

**PART TWO**  
**MINIMUM REQUIREMENTS**  
**FOR**  
**REGIONAL SOLID WASTE MANAGEMENT PLANS**

**FINAL – REVISION NUMBER ONE**  
**2005 Version**

See August 8, 2005 Draft for ~~Strikeouts~~ and **Redlines** for Changes Made to Original Version

**FOR SUBMITTAL TO AND APPROVAL OF THE**  
**ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**SOLID WASTE MANAGEMENT DIVISION**

**Post Office Box 8913**

**Little Rock AR 72219-8913**

Phone (501) 682-0602 Fax (501) 682-0611 [www.adeq.state.ar.us](http://www.adeq.state.ar.us)

**Original Plan Due Date November 1, 2004, Followed By Annual Updates**

**Annual Updates to follow Revision Number One - 2005 Version**

**Revision One Due Date March 1, 2006**

**(Annual Updates - Due Date - March 1 - beginning March 1, 2007)**

## MINIMUM REQUIREMENTS Regional Solid Waste Management Plans Preface

**Part Two – Minimum Requirements for Regional Solid Waste Management Plans**, is presented pursuant to the requirements set forth by the 83rd Arkansas General Assembly in Act 1376 of 2001, codified in Statute as Arkansas Code Annotated (A.C.A.) §8-6-1901 et al. Act 1376 of 2001 specifically charges the Arkansas Department of Environmental Quality with establishing minimum requirements for the development of new waste management plans by Regional Solid Waste Management Boards. The new plans will replace those previously required by Act 870 of 1989, codified as A.C.A. §8-6-701 et al.

Act 1376 of 2001 directs that the requirements include, at a minimum, requirements for:

1. STRATEGIC PLANNING
2. REPORTING
3. PUBLIC NOTICE AND PARTICIPATION
4. SERVICES
5. SOLUTIONS TO PROBLEMS AND ISSUES

The Department addresses this directive by requiring that each Regional Solid Waste Management Board respond to the established requirements set forth in this document, known as **Part Two – Minimum Requirements for Regional Solid Waste Management Plans**, which is a supplement to **Part One – The Statewide Solid Waste Management Plan for Arkansas**. Specifically, six major Solid Waste Management Goal areas have been established. These are:

1. COLLECTION
2. DISPOSAL
3. RECYCLING
4. WASTE REDUCTION
5. SPECIAL MATERIALS
6. EDUCATION

Act 1376 of 2001 requires that each Regional Solid Waste Management Board develop a solid waste management plan, pursuant to minimum requirements which have been established in this document. Boards shall submit their plan for Departmental approval within one year after the Statewide Solid Waste Management Plan becomes effective.

It is recognized that each Regional Solid Waste Management District's Plan shall be an ongoing project and, barring unforeseen developments, each plan shall remain in force for ten years from its approval date. Each Regional Solid Waste Management District's Plan shall include the establishment of definitive goals, relative to the individual District, within each of the six major goals areas named above, along with an Action Plan and an implementation timetable.

As goals for the District are reached and as changes take place, updates to such achievements and amendments to the original plan will be included in the District's **Annual Solid Waste Needs Assessment and Goal Achievements Report** (to be known as the **Annual Report**) and submitted to the Department for review and approval. The **Annual Report** will include progress made toward goals established by each District.

## PART TWO PROCEDURAL GUIDELINES REGIONAL SOLID WASTE MANAGEMENT PLANS

### I. Plan Submittal

- A. Act 1376 of 2001, codified as A.C.A. §8-6-1901 et seq., requires that a **Statewide Solid Waste Management Plan** be developed by the Arkansas Department of Environmental Quality. **Part One** contains the portion of the Plan relative to Departmental actions and activities.
- B. Act 1376 further requires that minimum requirements be set forth for **Regional Solid Waste Management District Plans**. **Part Two– Minimum Requirements for Regional Solid Waste Management Plans** of the **Statewide Plan** is the guideline for Districts to follow in completing their individual plans.
- C. The **Statewide Solid Waste Management Plan** will not be entirely effective until Regional Solid Waste Management Boards have developed and are implementing **Regional Solid Waste Management Plans**.

### II. Formatting

- A. To obtain the truest picture of programs, services and activities relative to integrated solid waste management across Arkansas, each **Regional Solid Waste Management Plan** must be consistent with and structured like the **Statewide Solid Waste Management Plan** and other Districts' plans.
- B. However, each **Regional Solid Waste Management Plan** shall be different from other Districts' plans in the sense that each plan shall be cognizant of the unique needs of the individual District.

