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FORM A

SOLID WASTE ALTERNATIVES PROGRAM

Project Title: Ottumwa Schools Recycling Program		
Applicant Name: Ottumwa Community School District		
Street Address: 422 McCarroll Drive		
City/State/Zip: Ottumwa, IA 52501		
Mailing Address (if different):		
P.O. Box:		
City/State/Zip:		
County: Wapello		
Contact Person: Kim Hellige		
Telephone Number: 515-682-8764		
E-mail Address: helligkek@aea15.k12.ia.us		
Applicant Type:		
<input checked="" type="checkbox"/> Local Government	<input type="checkbox"/> Private For Profit	<input type="checkbox"/> Private Not For Profit
Primary Project Type:		
<input type="checkbox"/> Best Practices	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Market Development
Amount of Funding Requested: \$4,696		
Amount of Applicant Match Committed: \$11,235		
Total Project Cost: \$8,392		
Facility Location: Ottumwa's 13 public school buildings		
Project Service Area Description: Ottumwa Community School District		
Signature: Joseph M. Scabozz		
Title: Superintendent of Schools		
Date: 9/28/99		

DATE STAMP

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DEPT. OF
NATURAL RESOURCES

FORM B

PROJECT NARRATIVE – NOT TO EXCEED 5 PAGES OF TEXT

DO NOT WRITE ON THIS PAGE – INFORMATION PURPOSES ONLY

SOLID WASTE ALTERNATIVES PROGRAM

On a separate sheet(s) of paper address the following evaluation criteria in 5 pages or less:

1. Project Description

- Briefly describe the proposed project

2. Project Need – in terms of

- Briefly describe proposed project
- Project service area
- Targeted population
- Type, source and amount of waste targeted
- Current waste management method in terms of targeted population
- Comprehensive planning area's integrated solid waste management program

3. Project Objectives and Participation

- Describe project objective (overall project accomplishment)
- Describe project goals (actions to reach objective)
- Describe how project goals will be
 - a) obtained
 - b) measured
 - c) sustained
 - d) justified
- Describe tangible and non-tangible project deliverables for the project service area and statewide
- Describe project participants relevant experience and role in the project

4. Project Impact

- Describe amount and type of solid waste diverted from Iowa's sanitary landfills
- Calculate the cost per ton diverted over one year, five year, and ten years
- Describe how the targeted population will be affected, including desired behavioral changes
- Describe toxicity reduction
- Describe market effects and/or new markets developed
- Describe project replicability
- Describe project sustainability

1. PROJECT DESCRIPTION

The Ottumwa Community School District has struggled with recycling the past four years. Students and staff coordinate classroom recycling efforts in each building. Many staff do not participate or feel recycling is too difficult. Efforts are sporadic throughout the district.

Recently, the district sought the advice of the city of Ottumwa's recycling coordinator to reestablish and expand recycling efforts. The city has a partnership with Tenco Industries, a handicapped workshop, to contract haulers to pickup recycled materials at local government and business offices.

The school district recently entered into an agreement with Tenco to provide hauling services. This new relationship will provide the consistency needed to establish a long-term recycling program. Educational support will also be provided by the city to expand the program into other areas, including the food service program. The district will realize a cost savings both in the area of hauling fees and in dumping fees paid at the landfill.

The district is also seeking alternatives to disposing styrofoam waste.

*simply by contracti
w/ Tenco*

2. PROJECT NEED

- Project Service Area—The Ottumwa Community School District, consisting of 13 buildings.

- Targeted Population—Students and staff of the Ottumwa Community School District.

*seeking
alternatives* There are 4,900 students and 550 staff.

• Type, Source and Amount of Waste Targeted—The school district plans to recycle corrugated cardboard, newspapers, magazines, catalogues, old textbooks, assorted office/computer paper, styrofoam, and metal cans. These items make up a large percentage of the waste hauled to the local landfill. Last year, the district dumped almost 60 tons of waste in the Ottumwa landfill. At least 50% of this material is recyclable. The source of this material comes from waste generated during a normal school day, from writing paper, computer paper, styrofoam lunch trays to cans holding fruit cocktail. Various products are shipped daily to the district in cardboard boxes.

