

INTRODUCTION

Congratulations! You are nearing the end of your integrated waste management planning process. These sets of worksheets are the most important worksheets in the *Resource Guide*. These worksheets will be used by your solid waste planning work group to develop alternatives and choose an integrated approach to solid waste management for your community. Once an approach is decided upon, your community will be on its way to pulling together the elements of a integrated waste management plan and program

There are a number of things that you should keep in mind while you are completing this part of your planning process:

➔ **Be patient, planning can be a repetitious process.**

The approach that your work group selects from this worksheet may not be the final approach - - getting to an approach with which the committee is satisfied may require some backtracking and reworking. For example, the solid waste work group might find that the approach that it selects looks feasible and meets your community's goals and objectives, but when it is introduced to the community, it is rejected by community members. If this happens, your work group will have to educate your community members about the approach and why it was selected. It may be necessary for your solid waste planning work group to modify the selected approach so it will address community concerns. Once this is done, they will reintroduce it to the community. Another possibility is that your solid waste planning work group finds that all of the approaches that have been evaluated are too costly for your community. If this is the case, your work group may have to look at additional funding sources or reevaluate the methods and develop a new set of alternatives for managing solid waste in your community.

➔ **Be flexible, solid waste management can be unpredictable.**

Once your solid waste planning work group has selected its approach, keep in mind that it may need to change over time. Be ready to adjust your original plan to accommodate your community's changing circumstances. For example, projections of waste quantities are not always exact, so over time it may be that your community's future waste stream looks a little different from how it was projected. Also regulations may change, and force your community to change how it is disposing of its solid waste.

This set of worksheets will guide you through the process of evaluating and selecting alternatives for managing solid waste in your community. There is no way to make waste magically disappear. There are always trade-offs. Understanding the trade-offs will help you make a good choice.

Your integrated waste management plan and program should protect public health and the environment. It must also be *feasible* economically, legally, technically, culturally, and politically. Before you begin to compare the various methods for managing your

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community's solid waste and develop possible management alternatives, your work group should establish "criteria" that they will use to judge and compare alternatives.

What Are Your Alternatives for Disposal of Your Community's Solid Waste?

Now that you have explored the feasibility of the various methods of solid waste management disposal, it is time for you to determine which methods would be most suitable for your community. At a minimum you need your community should have a landfill that meets state standards for a landfill. If your community is presently using a dump or your landfill is substandard, then you should include plan for how your community can close your dump or old landfill and build a new one that will meet state standards. Along with your landfill, your solid waste work group should take time to develop various alternatives and consider other methods of solid waste management for your community that will also be included in your community's integrated waste management plan and become part of your community's solid waste management program. Various alternatives you might think about are:

- Using a burn box, or incinerator if affordable, and existing dump or landfill along with a community recycling program
- Constructing a Class III landfill with appropriate protection features and using a burn box or incinerator to reduce quantity of waste going to the landfill
- Using an existing dump or landfill with a community recycle and reuse program
- Using a burn box or incinerator and shipping out ash and unburnable waste along with recycling and waste reduction.
- Using any of the above options with other solid waste management practices

There are a number of things for your solid waste work group to keep in mind while they complete this part of your solid waste planning process:

➔ Decide on how you will select the best alternatives for your community.

There are different ways to make your selection, including by consensus and by vote. Alternatives can be scored based on how well they meet criteria, and then the alternative with the best score is selected. Criteria can be prioritized to award more points for the more important criteria. Your work group does not have to use charts and scores to choose or justify its choices for the integrated waste management plan. They should select what works best for them. The important thing is to consider and compare how well each alternative and approach meets your community's needs. Included in this workbook is a set of worksheets that can be used to evaluate different approaches and alternatives for purposes of selecting one for inclusion your the integrated waste management plan.

