INTEGRATED WASTE MANAGEMENT PLAN

## Project/Activity Data

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| **Project/Activity Name:** | (Table Text Style) |
| **IWMP Amendment (Y/N):** |  |
| **Geographic Location(s) (Country/Region):** |  |
| **Implementation Start/End Date:** |  |
| **Contract/Award Number:** |  |
| **Implementing Partner(s):** |  |
| **Tracking ID:** |  |
| **Tracking ID/link of Related IEE:** |  |
| **Tracking ID/link of Other, Related Analyses:** |  |

## Organizational/Administrative Data

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| --- | --- |
| **Implementing Operating Unit(s):** (e.g. Mission or Bureau or Office) | (Table Text Style) |
| **Other Affected Operating Unit(s):** |  |
| **Lead BEO Bureau:** |  |
| **Funding Operating Unit(s):** (e.g. Mission or Bureau or Office) |  |
| **Prepared by:** |  |
| **Date Prepared:** |  |

# Purpose and Scope

The development of Integrated Waste Management Plans (IWMPs) may be required for a project/activity as a part of the mitigation and monitoring measures of the governing Initial Environmental Examination (IEE), Environmental Mitigation and Monitoring Plan (EMMP), or other 22CFR216 document. Contents and length of IWMPs will vary depending on the scale and scope of the project/activity. This template is intended to provide a general structure that may be tailored to the specifics of the covered project/activity.

# 1.0 INTRODUCTION

### 1.1 PURPOSE OF PLAN AND GOALS

[*Describe the purpose of plan and summary and overall goals of program and/or organization.*]

### 1.2 SCOPE AND OBJECTIVE

[*Describe what wastes, programs, activities, and processes, are covered by the Plan. For example, does the Plan only address hazardous waste or does it cover all waste streams? (This section may be updated as the Plan is finalized.)*]

### 1.3 PREPARED BY

[*Describe plan preparers and owners. In addition, include date, version, document control information, and other pertinent information.*]

# 2.0 ROLES AND RESPONSIBILITIES

### 2.1 WASTE MANAGEMENT TEAM

[*Identify waste management team assigned to develop and implement the Plan. Describe their roles and responsibilities for ensuring Plan objectives are accomplished.*]

### 2.2 AFFECTED PERSONNEL

[*Identify personnel affected by the Plan (e.g., facilities or maintenance personnel, hospital staff, housekeeping, waste management handlers, etc.)*]

### 2.3 MONITORING AND OVERSIGHT

[*Identify personnel with roles and responsibilities for monitoring and oversight.*]

# 3.0 WASTE STREAM IDENTIFICATION

### 3.1 OVERVIEW OF WASTE CATEGORIES

[*Provide an overview of the waste categories contained in the waste stream by type. Different types of waste may have specific regulatory requirements different from those for general waste. Some examples of waste categories include, but are not limited to, construction and demolition (C&D) waste, radioactive waste, and healthcare waste.*]

### 3.2 WASTE STREAM EVALUATION

[*Describe the evaluated waste stream to identify the types of waste generated and the source(s) of each waste. Categorize waste by type (e.g., municipal solid waste (MSW), construction and demolition (C&D) waste, healthcare waste, radioactive waste, etc.). Indicate the source of the waste. Calculate the quantity and frequency of generation of the waste.*]

# 4.0 APPLICABLE LAWS AND REGULATIONS

[*Describe the regulatory and other requirements that are applicable to the waste streams included in the scope of the plan. These requirements may include, but are not limited to, international standards and treaties, national laws and standards, organization policies and plans, permits, state and local laws and ordinances, etc.*]

# 5.0 WASTE MANAGEMENT PROCEDURES

### 5.1 SEGREGATION

[*Discuss process for distinguishing between waste types. Include procedure for waste segregation.*]

### 5.2 CONTAINMENT AND STORAGE

[*Define, by waste type, how wastes are packed, labeled, and contained. Specify the types of containers and equipment used to store and transport waste (e.g., types of bags, bins, trolleys, sharps containers, etc.). Include designated storage locations and specific storage area requirements.*]

