers, TVs, VCRs, DVD players, telephones, cell phones, adding machines, zip drives, palm pilots, keyboards, mice, hard drives, calculators, scanners, gaming machines, microwaves, PDA's, CD's and floppy discs.
- These items should be hauled to the Valparaiso Compost Site operated by the Recycling and Waste Reduction District of Porter County and located on State Road 130 west of Valparaiso. The site is open Mondays, Wednesdays, and Fridays from 12:00 p.m. – 5:00 p.m. from April 1 – December 3. Items should be stored in a safe manner until the Valparaiso Compost Site is open to receive such items.

### **Recycling Cans in the Town Parks/Beach Access ways**

- Recycling is picked up by the Street Department from the Town Parks and Beach Access ways on Fridays and Mondays from May 1 through September 30.
- Recycled materials are then dumped into the brown Able Disposal receptacle that can be found in the yard of the Town Garage.

### **Measurements of Success**

- Girl Scout Troop 310 is responsible for weighing batteries recycled on a monthly basis. Monthly weights are tracked on the clipboard that sits next to the battery receptacle in the foyer of the Town Hall.
- Girl Scout Troop 310 will track how many fax/printer/copier cartridges are recycled.

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This information is also reported annually in each December to the Recycling and Waste Reduction District of Porter County. The contact for this survey is Therese Davis, Executive Director, who may be reached at 465-3694.

### **Recycling Program Review**

The Recycling Program will be reviewed for compliance modifications and changes on or around April 15 of each year jointly by the Environmental Advisory Board and the Street Department.

Compost/SOP #002  
Adoption Date:  
Last Modified Date: 6/22/06  
Modified by: SM

### **Municipal Compost Site**

Policy: As part of Resolution No. 2005-08 adopted on May 2, 2005, the Town of Ogden Dunes is committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents.

In order to fulfill this policy commitment, the Town of Ogden Dunes has chosen to develop an Indiana Department of Environmental Management (IDEM)-compliant municipal compost site that accepts leaves collected through the town's leaf vacuuming program, rather than expending resources and adding to air pollution by hauling the leaves to an off-site location. The site also will help alleviate fly dumping of leaves on private or public property.

#### **Personnel/Volunteers Included:**

Street Department Head and staff, Town Marshall, Police Officers, the Ogden Dunes Environmental Advisory Board, and the staff at the Town Hall

#### **Restrictions:**

- The site will only serve residents of Ogden Dunes, and more specifically those residents who are having their leaves vacuumed in the fall and spring of each year.
- Only one household is permitted per registration.
- Only vacuumed leaf matter will be accepted at the site. Green matter will not be accepted or vacuumed.

#### **Security:**

To prevent unauthorized dumping, the Street Department and the police will monitor access to the site.

#### **Management Procedure:**

- Collection dates will be posted on the cable station at least two weeks in advance of the first pick-up date.
- To help save energy while vacuuming, the town is divided into two areas that are completed over two days.
- To encourage decomposition, the leaves are shredded in the vacuum and the site is sprayed with water by the Street Department at least monthly using a fire hose.
- To also encourage decomposition, the leaves are turned using a backhoe at least monthly, while watering, by the Street Department.
- Windrows are created as leaves arrive or as the leaves are turned.

**Compliance Measures:**

- Dust prevention – The site is watered by the Street Department from April-November to keep dust to a minimum.
- Runoff prevention - The site is being placed on an old railroad bed that sits on sand and is built far above grade. The height of the site minimizes any chance that compost will come in contact with the ground water table. The soil is composed of OaC (Oakville Fine Sand).

At grade level, the high water table would be six feet (6’), but because this site is at least 6’ above grade level, the high water table actually is at least 12’ below the site.

The sand under the compost will act as a filter that will prevent run off and leaching into the ground water. The sand will eventually be mixed into the windrows when turning occurs and will be replaced annually.

If it is determined that run-off is occurring, a silt fence will be placed on each sloping side of the site.

- Odor Control – Only leaf matter will be accepted into the site to minimize odors. Monthly turning of the windrows will also keep odors to a minimum.
- Non-organic materials – The Street Department monitors for garbage and other non-organic materials prior to and during vacuuming.

Any non-organic materials collected during vacuuming will be placed in the garbage dumpster in the town garage yard. Recyclable materials will be disposed of in the Recycling Dumpster in the town garage yard.