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➔ Evaluate Alternatives

You may want to have someone with experience or a technical background review each alternative to give more detail about how it would work in your community. The work group and the community as a whole should list criteria they want to use to evaluate the alternatives. The information that is developed should help community residents and leaders select something that works for the community.

How can you evaluate and compare alternatives?

The best way to compare methods and alternatives is to see them.

- Look at Photographs
- Watch Videos
- Visit Proposed Project Locations
- Review Brochures and Information on Equipment and Similar Projects
- Visit Projects in Other Communities

Criteria for Evaluating Alternatives

Listed below are a number of characteristics that your work group may want to take into account when evaluating alternatives. Different factors are important to different communities, and more or different information may be required for your work group to make a decision on its preferred alternative.

- **Community Input.** Does the alternative do what the community wanted (look back at your goals from Step 1)? For example, does your proposed landfill site avoid areas that are important to the community, like the airport or a berry picking area?
- **Forecasts and Vision.** Will the alternative work in the future and is it based on the community vision developed earlier in your planning process? For example, will the alternative promote waste reduction if part of your community vision is a cleaner community in the future?
- **Community Function.** Does the alternative work considering the community's landfill condition or collection system? For example, does the alternative require closing the existing dump and then building a new landfill?
- **Effects on Local Residents and Businesses.** Will people and businesses be willing to pay what it will cost to run a landfill or collection system? For example, how much will it cost each household for garbage pick up at their home? How will it affect current lifestyles?

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- **Experience of Other Communities.** Has this kind of alternative worked well in other communities? Look at other community's solid waste management practices either by visiting or talking to them on the phone. If a particular practice was not successful in another community similar to yours, it may not work in yours either.
- **Community Capacity.** Think about how your community would operate and maintain each alternative. What kinds of management does the alternative require? Consider the reliability of your work force, special training and equipment needs, and the willingness of local residents to undertake an activity or pay for a service.

⇒ **Make sure the alternative your solid waste work selects fits into your community's community goals and other plans.**

This will help ensure that your community selects an alternative that makes sense for your community and that will be accepted by local residents and businesses. If it is compatible with other plans and activities, it may be easier to get funding because you can show agencies you are using a comprehensive approach to addressing community issues and problems. Many grant programs require a community plan, and most agencies award grants to communities that have a community plan. Your integrated waste management plan can become an important part of your community plan.

Your solid waste work group should develop a list of alternatives in their order of suitability for your community. This list and background information on each alternative should be presented to community members so that they can provide their input on each alternative. This will help ensure and confirm that your solid waste work group has selected the most appropriate methods of waste disposal for your community. It is important that your community does not rush into making a decision just to meet a funding deadline. Instead, your community should look over each alternative, weigh it against established criteria and the other alternatives, and then make a choice. Selection of your preferred alternative should be based on:

- Acceptability to community members;
- Feasibility;
- Capability to implement selected alternative; and
- Ability to meet other criteria important to your community

To get a decision that everybody can live with, you must give everybody a chance to say what he or she thinks about the alternatives. Present each of the alternatives with a description of how well it meets criteria established for your community. To make a good decision, local residents and community leaders must fully understand the pros and cons of each alternative before selecting one.

ARE YOU READY TO MOVE ON?

- Did your solid waste work group consult your community members to come up with a wide range of alternatives?**
- Did you work solid waste group determine which alternatives meet your community goals, fits well with the community vision, and will serve your community for years to come?**
- Did your solid waste work group consult with other communities to see how well the alternatives would work in your community?**
- Does your work group have a list of alternatives that they have described in detail and are ready to present them to community members for their input?**
- Is your work group sure community residents understand each alternatives?**
- Is your community ready to choose a preferred alternative?**
- Did your solid waste work group and community members select a preferred alternative?**

If you answered yes to these questions, you are ready to move on and begin preparing your integrated waste management plan based on the alternative(s) you have selected for managing waste in your community.

If you answered no to any of the questions, go back and try to complete the step. You should take whatever action is needed to complete that step.

