



Iowa Solid Waste Environmental Management System Annual Report

The Environmental Management System (EMS) Annual Report is based on [Iowa Administrative Code 567 Chapter 111](#) for the purpose of determining compliance with the provisions of [Iowa Code section 455J.3](#). The EMS Annual Report is due each September 1st, covering the preceding state Fiscal Year from July 1st through June 30th. Additional resources are available on the [EMS Participant webpage](#).

Annual Report for the Fiscal Year ending in June (insert year): _____

Name of Planning Area or Service Area: _____

Address: _____

Name of person filling out report: _____

Phone: _____ Email Address: _____

Date of FY's Internal Audit: _____ Date of FY's External Audit: _____

1. **Operations Overview:** Briefly describe operations, sites, permits, and services, highlighting any new programs or changes to the planning/service area during the FY.

2. **Regulatory Compliance Overview:** Briefly summarize any recurring or significant violations that pertain to the EMS' List of Legal and Other Requirements (567-111.6(4)). Describe progress made in resolving violations. **OR** if there are no recurring or significant violations to report, check here:

3. **Documentation in Dropbox:** Ensure that required and accompanying documents are uploaded to Dropbox. A list is provided under the Annual Report section on the EMS Participant webpage.

4. **Commitment to Continuous Improvement:** Check the box below to indicate on-going commitment to actively pursue environmental improvement in the six EMS component areas.

 Having the support of its commission and members and the on-going commitment of its EMS Core Team to actively pursue continuous improvement, the planning area/service area will continue as a voluntary participant in the EMS program during the next fiscal year.

5. **Executive Summary:** Attach an Executive Summary with information on Objectives and Targets, which were active or closed during the Annual Report FY. Use the Executive Summary template or a format of your choice that conveys the same information. Regardless of the format, include a narrative for each Objective/Target that provides context and summarizes its environmental impact. The narrative may include Action Plan highlights, an explanation of setbacks/successes, reasoning for changes, description of learning gains, outline of future plans, and a summary of economic impacts. The inclusion of visual elements, such as photos, graphs/charts, or digital links to supporting webpages, is encouraged.

6. **Submission:** Upload the report and associated documents onto the shared Annual Report subfolder on Dropbox by September 1st. Upon completion, send an email notification to Laurie.Rasmus@dnr.iowa.gov.