### III. Summarization

Approved **Regional Solid Waste Management Plans** will be summarized into the **Statewide Solid Waste Management Plan** to give an overall picture of integrated solid waste management throughout Arkansas, and published at [www.adeq.state.ar.us](http://www.adeq.state.ar.us).

### IV. Report Consolidation - Needs Assessments, Goal Achievements and Programs

**NOTICE: Regional Solid Waste Management Plans and subsequent updating via Annual Reports shall constitute and shall satisfy, at the least, these reporting requirements:**

- 1. Shall serve as the “Regional Needs Assessment” required under A.C.A. §8-6-1901 et seq., as well as under A.C.A. §8-6-716, and under Regulation 22.**
- 2. Shall serve as the annual Waste Tire Site Report required of Districts under statute and Regulation 14. (Separate reports will be required for quarterly waste tire grant disbursements and for permitted waste tire facilities owned by Districts.) (Application forms will still be required for waste tire grants.)**
- 3. Shall serve as the annual Recycling Program reporting required of Districts under statute and Regulations 11 and 28. (Applications will be required for recycling grants.)**

- A. Act 1376 of 2001, codified as A.C.A. §8-6-1901 et seq., specifically includes reporting requirements. **Part Two – Minimum Requirements for Regional Solid Waste Management Plans** is formatted to allow Districts to provide up-to-date data on current activities as well as to evaluate needs for the future.
- B. Districts are subject to reporting requirements much like the Solid Waste Management Division follows when reporting strategic planning changes or goal related progresses to the Arkansas Department of Environmental Quality for the Department-Wide Ten-Year Strategic Plan. The Department requires reports from the Division on both an annual basis and as requested by the Director. Subsequently, an overall review of the **Statewide Solid Waste Management Plan** is necessitated each year, at the least.
- C. For reporting consistency, accuracy, and timely information across the State, annual submittals are required from Regional Solid Waste Management Districts of strategic planning changes as well as annual updates of goal related achievements.
- D. The **Annual Report** will be simplified by requiring updated responses only to questions or areas where data or changes have taken place during the previous year, following the format provided herein.
- E. The **Annual Report** will consist of a copy of the most recently approved plan that the Board has updated by simply deleting old language or data with a ~~strike through~~ and by marking new language or data with an underline or **highlight (redline)**.
- F. Information gleaned from **Regional Solid Waste Management Plans** and **Annual Reports** will be gathered by the Arkansas Department of Environmental Quality into a statewide-report format and published on its website at [www.adeg.state.ar.us](http://www.adeg.state.ar.us).

V. **Amendments**

- A. Regional Solid Waste Management Districts' Plans may be amended as changes or additions occur or as determined by the Regional Solid Waste Management Board or by the Arkansas Department of Environmental Quality.
- B. Amendments shall identify additions to an existing project, program or situation and/or changes needed to implement a new project or program.
- C. Amendments or changes should be identified in numerical order as addenda to an existing plan.
- D. Unless otherwise determined by the Board or by the Department, amendments shall be submitted along with the **Annual Report** for review and approval.

VI. **Effective and Due Dates**

- A. **Regional Solid Waste Management Plans** shall become an integral part of the ten-year **Statewide Solid Waste Management Plan**, which, in turn, is an integral part of the ten-year **Agency Strategic Plan** implemented by the Arkansas Department of Environmental Quality. A copy of the Department's plan is located at [www.adeg.state.ar.us](http://www.adeg.state.ar.us).

- B. Each **Regional Solid Waste Management District Plan** shall be an ongoing project with **Annual Reports**, changes and amendments incorporated as needed or as required, and, barring unforeseen developments, each plan shall remain in force for ten (10) years from its approval date.
- C. **Regional Solid Waste Management Plans** are required to be submitted for review and approval to the Arkansas Department of Environmental Quality, Solid Waste Management Division, within one (1) year after the effective date of the **Statewide Solid Waste Management Plan**.
- D. The Department will review the plans and respond within sixty (60) days of receipt. Districts shall submit changes required by the Department within ninety (90) days of notice.
- E. The effective date of the **Regional Solid Waste Management Plan** shall be the approval date to be determined by letter from the Arkansas Department of Environmental Quality.
- F. During the final year of the ten-year life of each **Regional Solid Waste Management District Plan**, a complete review of the plan by the Board and by the Department shall be achieved. Following the review, if deemed necessary by the Board or by the Department, the plan will be rewritten in its entirety.
- G. **Annual Reports** are due no later than March 1 of each year following the approval date of the District's Plan. Reports will be reviewed and responded to within sixty (60) days of receipt.