If you cannot complete the step, do not stop your planning process. You can still go on and begin starting on developing your integrated waste management plan. However, you should select those methods you want to use in your community to manage solid waste. Until you have an idea of what you want to do, it is very difficult to develop and prepare a plan for how you will do it and achieve your goals and objectives.

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The following worksheets are designed to guide your solid waste work group through the evaluation process for selecting a preferred alternative. Only your community can make the decisions that are best for them. Because every community is different, there is no set formula into which your work group can plug the information gathered, and come out with the perfect plan. As your work group completes these worksheets they will consider each method of solid waste disposal and determine its pros and cons as it applies to your community. Once they have considered the various methods of solid waste disposal that they explored in Workbook Four, they will then select the final alternatives for your community to consider including in its solid waste plan.

This set of worksheets will help you evaluate a number of combinations of the various methods that can be used by your community to dispose of various types of waste. You will be using these worksheets to determine if a proposed waste management alternative is feasible based on your community's available resources and goals. The last step in this process is to choose an alternative that **BEST** meets the goals and resources of your community.

WORKSHEET Set 1:

EVALUATE ALTERNATIVES and SELECT AN INTEGRATED WASTE MANAGEMENT SYSTEM FOR YOUR COMMUNITY

Now that you have just explored a substantial list of solid waste management methods, it is time to make some preliminary decisions. This set of worksheets will help you look at a number of possible combinations of solid waste management alternatives, each of which is made up of different combinations of the methods that you explored in Worksheets 1 – 6 of Workbook Four. It is up to you and your solid waste planning work group to consider combinations that are made up of methods that you determined were both feasible and appropriate for your community. Once you have identified those methods that will work best for your community, this set of worksheets will help you to do the following:

- ★ Evaluate each combination to determine which are:
 - Cost effective; and**
 - Consistent with your community’s goals and objectives;****

- ★ Select an approach that will be included in your solid waste management plan as your integrated solid waste management program.**