*will MRF take
or are they going elsewhere
↳ potential
to donate
to 3rd
world?*

- Current Waste Management Method in Terms of Targeted Population

When the district began to address recycling four years ago, the goal was to not increase hours in the custodial/maintenance department. Students and staff have successfully led efforts in several buildings. Recycling receptacles are placed in each classroom. Students collect and store the material weekly. A hauler then picks up the material and delivers it to the recycling center.

Several buildings integrate the recycling program into the curriculum. Sixth grade students at Agassiz Elementary participated in a trash audit three years ago to illustrate how much of what was going in the trash could be recycled. Students have educated their peers and spearheaded the collection efforts. Two years ago, a service-learning grant provided funds to purchase a storage shed to store materials away from the building. At Wildwood Elementary, students collect and weigh recyclables each week and keep a record. This past year, over 5,000 pounds of paper was recycled at Wildwood.

Until recently, the district's food service program did not participate in recycling. The program now recycles food cans and corrugated cardboard.

The program is working with a styrofoam company to lease a densifier. This equipment would break down the styrofoam and form it into capsules. The capsules would be palletted, then back hauled to the company. The styrofoam is then used to make other products. The company will lease the equipment to the district on an annual basis. The fee includes the back haul charge.

The district began using styrofoam lunch trays in 1998 as a result of high labor costs. As labor costs become more manageable, the use of styrofoam trays will be phased out. Currently, the district uses 51 cases per month of various cups, plates, and three compartment containers. These

trays are used at the district's smallest attendance centers. Reusable trays are used at the other schools.

- Comprehensive Planning Area's Integrated Solid Waste Management Program—The Ottumwa Community School District is part of the targeted area in the Wapello and Davis County planning area. The Ottumwa -Wapello County Solid Waste Commission coordinates efforts in those two counties to reduce solid waste being land filled by 50% in the year 2000. This goal is based on goals established in the 1989 Waste Reduction and Recycling Act.

3. PROJECT OBJECTIVES AND PARTICIPATION

- Project Objectives (overall project accomplishment)

To reduce the amount of material land filled by 50% the first year, then 10% over the following two years and to educate our staff and students on the benefits and importance of recycling.

- Project Goals (actions to reach objective)

1. Establish a relationship with the city's recycling program.
2. Hire a reliable hauler to provide dependable service to all district buildings.
3. Incorporate the food service department into the recycling program.
4. Reduce the amount of material land filled each year in the district.
5. Utilize students in every building to carry out the recycling program.
6. Provide education to staff and students on recycling.
7. Promote recycling efforts throughout the district using district newsletter.
8. Promote recycling successes to the community through local media.

- Describe How Project Goals Will Be

a) obtained--A relationship with the city has resulted in coordinating services through a local hauler for improved service. Currently, buildings are scheduled for weekly recycling pick-ups. Containers need to be obtained for placement in classrooms. Large, wheeled trash bins are also needed to transfer material to the central collection point in several buildings. There is also a need for a storage building at one elementary school.

The food service program has been added to district recycling efforts. Cans and cardboard are stacked outside the kitchen daily for pickup. No additional labor is required. Food service, operating primarily out of the high school, supplies meals daily for 4,900 students district-wide. The program generates a large quantity of cans and corrugated cardboard. Previously, these items were land filled. The district will also lease a densifier to recycle styrofoam.

Students and teachers continue to lead building efforts. Success lies with finding a committed instructor to lead students (Successful programs will be used to recruit and offer guidance as new programs are developed.) The city of Ottumwa will assist in educating students and staff about recycling. This will include educating on the types of items to recycle, assisting with building trash audits, and speaking to classrooms. New items to recycle, such as cardboard, are being encouraged.