## **VII. Plan Submittal Steps**

### **INITIAL PLAN STEPS:**

- 1. Complete Chapter One – Activities Analysis.  
Use previous year's data.**
- 2. Using information gathered in Chapter One, complete Chapter Two – Action Plan.**
- 3. Attach Appendices' documents.**
- 4. Submit for approval.  
Send an original by regular mail and an electronic copy.  
(by e-mail, diskette or CD).**

### **ANNUAL REPORT STEPS:**

- 1. Year one, update originally approved Plan.  
~~Strike through old data~~ – Underline or highlight new data.  
(For year two, update year one, etc.)**
- 2. Attach changes, amendments and other updated documents.**
- 3. Submit for approval.  
Send an original by regular mail and an electronic copy.**

ALL SUBMITTALS SHOULD BE MADE TO THE  
CHIEF OF THE SOLID WASTE MANAGEMENT DIVISION  
ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY.

**PART TWO  
MINIMUM REQUIREMENTS FOR  
REGIONAL SOLID WASTE MANAGEMENT PLANS  
REVISION ONE - 2005 VERSION**

**TABLE OF CONTENTS**

**CHAPTER ONE – Activities Analysis**

- Section 2.101 Overview
  - A. History
  - B. Current
- Section 2.102 Organization and Administration
  - A. District
  - B. Board
  - C. Staff
- Section 2.103 Revenues and Expenditures
  - A. District
  - B. County
  - C. City
- Section 2.104 Demographics
  - A. Planning Area
  - B. Population
  - C. Industry
  - D. Facilities
  - E. Haulers
  - F. Volumes
  - G. Flow
- Section 2.105 Current Services
  - A. Collection
  - B. Disposal
  - C. Recycling
  - D. Waste Reduction
  - E. Special Materials
  - F. Education and Public Awareness
  - G. Other Services

**CHAPTER TWO – Action Plan**

- Section 2.201 Mission Statement
- Section 2.202 Executive Summary
  - A. Strategies
  - B. Outlook
- Section 2.203 Goals
  - A. District's High-Level Goals
  - B. District Plan's Goal Areas
    - 1. Collection
    - 2. Disposal
    - 3. Recycling
    - 4. Waste Reduction
    - 5. Special Materials
    - 6. Education and Public Awareness
    - 7. Other Goals
- Section 2.204 Goal Areas – Objectives
  - A. Collection
  - B. Disposal
  - C. Recycling
  - D. Waste Reduction
  - E. Special Materials
  - F. Education and Public Awareness
  - G. Other Goals
- Section 2.205 Administrative
  - A. Plan Implementation
  - B. Implementation Timetable
  - C. Funding and Budgeting
- Section 2.206 Legislative Studies
- Section 2.207 Appendices
  - A. Administrative Procedures
  - B. By-Laws
  - C. Regulations and Ordinances
  - D. Charts, Graphs and Maps
  - E. Other Information

# MINIMUM REQUIREMENTS FOR REGIONAL SOLID WASTE MANAGEMENT PLANS For the Regional Solid Waste Management Districts

## PART TWO - CHAPTER ONE — ACTIVITIES ANALYSIS

*A.C.A. §8-6-704. Boards - Powers and duties. "(a) The regional solid waste management boards shall have the following powers and duties:....(2) To evaluate on a continuous basis the solid waste needs of their districts.....; (3) To formulate recommendations to all local governments within their districts on solid waste management issues, and to formulate plans for providing adequate solid waste management....."*

### Section 2.101 Overview

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#### A. History

1. Provide a history of the District relative to legislated or regulated solid waste management requirements.
2. How were the District boundaries established?
3. What has been the District's greatest accomplishment in terms of solid waste management?

#### B. Current

1. Describe the Board's planning process as it relates to legislated or regulated solid waste management requirements.
2. What does the District want the Plan to do for the citizens of its area?
3. Give a descriptive snapshot of solid waste management in the District.

### Section 2.102 Organization and Administration

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*A.C.A. §8-6-703. Creation of districts and boards - Members of boards et seq....."*

#### A. District

1. Provide a chart that gives the organizational hierarchy of the District and/or its affiliates, agencies and/or peripheral organizations.

2. Describe the role the District plays in the development and implementation of effective solid waste management programs.
3. Append administrative procedures, regulations, ordinances or policies relative to the District.