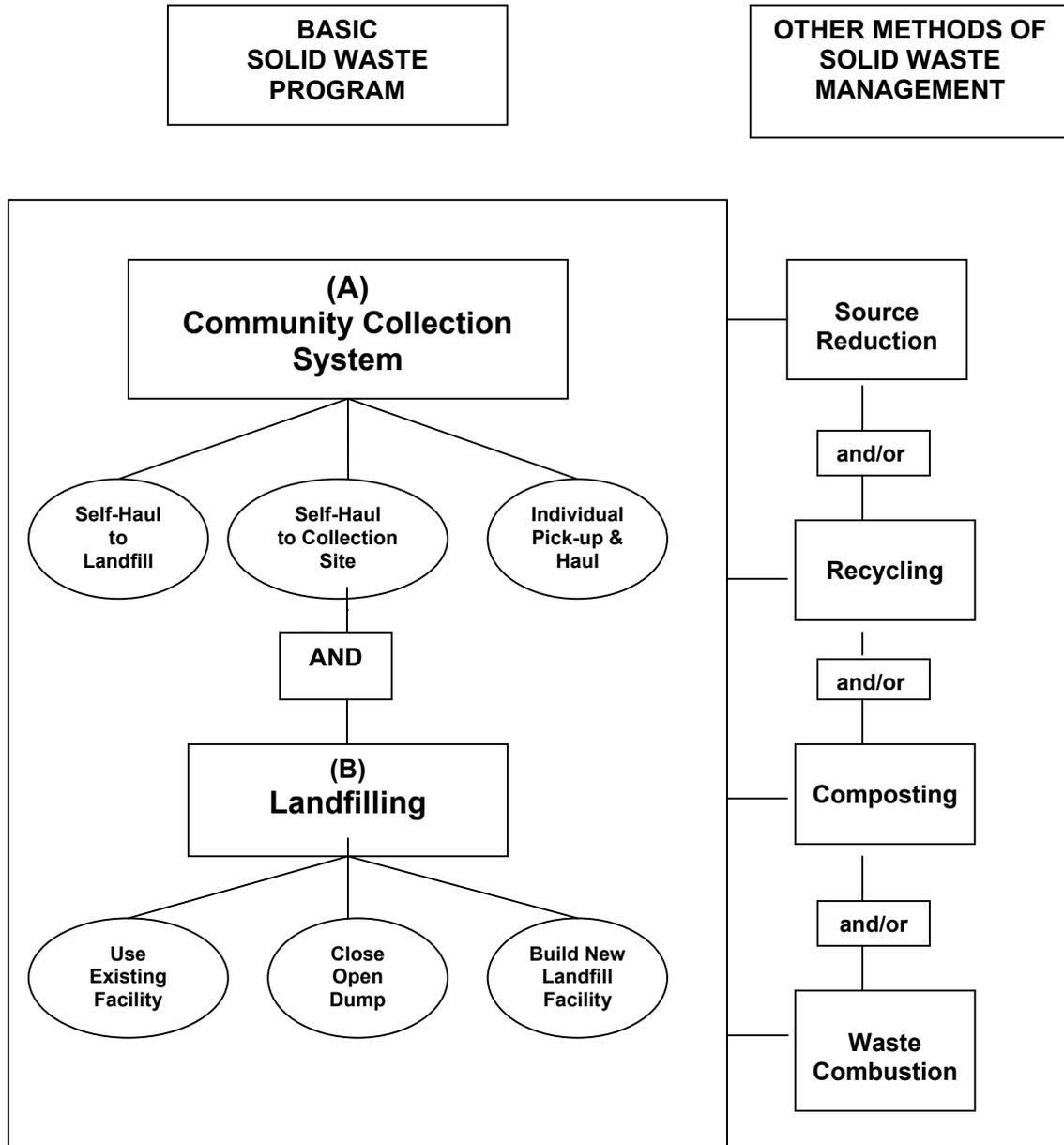
Worksheet 1 will allow you to evaluate solid waste alternatives that are made up of different combinations of the methods that you explored in the previous six worksheets found in Workbook Four. The framework you use to evaluate each of your alternatives is the same but you will determine which specific methods to include in your alternatives based on their feasibility to your community.

You should note that you would include both an alternative for a community collection system (see Box “A” in Diagram A for various options) and landfill disposal (see Box “B” for various options) in each of your alternatives. Regardless of which of your alternatives you select it should include both a system for collecting waste in your community and disposing of it at landfill. Any integrated solid waste management approach includes both of these elements of solid waste management.

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Diagram - A

FRAMEWORK FOR AN INTEGRATED SOLID WASTE MANAGEMENT SYSTEM



As you are evaluating your alternatives, be sure to include some form of collection and landfilling in your integrated waste management plan. You should also consider how you can incorporate source reduction, recycling, composting and waste combustion into your plan so that you have an integrated solid waste management system for your community.

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You should also consider including source reduction, recycling, composting and waste combustion in your alternatives. However, inclusion of any of these methods is discretionary. It is up to you to decide if including them in your integrated waste management plan and program will be beneficial and affordable.

Keep in mind that evaluating your alternatives is not an exact science. As you combine different methods, the resources required for each alternative will change (they may increase or decrease). Evaluate these changes carefully, using the cost and resource information that you previously gathered in Workbook Four to help you with your decision-making process.

This worksheet involves completing charts that you will then use to evaluate each of your alternatives. Before you start, make several copies of Form ___ found on the next page. For each alternative you are considering, complete a form and follow the “key steps” listed below. The summary page at the end of the worksheet will help you summarize the alternatives that you evaluated, and discuss why you selected a particular alternative.

