

Table description and whether it is optional (O), recommended (R), or mandatory (M).

Optional is your discretion. Recommended is also optional, but it is generally a good idea to include it. Mandatory is required under the EPA 5 Elements.

Table #	Title	O	R	M	
1	Solid Waste Site Features And Situation		x		This is a long table that describes many critical features of the site and situation. If you don't include this, you will have to write information in paragraph form. Required information is land ownership and operational responsibility, site size, shape, facilities layout, staff, site age/history, fencing/access. Don't need total waste weight or volume - this info is useful for site closure though.
2	Waste Collection Program			x	Describes collection program, which is required element.
3	Sewage Collection And Disposal	x			Not req'd by 5 elements, but if you have septage cells (either honeybucket or septic tank waste) within the landfill, you should include information as this is part of solid waste then.
4	Summary Table For Site Operation And Maintenance		x		Not req'd - but you describe general O&M either here or in the text outside of the table and include any aspects that you want changed.
5	Waste Burning Practices		x		Not req'd, but if you do not fill this out, you should at least read the table and note what issues you have that should be changed. Waste burning is the primary health risk generator for many villages due to smoke inhalation. It doesn't matter if you have a burnbox or not - smoke is still bad and any practices you do to reduce risks are good. This table can be used for funding or as a summary to community.
6	Current Annual Operation And Maintenance Expenditures For Solid Waste.			x	Current budget is required.
7	Current Annual Revenue For Solid Waste Program			x	Current budget is required.
8	Health and Environmental Risks of Concern to Community		x		Excellent for funding proposals, so if you decide to not include you should still fill out to have for grants.
9	Special Waste Annual Generation Rates		x		These tables help you to size equipment and plan for recycling and backhaul. They are most helpful for estimating your recycling participation rates and for igap tracking and estimating pounds of toxic contaminants discarded. If you don't want to do these tables, the alternative is to use a typical percent of total waste stream for the different waste types. Or you can find a community with a similar situation to yours that has filled out the tables and use their numbers.
10	Important Additional Wastes With Different Estimation Methods	x			Same use as above. Note that any of the wastes that you do not have a specific reason to include, you can delete the relevant table. For example with antifreeze - if that is never drained from vehicles, then you won't need an antifreeze program and you can delete the table.
11	Estimation Of Aluminum Cans, Plastic Bottles, Styrofoam, And Cardboard For Recycling Or Waste Reduction/Banning Purposes	x			You only need this if you are interested in recycling these items in the next five years or so. You might want to just estimate cans -- which are the primary materials you can get income for.
12	Estimation of	x			Describes both the waste amount of a single project and the average

	Construction & Demolition Waste				waste that creates over the life of the landfill. Both of these numbers are useful to design a construction waste program. If construction wastes are not a problem, then you don't need this. You should include an estimated percent of wastes however to add to your total wastestream. You can use another village's general numbers. If you are going to start a construction waste program then you should include it.
13	Summary of Waste Categories for Planning Purposes			x	You need the total wastes generated
14	Community Name 30-Year Projected Population and Waste Generation			x	You need a projected population and wastes. This is the basis for designing a landfill or designing other primary options, such as incinerator, baler, or transfer station. A 30 year period is typical. You may wish to design your plan based on a longer period because it can take so long to fund a new facility.
15	Current and Planned Recycling, Backhaul, Storage, Compost, And Reuse Programs.			x	You need to describe these programs - although you can write it in a paragraph form instead if you want.
16	Wastes Already Backhauled	x			This is not necessary - if you have the numbers the reason to include it is to demonstrate the work that you have done. Also - if someone takes over your job they can see whether backhauling was done in the past-- which can be helpful.
17	Wastes and Materials Stockpiled in Town, Port, or Disposal Site for Future Backhaul	x			Somewhat helpful if you are planning backhaul - but you can keep this table in a separate backhaul plan, doesn't need to be here.
18	Backhaul Inventory and Targeted Backhaul Date.		x		Not required for a plan but that is only because lower-48 communities don't have backhaul needs. If you want to plan backhaul or use your plan to fund backhaul, this table is helpful, because you will need an inventory to give to shippers and funders. Again, you can include in a separate backhaul plan.
19	Recycling and Backhaul Equipment Description, Status, And Plans	x			Summarizes the equipment you need for recycling/backhaul. This is a handy table when you're planning these programs and/or looking for funding. But you can include your needs in the general needs table (table 25) instead.
20	Current Hazardous Waste Disposal And Reasons Why Risks Are Posed to Our Community	x			Describes how hazardous wastes are disposed in the community - regardless of whether these wastes are part of a program. This is mainly to underline to funders the health risks associated with certain types of wastes and why it is important to fund a better disposal option/backhaul/storage, etc. Many funders are particularly interested in toxic contaminants so this table can be used to summarize the risks posed because you don't have proper disposal options. You can delete this from the plan, but you might want to have something like this in a SWM grant proposal. You can also include this information in your health risk table or table 21, or you can write out the information.
21	Infrastructure Needs for Hazardous Waste Recycling And Staging		x		Describes your haz waste program and what you need to improve it. Not required and you can always include the needs in table 25. But this table is more detailed and serves the role of writing down management of equipment and plans for where and how. If you want your plan to contain greater management detail, then include this. The main reason why the 5 elements don't require haz waste program description is because under federal law household hazardous wastes do not need to be separately treated. But with unlined dumpsites and

				waste burning, it is highly recommended that you do have a program for household and commercial hazardous waste.
22	Annual Hazardous Waste/Material Generation, Storage, And Disposal In Raven , Estimated From A Summer 2006 Waste Survey.	x		This table describes haz material generation, use, and locations. Not required in an SWM plan. But as an environmental manager you should definitely have this information handy and monitor this for emergency response planning.
23	Selection Of Our Long Term Disposal Option		x	Documents that your community evaluated more than just one disposal option. It is required that you look at several primary disposal options before you determine what your plan will be.
24	Prioritization Of Identified Actions for Addressing Solid Waste Issues		x	Describes in table form what your plan will be—i.e. what your planned actions and tasks are. You can describe in narrative form, but this is handy to document why you prioritized in a certain order. This is also a good action plan.
25	Items Needed To Meet Planned Solid Waste Program Improvement Goals		x	This is your final list of everything you wan to purchase for your SWM program. You do not need a table exactly like this, but it is very handy for planning purposes and to document to funders that the equipment you are asking for is part of your SWM plan.
26	Planned Annual Operation And Maintenance (O&M) Costs For Solid Waste		x	A planned budget is required.
27	Revenue Sources For Planned Solid Waste Program Improvements		x	A planned budget is required.