**B. Board**

1. Provide a list or an organizational chart of Regional Solid Waste Board Members of the following:
  - a. Number of members on the Board.
  - b. Identify of chairperson.
  - c. Name, title, address, phone and fax numbers, and e-mail address for each member.
  - d. County or city represented.
2. Provide a schedule and location(s) of board meetings? (i.e., monthly, every third Tuesday)

**C. Staff**

1. Provide a list or an organizational chart of Regional Solid Waste Management District staff members showing the name and title of each person.
2. Provide phone, fax numbers and e-mail addresses for staff members who should be contacted for solid waste information for the District.

**Section 2.103 Revenues and Expenditures**

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**A. District**

1. Describe the revenue sources that fund solid waste management activities within the District. Include the legal authority.
2. List all revenue sources and/or fees, such as user fees, waste disposal fees, licensing fees, grants, loans, rental income, earned interest and sales of recovered materials. Provide an estimation of total receipts from each revenue source from the previous year for the District. Estimate the percentage of annual revenue from each source.
3. List the solid waste services that are supported by these revenues.
4. Provide a report, such as a financial statement or profit/loss statement, for the most recent fiscal year that identifies solid waste revenues and expenditures for the District. (This report should be an expansion of and be complementary to the annual audit report provided by outside independent auditors.)

**B. County**

List the solid waste services that are supported by county revenues.

**C. City**

List the solid waste services that are supported by Class 1 city revenues.

**Section 2.104 Demographics**

*A.C.A. §8-6-704. Boards - Powers and duties. "(a) The regional solid waste management boards shall have the following powers and duties: (1) To collect data, study, and initially evaluate the solid waste management needs of all localities within their districts, as provided in § 8-6-716;....."*

**A. Planning Area**

1. Identify the District by its full name. List the counties and cities that comprise the District.
2. Provide a map clearly showing the jurisdictional areas of the District.
3. Include the area of any solid waste management authorities within the District.

**B. Population**

1. List the most current population of the District (list by county; provide source of information and year). Current populations may be found at [www.census.gov/main/cen2000.html](http://www.census.gov/main/cen2000.html) or <http://quickfacts.census.gov/qgd/states/0500.html>.
2. Describe how the population has changed over the last ten (10) years.
3. Provide a population projection for the next ten (10) years.
4. Are there any significant demographic trends that may affect waste disposal or waste generation figures in the District?
5. Are large groups of people moving into or out of the area for any special reason?

**C. Industry**

1. Provide a business profile for the District.
2. Identify and discuss regional economic factors that are expected to affect future waste generation rates and quantities over the next ten (10) years.

**D. Haulers**

*A.C.A. §8-6-721. Licensing haulers of solid waste. (a) A person who engages in the business of hauling solid waste must obtain a license from the regional solid waste management board if: (1) The person is engaged in the collection of solid waste within the district; or (2) The person is engaged in the transportation of solid waste for disposal or storage in the district.*

1. Explain the process by which a person who engages in the business of hauling solid waste obtains a license from the Regional Solid Waste Management Board.
2. What process does the District use to oversee active licensees? Do regular inspections of the haulers for compliance take place? Are licenses revoked for non-compliance, such as hauling waste without a cover?
3. Include here (or append) a copy of the District's hauler's licensing policy and procedures, as well as an updated listing of licensed haulers and service areas.

**E. Volumes**

*A.C.A. §8-6-716. Regional needs assessment.(a)...(2) The assessment shall include, at the minimum, the following:*

*(A) An evaluation of the amount of solid waste generated within the district and the amount of remaining disposal capacity, expressed in years, at the solid waste disposal facilities within the district that are permitted under the Arkansas Solid Waste Management Act, § 8-6-201 et seq.;"*

1. Provide a waste stream characterization with data concerning waste types and amounts generated and disposed within the district and/or waste transported out of the District for disposal.
2. For the most recent calendar year, how many tons of solid waste were generated within the District and disposed in Class I landfills or other solid waste management facilities located in or out of the District?
3. To the best of your ability, examine and discuss the trends regarding the sources of solid waste generated using the following categories:
  - a. Residential
  - b. Commercial
  - c. Industrial
4. To the best of your ability, provide the current disposal capacity of the facilities within the District's service area.
5. To the best of your ability, examine and discuss the trends regarding the types of solid waste generated using the following categories:
  - a. Yard waste
  - b. Construction/demolition waste
  - c. Tires
  - d. Recyclables
  - e. White goods
  - f. Municipal solid waste

6. Has the waste stream increased or decreased over the last five (5) years? Explain.
7. Project the waste stream for the next five (5) years. Support your projections.