Students will also be recruited in the education effort. They will present to various classrooms in their own school, as well as other district classrooms to promote recycling. Posters, flyers and brochures will be created to assist in spreading the recycling message. The district will also share recycling efforts in the district's newsletter, as well as local media.

b) measured--Comparisons will be made of the tons land filled during the 1998-99 school year to the current year. Individual schools may also weigh materials to be recycled and keep a monthly chart. Funds expended for hauling and dumping will be tracked.

c) sustained--Sustaining this program will depend on several points. 1) Dependability of the hauler, 2) Support of school staff and 3) Cost. After the initial expense of providing recycling bins, 50 gallon wheeled containers to collect material in, obtaining a storage shed, and leasing the densifier, the only cost to the district will be hauling fees. As recycling

*I thought
containers
were
already
in each
classroom*

increases, these cost should be offset by a cost savings in the amount of hauling and dumping fees paid. The city's goal is to reduce solid waste taken to the landfill. Because our goals are similar, hauler dependability will be a joint concern. The city's experience with the current hauler has been positive. We expect similar results with this change. School staff will support initiatives that require little time and effort. Using schools with successful programs as examples, teachers will see the benefits of recycling to the educational environment.

d) justified--The cost savings in landfill expenses will justify recycling efforts. Efforts will also assist the city in reducing the amount of waste being land filled.

- Describe Tangible and Non-tangible Project Deliverables (local, statewide)

Recycling will reduce the amount of waste taken to the local landfill. This will assist the city in meeting their year 2000 goal. Students and staff will experience behavioral changes as recycling becomes a part of the educational environment. These early recycling efforts will become life-long habits for students of our district. Other benefits we hope to see include less litter on school grounds and an increased concern for our environment.

- Describe Project Participants Relevant Experience and Role in the Project

District coordinator Kim Hellige has been involved in this effort for four years. Her role is to continue to support and encourage buildings to become involved, making the process as painless as possible. She will also assist in seeking funds to acquire needed items to support building efforts. Hellige will also serve as the liaison with the city recycling coordinator. She will promote district recycling efforts in district newsletters and through local media.

Jane Mild, Ottumwa recycling coordinator, has been involved in recycling for 12 years. She will assist the district in establishing a successful recycling program and provide educational support to school staff.

Steve Shepard, from Tenco Industries, will coordinate the hauling. With over two years of experience, he is dedicated to providing good customer service.

Two building coordinators have been involved in recycling since the district began their efforts. Teachers Stan Thompson and Dan Murphy will continue to encourage other teachers in their buildings to recycle, foster a concern for the environment in their students, and assist in developing programs in other schools.

Students throughout the district will continue to provide the manpower necessary to collect and store recyclable materials in their buildings. They will also educate their peers on the importance of recycling, what items are recyclable and how these programs can be sustainable.

4. PROJECT IMPACT

- Describe Amount and Type of Solid Waste Diverted from Iowa's landfills.

Last year, the district land filled approximately 60 tons of school waste. Of this, over 50% is estimated as recyclable. This waste includes paper, newspaper, magazines, cardboard, metal cans, computer paper, and styrofoam trays.

30 ton diversion/ year

- Calculate the cost per ton diverted over one year, five year, ten years.

In the food service department's first two days of recycling, .46 tons were collected. If food service averages one ton per week, this would be an annual savings of approximately 40 tons. At \$48 per ton, dumping fees could be reduced by \$1,920 the first year. This does not include the hauling fee savings. Last year, the food service program alone spent almost \$4,000 in hauling fees. These fees will be dramatically reduced by implementing the recycling program. These fees could be cut in half through a reduction in material being hauled to the landfill. Estimated savings over five years, \$19,600 and over ten years, almost \$40,000. This does not include inflationary cost increases or increased efforts throughout the district.

- Describe how the Targeted Population will be Affected

Students and teachers will develop recycling habits. These habits will be reinforced by the cost savings experienced by the district.

- Describe toxicity reduction

Does not apply.

- Describe market effects and/or new markets developed

Does not apply.