- Registration – This site, registration #64-06C, is registered with IDEM as a yard waste composting facility pursuant to IC 13-20-10.

The contact at the central office is: Debby Baker, Solid Waste Permits Section, Permits Branch, Office of Land Quality, Indiana Department of Environmental Management.

- Inspection - The Northwest Indiana IDEM contact is William Burns, who may be reached at 219-759-0275. He will conduct an annual inspection each year of the site. The last inspection completed was 12-12-05 with no violations discovered.
- Reporting: a Composting Facility Annual Report must be sent to the IDEM by the Street Department before January 31 each year to IDEM, Office of Land Quality, 100 N. Senate Avenue, Indianapolis, IN 46206-6015. This report form will be mailed to the Town from IDEM around November of each year.

The IDEM Annual Report documents how many tons were recycled in the previous year, and what kinds of materials were received. It was reported for 2005 that 78 tons or 514 cubic yards of leaves were composted.



## Town of Ogden Dunes

The Recycling and Waste Reduction District of Porter County requests that the Town fill out a Waste Survey each December documenting the number of cubic yards of leaves collected. The contact for this survey is Therese Davis, Executive Director, who may be reached at 465-3694.

### **Disposition of Compost:**

- Compost is available for free to the public and contractors.
- No call is necessary prior to pick up.

### **Measurements of Success:**

To be measured by the number of tons and cubic yards of leaves added to the compost site each year. It is the goal of the program to recycle at least 2,000 cubic yards annually.

### **Complaints:**

Complaints about odor should be directed to the Town Hall for follow up by the Street Department

### **Compost Program Review**

The Compost Program will be reviewed for compliance modifications and changes on or around April 15 of each year jointly by the Environmental Advisory Board and the Street Department.

Used Oil/SOP #003  
Adoption Date:  
Last Modified Date: 6/22/06  
Modified by: SM

### Used Oil Recycling Center

Policy: As part of Resolution No. 2005-08 adopted on May 2, 2005, the Town of Ogden Dunes is committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents.

In order to fulfill this policy commitment, the Town of Ogden Dunes has chosen to develop an Indiana Department of Environmental Management (IDEM)-compliant center for recycling used oil by the town. Doing so classifies the town as an Oil Generator.

#### Personnel/Volunteers Included:

Street Department Head and staff, Town Marshall, Police Officers, the Ogden Dunes Environmental Advisory Board, and the staff at the Town Hall

#### Restrictions:

- The site will only serve town personnel of Ogden Dunes.
- Motor and gearbox oil only will be accepted. Oil mixed with anti-freeze or other hazardous waste will not be accepted. Also, no brake fluid, filters, solvents or antifreeze will be accepted.
- Per Indiana code, used motor oil may not be used as a dust suppressant.
- The Town must not store used oil in units other than tanks, containers, or units subject to regulation under of the Code of Federal Regulations (40 CFR 264 or 40 CFR 265)

#### Security:

- To prevent unauthorized dumping, the Street Department and the police will monitor access to the site.
- Anyone caught dumping oil will be fined \$100 and prosecuted.

#### Compliance Measures:

This site is subject to all applicable spill prevention, control and countermeasures listed in 40 CFR Part 112 of the Code of Federal Regulations. .

- Storage Units. Used oil generators shall not store used oil in units other than tanks, containers, or units subject to regulation.
- Condition of units. Containers and aboveground tanks used to store used oil at generators facilities must be:
  - (1) In good condition (no severe rusting, apparent structural defects or deterioration); and
  - (2) Not leaking (no visible leaks).
- Labels.
  - (1) Containers and aboveground tanks used to store used oil must be labeled or marked clearly with the words "Used Oil."

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(2) The container must be kept closed except when waste is being added or removed.

(d) Transport.

(1) The Town must ensure that the used oil is transported only by transporters who have obtained EPA identification numbers. Manifests should be maintained.

(e) Safety.

(1) All applicable regulations of the Indiana fire prevention and building safety commission must be followed.

- For a 275 gallon used oil storage tank, Ogden Dunes must:
  - Provide sufficient space between used oil storage container and structures to ensure adequate clean up; and
  - Protect used oil storage container from traffic and vehicles.

**Incident Response:**

According to IDEM, it only takes one gallon of used motor oil to pollute a million gallons of fresh water. That's an entire year's supply of drinking water for 50 people.