KEY STEPS

Complete a form for each combination of methods you are considering for your community. If you haven’t done so already, make several copies of Form ___ so you will have a form for each alternative you are considering for your community’s integrated waste management plan. These will become your alternatives from which you will select a preferred alternative for inclusion in your integrated waste management plan. The alternatives you finally select for your community will be provide the foundation for establishing a solid waste program for your community.

- First, decide which “community collection system” are most feasible (refer to the summary pages of the Worksheet 1 on collection systems found in Workbook Four) for your community. Now, identify what you will do with respect to landfilling. Again, you should refer to those worksheets on landfilling and dump closure that you completed in Workbook Four. an alternative to be used for “landfilling” and then begin the evaluation. Now you are ready to begin evaluating your alternative.
- Next, decide on different combinations of the other waste management methods (source reduction, recycling, composting or waste combustion) you wish to consider for inclusion in your integrated waste management plan. If you are considering more than one combination of methods, then use a separate form for each combination. Any number of alternatives may be considered which use the various methods of solid waste management.

➤ At a minimum, you will complete a form(s) for each alternative you are considering for your community collection system and landfilling options. Other methods of solid waste management, despite their value to reducing the volume of waste going into your landfill and other benefits, are discretionary. It is up to you to decide if including them in your integrated waste management plan and program will be beneficial and affordable to your community.

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- Once you have identified the alternatives you wish to consider, list in the appropriate columns the capital and operating costs that were estimated for each waste management method. (Refer to your worksheets in Workbook Four for cost information). Add up your capital costs and operating costs of each alternative. Compare the totals with your community’s budget for establishing a solid waste program. If the alternative’s total costs match or are less than the budget, check (✓) “yes” in the box that says “Meets budget”. If the costs are greater than the budget, check (✓) “no”, and also put how much the costs exceed the budget.

➤ **Keep in mind that source reduction, recycling, and composting can reduce the quantity of the community’s waste stream, and as a result may lower your costs associated with landfilling.**

- Next, go back and look at the goals and objectives that your community set for solid waste management in your community. If the alternative meets these goals and objectives, check (✓) “yes” in the box that says, “Meets goals and objectives”. If not, check (✓) “no” and briefly explain which goals or objectives it does not meet.
- Now, on your form write down all the pros and cons that you can think of for this particular alternative. For example:

| Pros | Cons |
|--------------------------------|--|
| Meets yearly operating budget. | Exceeds budget for establishing our community’s program by \$50,000. |
| Meets goals. | |

- Once you have completed identifying the pros and cons for an alternative, move on and evaluate your next alternative. Go through this process and complete a form for each of your proposed alternatives. You should evaluate at least two different alternatives for your community before making your final choice.

Selecting Your Preferred Alternative

There are different ways to choose your preferred alternative, including by consensus your solid waste planning work group or by having work group members vote for a preferred alternative. You may also choose to have your community members choose the preferred alternative. Another method, which does not involve voting, is to score your alternatives and rate them on how well they meet specific criteria your work group establishes. The alternative with the best score is the one that is then chosen for inclusion in your integrated waste management plan. Criteria can be prioritized to award more points for more important criteria.

You don’t have to use charts or points and scores to choose or justify your plan. The important thing is to consider and compare how well each alternative meets your community’s needs. Once you have selected your approach, then you will describe it in your integrated waste management plan.

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Form 1

EVALUATION FORM FOR PROPOSED WASTE MANAGEMENT ALTERNATIVES

► **ALTERNATIVES**

1. Complete the table below for each alternative that your are considering. For cost information, refer to Worksheets 1 through 6 that you completed in Workbook Four. Include information for only those waste management methods that you are considering as part of your alternative. For example, if you are not considering composting as part of your alternative, then do not include any cost information about composting.