- Describe Project Replicability

Locally, successful building programs will be used to train other school staff. Throughout the area, state and nation, other schools could use this simple program as a model to integrate recycling into their own districts. The biggest advantage to this program is low labor costs. By using teachers and students to coordinate building efforts, additional custodial time is not necessary. In an era of decreasing funds to support school districts, this allows schools to implement a program for little or no cost.

- Describe project sustainability

This program relies on two things to sustain it. 1) The dedication of a staff person in each building who has a passion for recycling. 2) Low cost. By using teachers and students to coordinate building efforts, additional custodial time is not necessary. Materials needed to recycle are primarily one time expenses.

The only expenditure which may have a more long-term impact would be the styrofoam densifier. The district will continue to lease this equipment until styrofoam is no longer used. It is the goal of the district to phase out the use of styrofoam over the next several years. Until then, the district is committed to recycling the styrofoam through the use of the leased equipment.

FORM C

PROJECT TIMETABLE

SOLID WASTE ALTERNATIVES PROGRAM

Applicant Name: Ottumwa Community School District

Project Beginning Date: September 1, 1999

Project Ending Date: on-going

This timetable should account for planning and if applicable, construction phases of the project as well as the first year of project implementation.

Task or Activity	Beginning Date For Each Task	Ending Date For Each Task	Group/Person Responsible
1. Establish a relationship with city recycling coordinator	August 1999	on-going	K. Hellige
2. Hire a recycling hauler	Sept. 1999	Sept. 1999	K. Hellige
3. Assess every buildings recycling efforts with new hauler	Sept. 1999	Oct. 1999	K. Hellige/ S. Shepard
4. Seek necessary funds to provide containers for recycling	Sept. 1999	Jan. 2000	K. Hellige
5. Incorporate food service program in recycling efforts- including leasing styrofoam densifier	Sept. 1999	Dec. 1999	K. Hellige
6. Reduce material landfilled	Sept. 1999	on-going	Ottumwa School District
7. Utilize students to recycle in every building	Sept. 1999	on-going	Ottumwa School District
8. Educate staff and students about recycling thru printed materials, speakers, newsletters	Oct. 1999	on-going	Ottumwa School District
9. Promote recycling efforts in district newsletters and thru local media	Oct. 1999	on-going	K. Hellige

SOLID WASTE ALTERNATIVES PROGRAM

Applicant Name: Ottumwa Community School District

ITEM AND QUANTITY	DNR REQUEST	LOCAL SHARE	TOTAL COST
200 - Red recycle bins	\$500	\$500	\$1,000
20 - 50 gallon rolling truck bins	\$1,000	\$1,000	\$2,000
1 - Outdoor storage shed	\$1,000	\$1,000 (in-kind labor)	\$2,000
Printing	\$100	\$100	\$200
Administrative salary (2%)	\$320	\$320	\$640
Styrofoam Deusifier lease (\$296/month x 12)	\$1,776	\$1,776	\$3,552
Teacher Salaries (13 bldgs x 1 1/2 hr. x 40 weeks x \$20/hr)		\$5,200	
Student labor (1 1/2 hr. x 40 weeks x 13 bldgs x \$5.15/hr.)		\$1,339 (in-kind)	
TOTAL	\$4,696	\$11,235	\$8,392

Note: Follow guidelines closely regarding the maximum amount of funding assistance possible for each expenditure involving program funds. All eligible expenses will be funded at not more than 75%.

When completing Form D, clearly identify existing local match items from local match items where financial assistance will not be requested.