Upon detection of a release of used oil to the environment, the town must perform the following cleanup steps:

- 1) Stop the release;
- 2) Contain the released used oil;
  - a) Where containment is required for such spills the method most often used is to apply straw to absorb the liquid. In addition to straw there are commercial materials that are capable of absorbing oil in soils. These types of products prevent migration by binding the oil to the soil.
- 3) The contaminated soil and absorbent materials should then be collected and disposed of properly through a licensed waste hauler.  
Clean up and manage properly the released used oil and other materials and;
- 4) If necessary, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.
- 5) Spills greater than 55 gallons must be reported to IDEM at (317) 233-7745 or (888) 233-7745 within 2 hours of the discovery of the spill.
- 6) Spills less than 55 gallons must be reported to IDEM at (812) 477-8773 within 48 hours of the spill.
- 7) When filing a spill report with the state reporting agency specific information must be provided related to the spill. The following information should be prepared before calling the agency:
  - a) The name, address and telephone number of the person making the report
  - b) The name, address, and telephone number of a contact person, if different than the person making the report
  - c) The location of the spill including town name, township, range and section
  - d) The time of the spill
  - e) The identification of the substance spilled
  - f) The approximate quantity of the substance that has been spilled or may be spilled
  - g) The duration of the spill
  - h) The source of the spill
  - i) The name and location of waters damaged (if any)
  - j) The identity of any response organization responding to the spill
  - k) What measures have been or will be undertaken to perform a spill response
  - l) Any other information that may be significant to the response action

**Disposition of Oil:**

- The Town must ensure that the used oil is transported only by transporters who have obtained EPA identification numbers.
- When the tank is short of six inches full, Pete Zakutansky is contacted at 762-1472. (It is important for the tank have room left at the top for expansion during pick up.)