**F. Flow**

*A.C.A. §8-6-716. Regional needs assessment.(a)...(2) The assessment shall include, at the minimum, the following:*

*An evaluation and balancing of the environmental, economic, and other relevant factors which would be implicated by acceptance of solid waste from beyond the boundaries of the district.*

Evaluate the environmental, economic, and any other factors that are affected by the acceptance of solid waste from beyond the boundaries of the District and the transfer of solid waste outside of the District.

**Section 2.105 Current Services**

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*A.C.A. §8-6-704. Boards - Powers and duties. "(a) The regional solid waste management boards shall have the following powers and duties:*

- (1) To collect data, study, and initially evaluate the solid waste management needs of all localities within their districts, as provided in § 8-6-716, and to publish their findings as a regional needs assessment;*
- (2) To evaluate on a continuous basis the solid waste needs of their districts, and thereby update the regional needs assessments at least biennially;*
- (3) To formulate recommendations to all local governments within their districts on solid waste management issues, and to formulate plans for providing adequate solid waste management...."*

*A.C.A. §8-6-710. Solid waste management responsibility. (a)(1) Each regional solid waste management board shall be the governmental entity primarily responsible for providing a solid waste management system for the district.*

**A. Collection Services**

1. Describe the role the District plays in the development and implementation of collection services.
2. List all counties and/or municipalities in the District that have door-to-door/curbside collection service.
3. Include the funding mechanism that provides the service (county tax, water bill, etc.), to the extent information is available or to the best of your ability.
4. What types of services do the counties or municipalities rely on for collection?
5. Whose responsibility is it to arrange for collection in each county?

6. Is participation mandatory or voluntary?
7. What is the percentage of the District's residents that do not participate in a collection service?
8. List all counties and/or municipalities within the District that do not have access to some type of collection service or access to inadequate collection service. Include populations.
9. Is there a system that works well within the District? Explain.
10. Describe progress and setbacks in collection service efforts within the District.
11. Provide an evaluation of solid waste collection needs within the District.

## B. Disposal Services

A.C.A. §8-6-704. Boards - Powers and duties. "(a) The regional solid waste management boards shall have the following powers and duties:

(4) To issue or deny certificates of need to any applicant for a solid waste disposal facility permit within their districts with the exception of permits for landfills when a private industry bears the expense of operating and maintaining the landfill solely for the disposal of waste generated by the industry or wastes of a similar kind or character;...."

1. Describe the role the District plays in the development and implementation of disposal services.
2. Does the District own and/or operate or partner with others on any disposal facilities?
3. What part does the District play in the disposal of wastes for its citizens?
4. What counties or municipalities own and/or operate or partner with others on any disposal facilities?
5. What part do the counties or municipalities play in the disposal of wastes for its citizens?
6. Describe progress and setbacks in disposal service efforts within the District.
7. Provide an evaluation of solid waste disposal needs within the District

## C. Recycling Services

A.C.A. §8-6-704. Boards - Powers and duties. "(a) The regional solid waste management boards shall have the following powers and duties: .... (7) To establish programs to encourage recycling;....."

A.C.A. §8-6-720. Opportunity to recycle - Recyclable materials collection (a)(1) Beginning July 1, 1992, each regional solid waste management board shall ensure that its residents have an opportunity to recycle. "Opportunity to recycle" means availability of curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use.....et al."

1. Describe the role the District plays in the development and implementation of recycling services.
2. Name the District (or county or municipality within) have a recycling coordinator?
3. Provide a description of each recycling project within the District.
4. Include recycling and marketing efforts on the part of local programs, their principal end-users, and successes and failures.
5. A.C.A. §8-6-720 requires that at least one Recyclable Materials Collection Center be established in each county of a District unless the Arkansas Pollution Control and Ecology Commission grants the Board an exemption. List these facilities and their locations.
6. List composting facilities in the District.
7. Provide the volume and types of materials that were recycled in the District during the previous year.
8. Do counties and municipalities in the District cooperate on recycling and marketing efforts?
9. Describe progress and setbacks in recycling and marketing efforts by the District.
10. Provide an evaluation of recycling needs within the District.
11. Complete and append the annual reporting forms specific to the District's Recycling Program. (Recycling Program reporting forms shall be supplied separately from the Recycling Branch of the Arkansas Department of Environmental Quality, Solid Waste Management Division).