FORM E**Responsible Agency Review and Comment Form****SOLID WASTE ALTERNATIVES PROGRAM**

Applicant Name: Ottumwa Community School District

Date Application Received: September 29, 1999

Responsible Agency Name: Ottumwa/Wapello County Solid Waste Commission

Signature: *Judy Gates*

Title: Solid Waste Coordinator

Date: September 29, 1999

1. Is the proposed project consistent with the solid waste comprehensive plan or subsequent plan? Please elaborate. **Yes. The proposed project is designed to maintain the current recycling program in the Ottumwa schools and to expand the school's program to include the food service area. Business and Industry waste, makes up approximately 70% of the planning area's waste stream so it's important to maintain the established recycling programs if at all possible. The solid waste management staff is excited about the opportunity to increase the recycling activities at the schools and subsequently the tonnage coming into the Recycling Center. Ottumwa/Wapello's Comprehensive Plan focuses attention on methods to capture an increasing amount of recyclables from the business and industry waste stream and this project is designed to do just that.**
2. Is the Agency aware of competitors for the targeted solid waste materials identified in this application? If yes, will the proposed project adversely affect the operations of the competing entity and how? **No**
3. Is all or a portion of the targeted solid waste materials currently landfilled? If not, please elaborate. **Yes all of the material from the schools not being recycled is currently landfilled.**
4. Can the project, as proposed, be considered to have a regional impact on the targeted solid waste stream? If not, is there the potential for it to be expanded to have a regional impact and how? **While the proposed project will only impact the Ottumwa schools, the project can be readily replicated in other school districts within our planning area. The Davis County School District,**

Cardinal School District and the Eddyville/Blakesburg School District could all benefit from the success of Ottumwa's program. The abovementioned schools have tried, with a varying degree of success, to implement and maintain recycling programs within their schools. Each of these school districts face the same challenges to a lesser degree than Ottumwa, including how to develop a recycling program in their food service areas. If the Ottumwa School District's recycling program is successful in meeting the objectives that have been listed then it may be the beginning of a successful school-recycling program in our planning area.

5. Are the landfill diversion figures proposed in the application consistent with the solid waste comprehensive plan figures? If not, how are they inconsistent? **Yes.**
6. In the Agency's opinion, does the applicant's project staff have the experience and knowledge to successfully implement the proposed project? Please elaborate. **Yes. The Ottumwa School District Coordinator has four years of experience working on recycling programs within the Ottumwa schools. The Recycling Coordinator has many years of recycling and marketing experience, not only in Iowa but also in West Virginia. She has developed and implemented several IDNR grants. Tenco has worked with the Recycling Center since 1992 in a variety of capacities and with a great deal of success and satisfaction on both sides. Tenco's collection of recyclables for small businesses in our area has provided a needed service and allowed many businesses the opportunity to recycle instead of land filling their waste materials.**
7. Does the responsible agency feel the project is viable as proposed, given current and projected populations, the available solid waste stream and proposed landfill diversion activities? Please elaborate. **Yes. This project has the potential of increasing the amount of recyclables going to our center and subsequently reducing tonnage going to the landfill. Any new landfill diversion will assist our planning area in once again achieving our 25% reduction and moving toward the 50% goal.**
8. Other Comments: **Keeping organizations that recycle on track to continue recycling is a struggle as collection and hauler costs increase. In Ottumwa there has been only one recycling collector to choose from. The school district had considered ceasing their recycling efforts due to a lack of satisfaction with their collector. It's important for our planning area's waste reduction efforts to keep all our current recycling participants intact. This proposed project will not only do that but allow expansion in the school's recycling program. The solid waste staff will continue to work with organizations like the Ottumwa School District to encourage their recycling and waste reduction efforts and support this application.**



DEPARTMENT OF NATURAL RESOURCES

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

PAUL W. JOHNSON, DIRECTOR

November 8, 1999

Kim Hellige
Ottumwa Community School District
422 McCarroll Drive
Ottumwa, IA 52501

Dear Ms. Hellige:

The Waste Management Assistance Division and the review committee have completed its review of Solid Waste Alternatives Program pre-proposals submitted during the October 1999 round of funding. We are pleased to announce that your pre-proposal has been selected for further consideration. This letter **does not** assure funding. Review and approval of the following information is required before funding recommendations take place.

The review committee requests that you submit:

- Please outline the justification for the lease of the Styrofoam deusifier in comparison to landfill diversion savings
- A letter of commitment or contract between the hauler and the school district.