| Combined Costs for Selected Solid Waste Management Methods | | | | |
|---|---|----------------------------|------------------------------|------------------------------|
| Waste Management Method | Included in Alternative (✓ if included, leave blank if not included) | Capital Cost \$ (a) | Operating Cost \$ (b) | Total Cost \$ (a + b) |
| (A) Community Collection System (specify type): | | | | |
| (B) Landfilling | | | | |
| 1. Use Existing Dump or Landfill | | | | |
| 2. Close Open Dump | | | | |
| 3. Build New Landfill | | | | |
| | | | | |
| Other Methods of Solid Waste Management: | | | | |
| a. Source Reduction | | | | |
| b. Recycling | | | | |
| c. Composting | | | | |
| d. Waste Combustion | | | | |
| | | | | |
| | | \$ TOTAL | \$ TOTAL | \$ GRAND TOTAL |

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2. Alternative # ___ meets budget.

Yes

No

a. If no, how much over budget is it? \$ _____

b. What could your community need to do to make this alternative affordable?

3. Alternative # ____ meets your community’s goals and objectives for solid waste management?

Yes

No

a. If no, briefly explain which goals or objectives it does not meet.

4. Identify the “pros” and “cons” of associated with this alternative. This should include all the good and bad things about using this alternative. Be sure to include any advantages or disadvantages of implementing this alternative if it is selected as the preferred alternative for your community.

| BENEFITS OF PROPOSED ALTERNATIVE | |
|--|---|
| Pros (What are the advantages?) | Cons (What are the disadvantages?) |
| | |
| | |
| | |

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WORKSHEET Set 2

COMPARISON of PROPOSED ALTERNATIVES

Now that you have identified possible alternatives for managing solid waste in your community, it is time to compare your alternatives to one another and select the one that best meets the needs of your community. As part of your selection process, you might want to hold a community meeting so local residents and businesses can comment on your proposed alternatives. Community input will help ensure that you select an alternative that will be accepted and supported by your community members. To help you share information about each of your proposed alternatives you should complete the table below. This is a quick and easy way to show community members how the alternatives compare to each other.

| COMPARISON OF ALTERNATIVES | | | | | | | |
|-----------------------------------|--------------------------------|----------------------------------|----------------------------------|--|---|---|---------------------------------------|
| Proposed Alternative | Capital Cost \$ (a) | Operating Cost \$ (b) | Total Cost \$ (a + b) | Meets Proposed Budget (Yes or No) | Meets Community Goals & Objectives | Technically Feasible (Yes or No) | Pros Outweigh Cons (Yes or No) |
| Alternative #1 | | | | | | | |
| Alternative #2 | | | | | | | |
| Alternative #3 | | | | | | | |
| Alternative #4 | | | | | | | |
| Alternative #5 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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For each of your proposed alternatives answer the following questions. This information will help you select the most suitable alternative for your community. You should answer these questions for each alternative that you are considering. You may want to make copies of the set of questions so you can use a separate set of questions for each alternative. It will be easier to compare your answers if you answer the following questions for each alternative.

1. Describe each of the alternatives that you are considering for your community.

2. Describe in general what you are trying to accomplish in each alternative.

3. What are the pros and cons of each alternative?

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4. Explain any difficulties your community might have in implementing each alternative.

5. Identify what is the best thing about each alternative.

6. Explain why each alternative is a good approach to managing solid waste in your community.

WORKSHEET Set 3:

SELECTING YOUR INTEGRATED APPROACH TO MANAGING SOLID WASTE IN YOUR COMMUNITY

If you have reached this worksheet, you are now ready to select your preferred alternative for your integrated waste management plan. When making your decision you should select the alternative that best meets your community's goals and objectives and is most feasible for your community to implement. Now that you have finished comparing collection systems, landfill options and other waste management methods, your solid waste planning work group needs to describe the alternative they have selected and why. This information should be made available to community members so that they understand why a particular alternative was chosen and how it will be implemented.

1. Is there one approach that meets all of your budget, community's goals and objectives, and is technically and operationally feasible for your community?

Yes

a. If yes, which one? _____

b. Do the "pros" of this alternative outweigh the "cons"?