**NOTE: If any of the responses to the questions listed above are also covered in the Recycling Program's reporting forms, please disregard the questions listed above and supply the responses on the forms themselves. This shall serve as the annual Recycling Program reporting required of Districts under statute and Regulations 11 and 28.**

**Completed reporting forms particular to the District's recycling program shall become an integral to the District's originally approved plan, and shall be required to be updated and submitted along with the Annual Report. (This does not apply to forms relating to recycling grant requests and disbursements.)**

#### D. Waste Reduction Services

*A.C.A. §8-6-711. District solid waste management system. (a) A district is authorized to own, acquire, construct, reconstruct, extend, equip, improve, operate, maintain, sell, lease, contract concerning, or otherwise deal in facilities of any nature necessary or desirable for the control, collection, removal, reduction, disposal, treatment, or other handling of solid waste.*

1. Describe the role the District plays in the development and implementation of waste reduction services.
2. List the waste reduction programs within the District., to the extent that information is available or to the best of your ability.

3. Provide an evaluation of waste-reduction needs within the District.

## **E. Special Materials Services**

*A.C.A. §8-6-710. Solid waste management responsibility. (a)(1) Each regional solid waste management board shall be the governmental entity primarily responsible for providing a solid waste management system for the district.*

### **1. Illegal Disposal Services**

#### **a. Illegal Dumping Services**

- i. Describe the role the District plays in the development and implementation of Illegal dump control services.
- ii. Provide a list or a map of approximate locations of the illegal dump sites known to be located within the District.
- iii. Provide an evaluation of illegal dump needs within the District.

#### **b. Litter Services**

- i. Describe the role the District plays in the development and implementation of litter control services.
- ii. Provide an evaluation of litter needs within the District.

#### **c. Open Burning Services**

- i. Describe the role the District plays in the development and implementation of open burning services.
- ii. Provide an evaluation of open burning needs within the District.

### **2. Waste Tire Services**

*A.C.A. §8-9-405. Waste tire grants. "(a) The Arkansas Department of Environmental Quality shall, by July 1, 1992, establish a program to make waste tire grants to regional solid waste management boards which desire, individually or collectively, to: (1) Construct or operate, or contract for the construction or operation of, a waste tire processing facility and equipment purchases therefor;.....et al."*

#### **a. Waste Tire Program Services**

- i. Describe the role the District plays in the development and implementation of waste tire management program services.
- ii. Describe the District's current waste tire collection, transportation, disposal program, and the type of process used to manage tires.

- iii. Does the program adequately serve the needs of the District? If not, what corrective measures are being undertaken?
- iv. List the waste tire collection centers for each county. Include the physical location. List the days and times of operation.
- v. List the waste tire processing facility(ies) used by the District. Include the physical location.
- vi. If a waste tire processing facility is not used, list the type of facility that is used. Include the physical location.
- vii. Include here (or append) the District's policy and procedures pertaining to waste tire issues.

**b. Waste Tire Counting Services**

- i. Describe the role the District plays in maintaining waste tire counts.
- ii. Describe the manifesting, accounting, or tire count process.
- iii. List the number and types of tires generated during the previous calendar year.
- iv. List the number and types of tires processed during the previous calendar year.
- v. List the number and types of tires disposed during the previous calendar year.
- vi. List the number and types of tires stored at the end of the previous calendar year.
- vii. Describe the type of disposition and give the percent of each type of disposition (i.e., 80% TDF; 20% waste tire chip aggregate).

**c. Waste Tire Site Control Services**

- i. Describe the role the District plays in the development and implementation of waste tire site control services.
- ii. Describe what the District is doing to control dumping of waste tires.
- iii. For each prior calendar year, provide a list of the number of waste tire sites abated, locations, number and types of tires for each site, and the cost of cleanup of each site. (This information is used for the national report to the Rubber Users Directory.)
- iv. Describe how the District inventories waste tire sites.
- v. How many waste tire sites are currently known to exist within the District? List and give approximate locations, rank the sites in order of abatement urgency and specify potential risks to human health and the environment. Provide photos where available. Provide estimates of the number and types of tires at each site. Provide estimates of the cost to clean up each site. Identify for each site whether or not the District will need to apply for abatement funds to clean up the site. Provide a timeline to eliminate known waste tire sites.

**NOTE: Responses to Waste Tire questions in the originally approved Plan and in subsequent Annual Reports shall serve as the annual Waste Tire Site Report required of Districts under statute and Regulation 14. (Separate reports will still be required for quarterly waste tire grant disbursements and for permitted waste tire facilities owned by Districts.) (Applications will still be required for waste tire grants.)**

**3. Batteries Services**

Describe the role the District plays in the development and implementation of lead-acid battery services.

**4. Waste Oil Services**

Describe the role the District plays in the implementation of waste oil services.

**5. Medical Waste Services**

Districts do not play any role in the development or implementation of medical waste services. Any questions that arise should be referred to the Department of Health.

