

EMS Objective, Target and Action Plan

EMS Participant Name			Document No.			
SCISWA			009-21EMS-005-HHM			
Common Name for Objective/Target			Swap Shop			
Objective Description						
Action	Subject	Aspect	Adoption Date			
Decrease	HHM disposal in planning area	Acceptance and Management of HHM received from planning area	2/10/2021			
Target 1 Description (Add sections for additional targets as needed.)						
Action	Subject	Qty to	Metric			
Divert	usable HHM through SWAP Shop	762	Pounds			
Time Period	Time Period Type (Select)	Component Area (Select)				
CY2022	Annual	Household Hazardous Materials				
Results/Baseline (Update periodically, including each fiscal year by June 30th. Add rows for additional results as needed.)						
Criteria	Applicable Time Period	Qty for Period	Qty for Target To Date	% from Baseline (Calculated)	Narrative Description	Date of Update
Baseline	NA	762.00			New program. Target reasoning: Expecting to divert 15% of pounds collected in 2021.	
1	Results Update	Jan-Mar2022		NA		
2	Results Update	Apr-Jun 2022		NA		
3	Results Update	Jul-Sep2022		NA		
4	Results Update	Oct-Dec2022		NA		
5	Results Update	FY2023		NA		
Closure/Final				NA		
Closure Status (Select)						
Action Plan Task/Milestone Descriptions (Add rows for additional tasks/milestones as needed.)						
Task Description	Time Period	Responsibility	Key Resources			
Establish SWAP shop at SCISWA landfill.	5/1/2021	JF, RH	RCC improvement grant, outside contractors			
1	Notes	2/21: Plan to request RCC grant funds to hookup electrical service to universal waste shed, retrofit with walk in door and shelving. Swap Shop would be open to residents every Wednesday during hhm collection hours. 3/21: received quote for establishing electrical service, RCC improvement grant in process. 5/21: Grant approved, contracted work for electrical service and modification to building. Ordered shelving. 7/14: Building modifications complete and shelving arrived, waiting for electrical service to buildings. 8/21: Electrical work completed, building prepped. Began moving material to swap shop.				
Task Description	Time Period	Responsibility	Key Resources			
Establish baseline goal for diversion rate.	2/1/2022	JF	Metro Waste Authority, 2021 hhm program data			

2	Notes	8/20: MWA estimated 18-20% of material goes through their swap shop, set goal at 15% diversion for 2022 calendar year using 2021 collections as baseline. Those numbers available from MWA in early 2022. Not using 2020 as collections were impacted severely by pandemic. 8/21: 12306 lbs. collected through program to date. 1/22: 5079.8 lbs. collected at Landfill satellite in 2021, set baseline goal at 15% or 762 lbs.			
	Task Description	Time Period	Responsibility	Key Resources	
3		Market the SWAP shop on SCISWA website and Facebook.	6/1/2021 9/30/21	JF	SCISWA staff, social media and web presence
	Notes	2/21: How else can we get the word out? Have Core Team brainstorm on this. 7/21: Drafted marketing campaign materials. Plan to use Facebook, website, and flyers at local thrift shops, community notice boards etc. Plan for signage at 2022 HHM events			
4	Task Description	Time Period	Responsibility	Key Resources	
		Record pounds/type of material distributed through SWAP shop.	5/1/2021 4/22-11/22	JF, staff	SCISWA staff
	Notes	No latex paint! Have a platform scale to weigh, but price other options for convenience. 8/21: Establishing documentation and record keeping procedures			
5	Task Description	Time Period	Responsibility	Key Resources	
		Evaluate program for following year.	12/31/2021 12/31/22	Core Team	data
	Notes	8/20: 2021 season looks to be a soft opening due to later opening of the program. Use the remaining season to work out kinks, prepare for 2022.			
	Revisions:	Date	Notes		
		2/21:	Associated data and information located in EMS Objectives/Targets binder in Program Coordinator's office or SCISWA Public Drive		
		8/21:	included 15% decrease goal in target after discussion with MWA and added action item #2.		
		1/22:	set baseline goal, moved objective to new O/T format		