Yes

No

Typically, you would not want to select an alternative that has more things that aren't good about it ("cons"), than one that has more good things about it ("pros").

c. Is this the best alternative to include in your integrated waste management plan and program?

Yes

No

If no, explain and summarize the alternative that you think is more feasible, and will more likely select instead. _____

d. If no, can any of your alternatives be modified to meet your community's budget and needs?

Yes

If yes, what might be changed about each alternative so that they better meet your community's needs and situation?

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2. Is there community support for your proposed alternatives?

Yes

a. If yes, which alternative is most supported by your community and why is it most supported? _____

b. Which alternative is least supported and why?

3. Are there any possible alternatives that community members want to have considered that your solid waste work group did not consider?

Yes

a. If yes, what are they? _____

(If community members have suggested alternatives that you have not all ready considered, you may want to go back and complete an evaluation form for any of these alternatives to determine if they are feasible for your community).

No

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4. After comparing your alternatives, explain the alternative you chose. Describe your preferred alternative in detail. Be sure it reflects any ideas suggested by community members that will be incorporated into your integrated waste management plan. Cover each of the following topics, following the outline on this form.

COMMUNITY COLLECTION SYSTEM

Describe the collection system being planned for our community.

1. Containers (type):

a. Individual households:

b. Businesses:

c. Community containers:

2. Sorting and Separation:

a. What type of waste will be sorted?

b. Who will do the sorting?

c. Where will the waste be sorted?

3. Waste Pick-up and Hauling:

a. Who will do the hauling?

b. What equipment will be used or purchased to haul waste?

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- c. What type of waste will be picked up and hauled?

 - d. Will there be a fee charged for picking up waste from individual homes and businesses and how much will be the fee?
4. Describe any central collection sites you will have in your community and identify what type of waste may be disposed of at these sites.
5. Describe any waste storage facilities you will have in your community, including the type and location of the storage facilities.

DISPOSAL METHODS (Source Reduction, Recycling & Composting)

☞ *No matter which waste management methods you choose, it would be a good idea for your community to start recycling, reducing, reusing, or composting at least some of the waste generated in your community.*

List the disposal methods that you will use in your community. For each method to used, describe the following:

1. Method of Disposal: _____
- a. How will it be implemented? _____
- _____
- _____

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b. What waste types will it handle? _____

c. Who will be responsible for implementing and maintaining the disposal method?

d. How will community members be encouraged to use the disposal method?

LANDFILLING and WASTE COMBUSTION

Describe each disposal method that you will be using in your community:

a. Landfilling (include any plans to close your existing open dump if that is an activity that will be part of your integrated waste management plan).

b. Waste combustion (describe by type – controlled burning at landfill, burn box, commercial incinerator, or individual burn barrels).

c. Who will be responsible for operating and maintaining your landfill and/or incinerator or burn box?

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DISPOSAL of SPECIAL WASTES

Describe any special programs or actions you will take to handle special wastes, such as used oil, old batteries, household hazardous wastes, junk vehicles and appliances, and construction debris.

FINAL SELECTION OF PREFERRED ALTERNATIVE – SUMMARY

- ❖ If your solid waste planning work group cannot select a preferred alternative at this time, explain why, and identify what parts of the planning process your work group will repeat in order to identify a feasible approach to solid waste management for your community.

Answer the following questions only if your solid waste planning work group has selected a preferred alternative. These questions should be answered before presenting the alternative you have selected to your community members.

- ❖ Summarize all the reasons why the alternative you selected will best meet the needs of your community;
- ❖ Are there any reasons why this alternative might not work for your community and should not be used in your integrated waste management plan?
- ❖ Is this the alternative that your community members selected as their preferred alternative?
 - Yes
 - No
 - a. If no, why did you select this alternative and not the one your community members preferred
- ❖ Explain why the solid waste planning work group decided this was the best alternative to select for managing solid waste in your community.