**6. Hazardous Waste Services**

If not related to household use, Districts do not play any role in the development or implementation of hazardous waste services. Any questions that arise should be referred to the Hazardous Waste Division of the Department of Environmental Quality.

**7. Household Hazardous Waste Services**

- a. Describe the role the District plays in the development and implementation of household hazardous chemical waste services.
- b. Describe briefly how household chemicals are currently managed in the District and/or county.
- c. List household hazardous waste collection activities or locations within the District.
- d. Describe progress and setbacks in household hazardous waste collection service efforts within the District.
- e. Provide a description of educational and technical services provided by the District as they relate to household hazardous chemical waste services.

**8. Waste Electronics Services**

- a. Describe the role the District plays in the development and implementation of waste electronics services.
- b. Does the District have a waste electronics collection and/or recycling center? If yes, please describe.

- c. Describe progress and setbacks waste electronics service efforts within the District.
- d. Provide a description of educational and technical services provided by the District as they relate to waste electronics services.
- e. Provide an evaluation of waste electronic needs within the District.

**9. Construction and Demolition Waste Services**

- a. Describe the role the District plays in the development and implementation of construction and demolition waste services.
- b. Provide an evaluation of construction and demolition waste needs within the District

**10. Other Solid Wastes Services**

- a. Describe the role the District plays in the development and implementation of services for any other solid wastes not previously covered in this document.
- b. Provide an evaluation of other solid waste needs within the District

**F. Education and Public Awareness Services**

**1. District's Role**

Describe the role the District plays in the development and implementation of education and public awareness services relative to solid waste management areas and issues.

**2. Active Programs Utilized**

List active programs utilized by the District, such as Keep Arkansas Beautiful, Arkansas Recycling Coalition, and the Arkansas Department of Environmental Quality's Solid Waste Management Programs.

**3. District Programs**

List in-house and other solid waste educational programs, litter programs, illegal dumping prevention programs, and any others not mentioned here. Describe the nature of each effort and level of participation. Include the following:

- a. Name of organization/sponsor
- b. County or city
- c. Addresses and phone numbers
- d. Target participants
- e. Description of activities

**4. Communication Strategies**

How is the District communicating with their citizens?

**5. Public Meetings/Communication**

- a. Are there regularly scheduled forums where the public can voice environmental concerns?
- b. Are Board meetings regularly scheduled?
- c. Are the meetings publicized or promoted for the public's knowledge? How - radio, television, newspaper, other?
- d. Are there any opportunities for the public to receive training or current environmental information via a public forum or meeting?
- e. Are there any public announcements, training, or education involving litter control awareness and illegal dump elimination?

**6. Internet Access**

Does the Regional Solid Waste Management Board have a web page? If so, provide the address.

**7. Publications**

Are there any newsletters or environmental publications for the public?

**G. Other Services**

**1. Transportation**

- a. What role does the District currently play in solid waste transportation issues and needs?
- b. Provide an evaluation of transportation needs within the District.

# MINIMUM REQUIREMENTS FOR REGIONAL SOLID WASTE MANAGEMENT PLANS For the Regional Solid Waste Management Districts

## PART TWO – CHAPTER TWO ACTION PLAN

*A.C.A. §8-6-710. Solid waste management responsibility. (a)(1) Each regional solid waste management board shall be the governmental entity primarily responsible for providing a solid waste management system for the district.*

### Section 2.201 Mission Statement

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Provide a mission statement for the Regional Solid Waste Management Board

### Section 2.202 Executive Summary

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#### A. Strategies

1. Describe the role the District plays in the development and implementation of effective solid waste management programs as they relate to the six main goal areas of the **Statewide Solid Waste Management Plan**.
2. What projects or efforts does the District expect to undertake or accomplish in order to attain these goals?

#### B. Outlook

1. Describe the role the District hopes to play in the future development and implementation of effective solid waste management programs.
2. Identify areas where solid waste management efforts could be directed for the next decade as they pertain to the six main goal areas of the as they relate to the six main goal areas identified in the **Statewide Solid Waste Management Plan**.

### Section 2.203 Goals

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#### A. District's High Level Goals

Keeping in mind the Department of Environmental Quality's Land Objectives and the Solid Waste Management Division's High-Level Goals (named under **Section 1.203** in **Part One** of

the **Statewide Solid Waste Management Plan**), identify and explain at least three District-wide high-level goals for the next decade.

**B. District's Plan's Goal Areas**

Keeping in mind the six major Goal Areas (named under **Section 1.203** in **Part One** of the **Statewide Solid Waste Management Plan**) should identify and explain the District's specific goals for each of these goal areas for the next decade. The six goal areas identified are:

**Collection  
Disposal  
Recycling  
Waste Reduction  
Special Materials  
Education and Public Awareness**

Regional Plans, at a minimum, should address each of the issues listed and should provide a goal-achievement discussion or strategy and a timeline for completion of each objective.