Deadline for submittal of the required materials is December 15, 1999. The information will be reviewed and a decision made by January 15, 2000. **If approved**, a draft contract will be constructed for your review and approval. Once a final contract has been and signed by project participants along with the Department, Solid Waste Alternatives Program funds will be made available.

If you have any questions, please contact me at 515-281-8672.

Sincerely,

Leslie Leager
Program Planner
Waste Management Assistance Division

Subject: List of school building representatives

Date: Wed, 3 Nov 1999 11:51:50 -0600

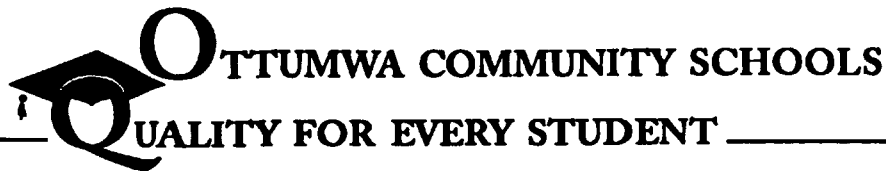
From: "Jane Mild" <mildj@ci.ottumwa.ia.us>

To: "Leslie Leager" <lleager@max.state.ia.us>

Agassiz	Stan Thompson
Douma	Jack Church
Eisenhower	Su Brown
Horace Mann	Bev Bucklin
James	Patty Sutton
Lincoln	Linda Parcell
Pickwick	Daryl Stangl
Wildwood	Dan Murphy
Wilson	Lorrie Glitner
Evans Jr. High	Lorraine Hilke
OHS	Dan Matheney
Alter. HS	Amanda Le Grande
Smith-Warren	Tammy Thompson
Food Service	Yvonne Johnson

Let me know what additional information you need. Thanks again!

Jane



November 23, 1999

Department of Natural Resources
Leslie Leager
Waste Management Assistance Division
Wallace State Office Building
Des Moines, IA 50319

Dear Ms. Leager,

As requested, the Ottumwa Community School District is submitting additional information to assist in the decision-making process regarding the Solid Waste Alternatives Program.

Enclosed please find a letter of agreement between Tenco Industries, Inc. and the school district. Currently, Tenco provides hauling services for the district's recyclable materials to the recycling center.

Your request also asked for justification of the lease of a Styrofoam densifier in comparison to landfill diversion savings. The Styrofoam issue came about due to a reduction in the food service staff. Use of styrofoam allowed the district to reduce staff costs. This became a heated community issue, with many school staff and community members concerned about the impact on the landfill and the message sent to students who see large bags of Styrofoam trays hauled to the dumpster daily. It is the district's goal to convert back to reusable trays over time as staff costs are reduced.

The district realizes there is no cost savings to recycle Styrofoam verses landfilling it. The lease agreement is \$295/month. The district currently pays a dumping fee of \$48/ton plus hauling charges to the landfill. The district uses approximately 26,000 Styrofoam trays each month at a net weight of approximately 50 pounds. The district's concern is that of the environmental impact, as well as the perception left with our students. Leasing this equipment over the next year will help in the transition from Styrofoam to reusable trays. It will also make a positive statement to the community on the district's dedication to preserving the environment. I have enclosed several newspaper articles for your review.

Sincerely,

Kim Hellige
Community Programs director

Community Programs
422 McCarroll Drive • Ottumwa, IA 52501
515-682-8764 • FAX 515-684-6522

November 22 , 1999

Ottumwa School District
422 McCarroll Ave.
Ottumwa , Ia. 52501

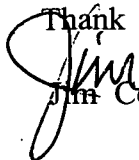
Dear Kim,

Tenco Industries, Inc. will provide weekly collection services of recyclables for the year 1999 - 2000 to the following schools:

Agassiz , Alternative , Douma , Eisenhower , Evans ,
Horace Mann , James , Lincoln , Pickwick , Wilson ,
School Board Office , And Wildwood.

Tenco Industries will provide a daily collection service to the O . H . . S.
Cafeteria.

The cost of this service will be \$375.00 per month.

Thank You,

Jim Courtney