



Wyoming Department of Environmental Quality  
Solid and Hazardous Waste Division  
152 N. DURBIN, STE 100, CASPER, WY 82601  
Phone (307) 473-3450 Fax (307) 473-3458

Date:

Name  
Facility/Entity  
Address:  
Town/State

Re: Integrated Solid Waste Management Planning

Dear:

The purpose of this letter is to provide information about new Integrated Solid Waste Management (ISWM) planning requirements, and available financial assistance.

### **Background**

During the 2006 legislative session the Joint Minerals, Business and Economic Development Interim Committee introduced landfill planning and monitoring legislation which was signed by the governor March 24, 2006. The legislation requires each local government entity operating a landfill, or each county, if the landfill operator serving residents is not a government entity, to prepare and maintain an ISWM plan. The legislation provides \$1.3 million in financial assistance for ISWM plan preparation. A complete copy of the bill is available at:  
<http://legisweb.state.wy.us/2006/Enroll/SF0038.pdf>.

The legislation also required the Department of Environmental Quality (DEQ) to develop recommendations for ISWM planning areas. A copy of the July 31, 2006 report titled "Recommendations for Integrated Solid Waste Management Planning Areas in Wyoming" is attached for your use. The report, with its map of potential planning areas, may help you identify other landfill operators who could work with you to develop an ISWM plan.

### **Plan Content**

Each ISWM plan should describe the management of solid waste generated within the service area of all facilities/entities covered by the plan. The department encourages participation in a multi-jurisdictional plan, using a regional approach to waste management. Plans must be submitted to the DEQ no later than July 1, 2009. Plans must address a period of not less than twenty (20) years and must contain the following information:

- A description of the planning area covered by the ISWM plan and the names of all local governmental entities participating in the plan, including a copy of each governing body's resolution adopting the plan;
- An evaluation of current and projected volumes for all major waste types within the planning area, including a discussion of expected population growth and development patterns;
- An evaluation of reasonable alternate solid waste management services, a description of the selected procedures, facilities and systems for solid waste collection, transfer, treatment, storage and information about how the procedures, facilities and systems are to be funded;
- A discussion of how the plan shall be implemented, including public participation, public education and information strategies which may include, but are not limited to, citizen advisory committees and public meetings during the preparation, maintenance and implementation of the plan;
- Objectives for solid waste management within the jurisdiction, including but not limited to:
  - ✓ Waste diversion, reduction, reuse, recycling or composting;
  - ✓ Waste collection and transportation;
  - ✓ Improving and maintaining waste management systems;
  - ✓ Household hazardous waste management; and
  - ✓ Special waste management.
- An economic analysis of the total cost of alternatives and final systems selected by the participating local governmental entities to achieve the plan's objectives, including capital and operating costs;
- Elements including:
  - ✓ Strategies to meet each identified objective;
  - ✓ A schedule for implementation; and
  - ✓ Any financial or other incentives offered to residents to encourage participation in local recycling programs.
- Each plan will need to be submitted for public review prior to submission to the DEQ. The plan submitted to DEQ will need to include a statement describing public comments received and how the public comments were addressed. DEQ will review each plan to determine if the plan is complete. If the plan is not complete, DEQ will provide a written statement identifying the elements needing to be addressed in the plan. Upon addressing the incomplete elements, the local governmental entity or entities may resubmit the plan for subsequent review by the department.

### **Reimbursement**

Only direct plan preparation expenses will be considered eligible for reimbursement.

The following are examples of eligible expenses:

- Preparation of resolutions or agreements to plan together;
- Review of current Solid Waste Management (SWM) systems and establishment of local and plan-wide SWM goals and objectives;
- Identification and evaluation of SWM management alternatives;
- Preparation of cost-benefit analyses;
- Travel directly related to plan preparation tasks such as:
  - ✓ Travel and meeting time for a limited number of multi-jurisdictional community planning meetings;

- ✓ Travel directly related to the identification of SWM systems which will be evaluated, economic analyses and cost-benefit analyses tasks, and public review tasks; and
- ✓ Travel directly related to preparation and review of draft and final plan documents;
- Meetings with DEQ to discuss the scope of work and/or regulatory requirements;
- Advertising, materials, and meeting time for public review;
- Preparation of resolutions or agreements for selection of preferred SWM systems; and
- Preparation of draft and final plan documents;

The following are examples of ineligible expenses:

- Costs incurred to select a consultant(s);
- Costs for preparation or presentation of grant or loan applications for any source of funding, excluding this ISWM grant program;
- Costs to implement ISWM plans, including the implementation of full cost accounting and volume based fee systems;
- Cost for furnishings;
- Legal fees;
- Costs related to issuance of bonds;
- Costs to establish and form special districts or joint powers boards.

Reimbursement for ISWM plan preparation expenses will be available at four stages during the development of your plan.

**Stage 1: Letter of intent**

The first opportunity for reimbursement occurs after letters of intent are submitted to the DEQ for review. A reimbursement application form is attached for your use.