**1. Collection**

Based on available information, discuss collection needs and trends within the District that are anticipated during the next ten years.

*At a minimum:*

Examine and evaluate each county's collection systems and provide solutions for improvement. Examine and evaluate a District-based funding mechanism for the collection of all solid waste generated within the District.

**2. Disposal**

Based on available information, discuss disposal needs and trends within the District that are anticipated during the next ten years.

*At a minimum:*

Provide and improve integrated solid waste management options that include, but are not limited to, disposal facilities, transfer stations, composting facilities, recycling facilities, household hazardous waste collection facilities, special materials facilities, processing facilities and material recovery facilities.

**3. Recycling**

How will the District assure that Recycling follows the state legislated goal?

*At a minimum:*

Establish a realistic and achievable recycling goal for the District.

**4. Waste Reduction**

What will be the District's direct efforts be with business, industry and households that will reduce the amount of waste entering the waste stream?

*At a minimum:*

Establish on-going public outreach programs that address waste reduction.

**5. Special Materials**

What role will the District take in proper management in each of the follow special materials?

- a. Illegal Disposal**
  - i. Illegal Dumping**
  - ii. Litter**
  - iii. Open Burning**
- b. Waste Tires**
- c. Batteries**
- d. Household Chemical Waste**
- e. Waste Electronics**
- f. Construction and Demolition Waste**
- g. Other Solid Wastes**

*At a minimum:*

Identify problems related to each special material listed and explain how they will be addressed.

**6. Education and Public Awareness**

How will the District approach education and public awareness?

*At a minimum:*

Identify education and public awareness programs that incorporate integrated solid waste management systems.

**7. Other Goals**

How will the District approach other solid waste related goals?

*At a minimum:*

Identify other goals that incorporated into integrated solid waste management systems. Include any other goals that the Regional Solid Waste Management Board may have.

**Section 2.204                      Goal Areas - Objectives**

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*A.C.A. §8-6-710. Solid waste management responsibility. a)(1) Each regional solid waste management board shall be the governmental entity primarily responsible for providing a solid waste management system for the district.*

Keeping in mind the information collected on the six major Goal Areas under Chapter Two – Activities Analysis, and the District's specific goals for each named in the above section, provide information that could help the District attain its goals during the next ten years:

- List probable problems that the District might face
- List possible solutions that the District might follow

**A.      Collection**

Problems

Solutions

**B.      Disposal**

Problems

Solutions

**C.      Recycling**

Problems

Solutions

**D.      Waste Reduction**

Problems

Solutions

**E.      Special Materials**

Identify problems and solutions for each of the following special materials?

**a.      Illegal Disposal**

**i. Illegal Dumping**

Problems

Solutions

**ii. Litter**

Problems

Solutions

**iii. Open Burning**

Problems

Solutions

**b. Waste Tires**

Problems

Solutions

**c. Batteries**

Problems

Solutions

**d. Household Chemical Waste**

Problems

Solutions

**e. Waste Electronics**

Problems

Solutions

**f. Construction and Demolition Waste**

Problems

Solutions

**g. Other Solid Wastes**

Problems

Solutions

**F. Education and Public Awareness**

Problems

Solutions

**G. Other**

Problems

Solutions

**Section 2.205 Administrative**

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**A. Plan Implementation**

Provide an administrative plan defining the implementation strategy, guidelines, policies and procedures.

**B. Implementation Timetable**

Provide a timetable outlining goal implementation schedule

**C. Funding and Budget**

1. Does the current staff meet the needs of the District to provide a quality system of solid waste management oversight for its citizens? If not, in what areas is there a staffing need and how does the District plan to address this shortage?
2. To the best of your ability, for the upcoming fiscal year, provide an estimate of expected revenue sources and/or fees, such as user fees, waste disposal fees, grants, loans, and

sales of recovered materials. Estimate the percentage of annual revenue expected from each source.

3. Provide an assumption of future or expected solid waste services that are to be supported by these revenues.

**Section 2.206                      Legislative Studies**

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Provide a list of legislative studies the District would like to see addressed.

**Section 2.207                      Appendices**

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Append to the Plan, where available, the following information. (Append any changes or additions to Annual Reports.)

Administrative Procedures, Regulations, Ordinances or Policies, By-Laws  
Charts (including Organizational) and Maps  
Recycling Program Reports  
Other Pertinent Information