



Annual Reviews and Revisions of County and/or Regional Solid Waste Management Plans Technical Guidance Document SW 97-04

K.S.A. 65-3405 requires the development of county or regional solid waste management plans and also requires an annual review of the plan by the solid waste management committee. The solid waste management planning regulations are contained in K.A.R. 28-29-75 through 28-29-82. This guidance document was developed to assist counties and regions conduct annual reviews and prepare revisions to their solid waste management plans.

A county or regional solid waste management plan is a comprehensive overview of the area's solid waste management practices. It is also a planning tool for local waste management, waste reduction, and public education.

The yearly reviews should not be as time or labor intensive as the original planning process. The main goals are to:

- ✓ identify any changes to a county or region's solid waste management system since the approval and adoption of the solid waste management plan or since the most recent five-year update; and
- ✓ inform local or regional solid waste managers, applicable community leaders, and the Bureau of Waste Management (BWM) of the findings of the review.

County or regional solid waste management committees should determine if any adjustments to the plan are necessary. Possible changes addressed in the annual review could include:

- ✓ updates on any projects as stated in the plan or plan time line;
- ✓ results of newly implemented programs (public education programs, participation in recycling and/or composting programs, source reduction, etc.); and
- ✓ results of any ongoing studies or research that affect solid waste management decisions within the area.

If no changes are needed, a simple letter of notice to the county commission(s) with the results of the review is sufficient.

For counties planning individually or designated cities*, the board of county commissioners or city commission may accept, revise or return the report to the solid waste management committee with comments. Once adopted by the commission, the report is to be forwarded to the KDHE Bureau of Waste Management along with a list of the current members of the solid waste management committee and a record of adoption.

For planning regions, the regional solid waste management committee forwards the annual review results to each county commission in the region. Once the regional report is adopted by each county commission, the regional solid waste management committee forwards the review results, records of adoption and committee membership list to KDHE. The committee list should include the political entity, business or organization represented by each member along with their address, telephone number and e-mail address (if available).

* Designated cities have been delegated authority to perform solid waste planning in place of the county per K.S.A. 65-3402(p). Presently, Salina (Saline County) and Emporia (planning for Lyon and Chase Counties) are designated cities.

Revisions are required when major changes have occurred in the solid waste management system since the approval of the plan or the last five-year update. These include:

- ✓ a waste management activity that is specifically required or precluded under the current plan is proposed to be changed;
- ✓ any of the following waste management activities has occurred: (1) The availability of waste collection services has been reduced or expanded for some or all waste generators; (2) A solid waste facility permitted by KDHE has been added or eliminated; (3) recycling services have been added or eliminated;
- ✓ a change in the implementation schedule or financing methods has occurred or will occur;
- ✓ for regional plans, one or more counties have been added or withdrawn from the planning region.

Revisions must be reviewed by the official land-use planning agency and comprehensive planning agency within the area covered by the plan.

Possible planning review agencies could include: planning and zoning departments, conservation districts, resource development and conservation agencies, economic development agencies and watershed districts. Planning agency comments on formal revisions should be included with the annual review report.

Annual updates should be submitted to BWM at one-year intervals based on the approval date of the original solid waste management plan or most recent five-year update. For example, if a plan or five-year update was approved on August 15, BWM should receive the annual update by this date the following year. Subsequent reviews, up through the next five-year update of the plan should be submitted by August 15 of each following year.

Please direct any questions regarding annual reviews to the BWM Solid Waste Permits section at 785-296-1600.



Kansas Don't Spoil It! is an awareness and educational program that encourages Kansans to keep our state clean beautiful and environmentally strong. The program goal is to minimize the amount of waste and pollution in the environment by committing to the 3 R's: Reduce, Reuse and Recycle. *Kansas Don't Spoil It!* Materials are available to all Kansas Counties and planning regions as a public education tool.

For additional information regarding proper management of solid waste, you may contact the Bureau of Waste Management at (785)296-1600 or the address at the top of this document, or visit the Bureau's website at <http://www.kdheks.gov/waste/>.