### 5.3 TRANSPORTATION

[*Discuss process for onsite and offsite transportation of waste. Include information about approved and certified waste management contractors. Include name(s) of transporter(s) and contact information, if applicable.*]

### 5.4 DISPOSAL

[*Include information on how wastes are treated and disposed (e.g., incineration, landfill, etc.). Provide location of disposal site(s).*]

### 5.5 DOCUMENTATION AND RECORDKEEPING REQUIREMENTS

[*Describe documentation and recordkeeping procedures and requirements. These may include contracts with waste management contractors, plans and procedures, records (e.g., waste manifests), and record retention guidelines.*]

# 6.0 WASTE MINIMIZATION

### 6.1 AVAILABLE OPTIONS

[*Identify available waste minimization options for reducing or eliminating the wastes (usually either process changes or methods of recovery, re-use, recycling/reclamation of waste). This may include developing a cost estimate for the implementation of the options.*]

### 6.2 SELECTED OPTIONS

[*Evaluate and select the minimization option(s) for the identified waste streams. Examples of criteria used to select the most suitable option include, but are not limited to: (a) waste management hierarchy of recover, reduce, reuse, or recycle; (b) best return on investment; (c) potential of increase of pollution; (d) ease of implementation; and (e) cost of implementation.*]

### 6.3 PERFORMANCE TARGETS

[*Develop performance targets for waste minimization. These targets can be based on saving money, reducing weight of waste (e.g., pounds generated per unit of production), or other measurable criteria. The selected option(s) may also reduce toxicity and/or volume of waste. For example, if the objective is to reduce waste from use of hazardous material, the performance target could be to reduce hazardous materials turned in as hazardous waste by an average of at least 10% from the previous year.*]

# 7.0 HEALTH AND SAFETY PRACTICES

[*Identify health hazards and protective clothing requirements for workers handling wastes. Outline procedures for contingency planning and spill response. Include applicable reporting requirements if a spill occurs.*]

# 8.0 IMPLEMENTATION STRATEGY

[*Describe in detail the implementation strategy for this Plan. The implementation strategy should discuss the following details, as applicable:*

* *Implementation requirements, including space, equipment or other capital cost needs for managing waste streams*
* *Mechanism for performance evaluation*
* *General inspection schedule and review of performance targets to minimize waste*
* *Cost estimates and funding*
* *Specific training needs, especially for persons affected by new procedures*]

# 9.0 EMPLOYEE TRAINING PROGRAM

[*Develop a training program and social and behavior change communications strategy (SBCC) to increase awareness and ensure safe handling, storage, treatment, and disposal of waste. Consider training delivery methods, including classroom training, computer-based training courses, training manuals, and SBCC campaigns. Training should be targeted include waste management practices and procedures, waste minimization strategies, hazard communication, safe handling, monitoring, recordkeeping, and emergency response.*]

# 10.0 PERFORMANCE MONITORING AND REPORTING

### 10.1 IMPLEMENTATION PROCEDURES

[*Develop and document here procedures for ensuring compliance with the Plan and applicable waste management requirements. Procedures may include document and record reviews, onsite inspections, self-audits, program evaluations, etc.*]

### 10.2 MONITORING PROCEDURES

[*Develop and document here procedures for monitoring the amount of waste generated and evaluating progress towards the performance targets. Procedures may including regularly scheduled reporting of wastes generated, reduced, or recycled. Include procedures for the recording of results of inspections and corrective actions taken.*]

### 10.3 REPORTING PROCEDURES

[*Develop and document here procedures for developing progress reports for management review. Reports should include evaluations of implementation and monitoring procedures, as well as waste minimization procedures followed. Include a discussion of any deviations from the procedures included in the Plan.*]

# 11.0 PLAN REVIEW CYCLE

[*Develop and document here a process for conducting periodic reviews of the entire Plan. This process should include steps for making updates as needed for changes in waste streams, waste minimization opportunities, and implementation procedures.*]