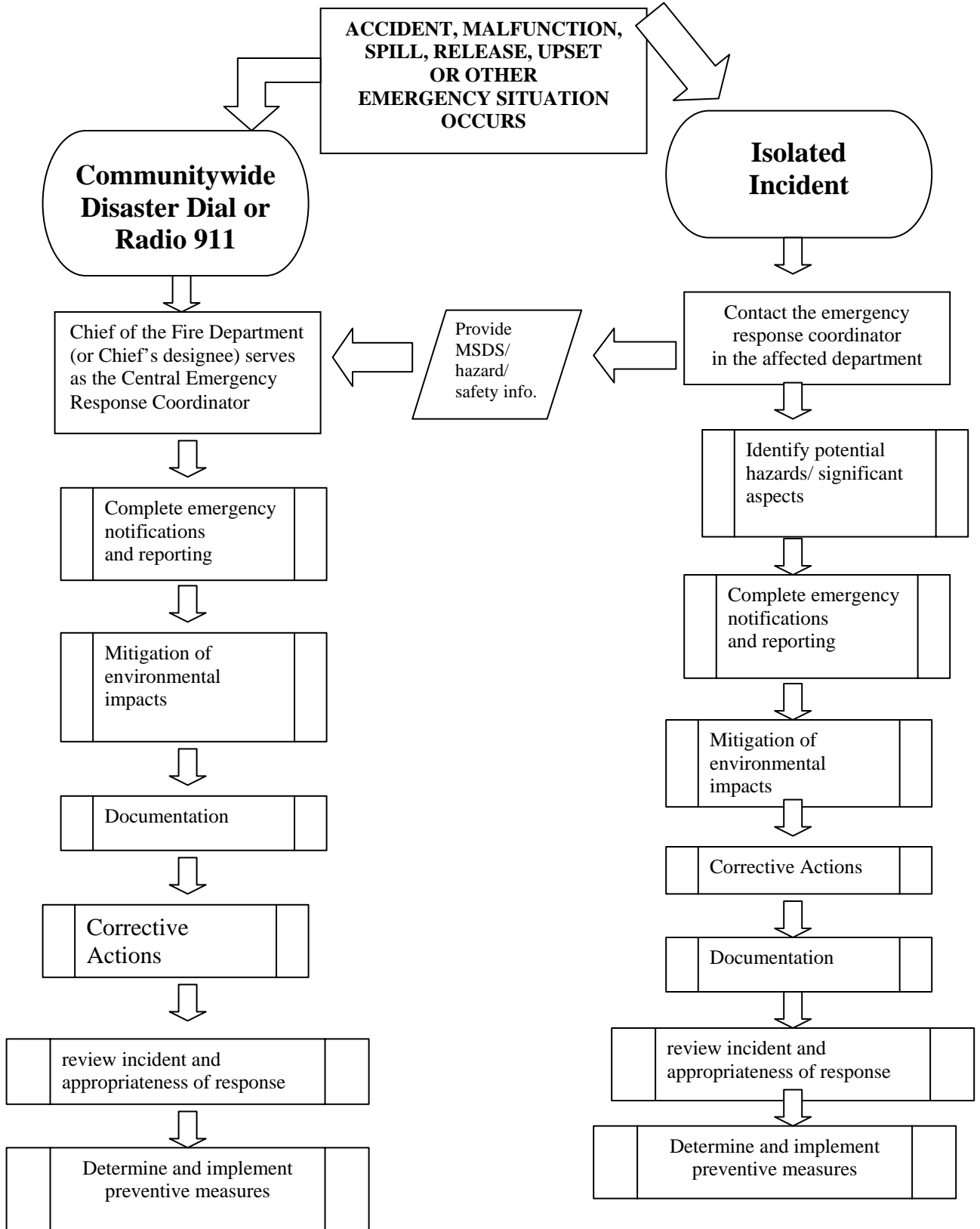
**Measurements of Success:**

- To be measured by the number of gallons recycled annually.
- This information is also reported annually in each December to the Recycling and Waste Reduction District of Porter County. The contact for this survey is Therese Davis, Executive Director, who may be reached at 465-3694.

**Used Oil Recycling Center Review**

The Used Oil Recycling Center will be reviewed for compliance modifications and changes on or around April 15 of each year jointly by the Environmental Advisory Board and the Street Department.

Town of Ogden Dunes EMS Emergency Preparedness and Response Chain



US EPA ARCHIVE DOCUMENT

Business Outreach/SOP #005  
Adoption Date:  
Last Modified Date: 6/22/06  
Modified by: SM

### **Business Outreach for CLEAN**

Policy: As part of Resolution No. 2005-08 adopted on May 2, 2005, the Town of Ogden Dunes is committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents.

In order to fulfill this policy commitment, the Town of Ogden Dunes, and its employees, has agreed to outreach to Town Businesses to inform businesses of important issues related to the community's environmental performance and to encourage them to institute similar practices.

#### **Personnel/Volunteers Included**

The Environmental Advisory Board and the Business Outreach Coordinator.

#### **Procedure**

- A letter will be sent by the Business Outreach Coordinator before July 1 to the gas station and realtors inviting them to take part in our efforts.
- Information will be included in the town newsletter asking business owners and home based businesses asking them to participate ways to reduce environmental impacts and suggestions for doing so.

#### **Measurements of Success**

Number of times the partnership is promoted.

Number of stories/examples provided.

#### **Business Outreach Review**

The Business Outreach Program will be reviewed for modifications and changes on or around April 15 of each year by the Environmental Advisory Board and will be documented in the Annual Report to IDEM.

Community Outreach/SOP #004

Adoption Date:

Last Modified Date: 6/22/06

Modified by: SM

### **Community Outreach for CLEAN**

Policy: As part of Resolution No. 2005-08 adopted on May 2, 2005, the Town of Ogden Dunes is committed to both voluntary and required compliance measures related to impacts on the environment. By doing so, the Town of Ogden Dunes will continuously protect, prevent and reduce impacts on the world's natural resources of air, land and water, and will further improve the health of its residents.

In order to fulfill this policy commitment, the Town of Ogden Dunes, and its employees, has agreed to outreach to Town residents to inform them of important issues related to the community's environmental performance.

#### **Personnel/Volunteers Included**

The Environmental Advisory Board and the Community Outreach Coordinator.

#### **Procedure**

Community outreach will occur through the town newsletter to be published quarterly, as well as in the Home Association newsletter. In addition, results are presented at the monthly town council meetings and at the annual Home Association meeting. Outreach will also be attempted by making informal presentations at the various civic group meetings, i.e., Lion's Club, Women's Club, Prime Timers.

#### **Measurements of Success**

Number of articles and presentations.

#### **Community Outreach Review**

The Community Outreach Program will be reviewed for modifications and changes on or around April 15 of each year by the Environmental Advisory Board and will be documented in the Annual Report to IDEM.