Stage 1 applications will need to include the following information:

- Signed application form;
- A letter of intent listing the names of all participating entities in the plan;
- Copies of any written agreements between the participating entities;
- An estimated plan preparation cost;
- Tentative schedule for plan preparation;
- Documentation of eligible costs for plan preparation incurred to date, including itemized invoices from consultants and itemized direct expenses incurred by local government entities;
- Proof of payment; and
- Completed and signed Wyoming Request for Taxpayer Identification Number and Certification Form.

To be eligible for timely reimbursement, an application form with a letter of intent needs to be submitted no later than July 31, 2007. Letters of intent not received by July 31, 2007 will not be eligible to receive reimbursement until the next reimbursement opportunity, which occurs after an economic analysis of various solid waste systems has been completed, (no later than January 31, 2008).

## **Stage 2: Economic Analysis of Solid Waste Management Alternatives**

The second opportunity for reimbursement occurs after the completed economic analysis of solid waste management alternatives are submitted to the DEQ.

Stage 2 applications need to include the following information:

- Signed application form;
- A summary of alternative solid waste systems evaluated. The summary needs to include an alternative for hauling waste to a Regional landfill.
- An economic analysis for each solid waste system evaluated. Analysis needs to include all costs associated with operations, capital investments, and capital depreciation schedules.
- Documentation of eligible costs for development of solid waste alternatives and conducting cost analysis incurred to date, including itemized invoices from consultants and itemized direct expenses incurred by local government entities.
- Proof of payment;
- Completed and signed Wyoming Request for Taxpayer Identification Number and Certification Form.

To be eligible for timely reimbursement, a reimbursement application form with a completed economic analysis of solid waste management alternatives needs to be submitted no later than January 31, 2008. See attached reimbursement application form. Economic analysis not received by January 31, 2008 will not be eligible to receive reimbursement until the next reimbursement opportunity, which occurs after a draft ISWM plan is submitted to DEQ (no later than October 31, 2008).

## **Stage 3: Draft Plan**

The third opportunity for reimbursement occurs after a draft ISWM plan has been submitted to DEQ.

Stage 3 applications need to include the following information:

- Signed application form;
- Three copies of a draft ISWM plan addressing the requirements of W.S. § 35-11-1904. Plans should include the names of all participating entities;
- Copies of written agreements between the participating entities(if applicable);
- Documentation of eligible costs for plan preparation incurred to date, including itemized invoices from consultants and itemized direct expenses incurred by local government entities;
- Proof of payment;
- Completed and signed Wyoming Request for Taxpayer Identification Number and Certification Form.

To be eligible for timely reimbursement, a reimbursement application form needs to be submitted no later than October 31, 2008. Draft plans not received by October 31, 2008 will not be eligible to receive reimbursement until the next reimbursement opportunity, which occurs after a final ISWM plan is submitted to DEQ (no later than July 1, 2009).

**Stage 4: Final Plan**

The final opportunity for reimbursement occurs after final ISWM plans have been prepared and determined complete by DEQ.

Stage 4 applications need to include the following information:

- Signed application form;
- A cover letter describing the public review conducted prior to plan submission with a statement describing public comments received and how the public comments were addressed;
- Three copies of a final ISWM plan addressing all of the requirements of W.S. § 35-11-1904. (Plans should include the names of all participating entities.)
- Copies of written agreements between the participating entities;
- Documentation of eligible costs for plan preparation incurred to date, including itemized invoices from consultants and itemized direct expenses incurred by local government entities;
- Proof of payment;
- Completed and signed Wyoming Request for Taxpayer Identification Number and Certification Form.

Final ISWM plans must be submitted to DEQ by July 1, 2009. Final ISWM plans that are intended to comply with W.S. §35-11-1901 through 1904 must be received by the department not later than July 1, 2009, or they will not be eligible for reimbursement under this statutory program.

DEQ has identified the following entities responsible for preparing ISWM plans in your planning area:

- Name
- Name
- Name

The department feels that joining together in the preparation of ISWM plans will improve the effectiveness of your waste management programs as well as allow you to maximize reimbursement opportunities. I have suggested this approach to each of these government agencies as well, and hope you consider contacting one another to consider this option. Due to the complex nature of this process, the department highly encourages you to begin this solid waste planning as soon as possible.

Throughout this process I will be available to you via telephone or personal appearance for guidance in the preparation of your plans. The DEQ has prepared an Integrated Solid Waste Planning Handbook that provides detailed information on ISWM planning. A copy will be provided to you in the coming weeks. If you have any questions, please contact me at 307-473-3487, or [cmcomi@state.wy.us](mailto:cmcomi@state.wy.us).

Sincerely,

Craig McOmie  
Integrated Solid Waste Planning & Recycling Coordinator  
Solid and Hazardous Waste Division

Enclosures: Grant Reimbursement Form  
Recommendations for Integrated Solid Waste Management Planning Areas in  
Wyoming

Copy: Craig McOmie Casper SHWD File <#>  
Cheyenne SHWD File <#>