



INTEGRATED WASTE MANAGEMENT PLAN

PROJECT/ACTIVITY DATA

Project/Activity Name:	(Table Text Style)
IWMP Amendment (Y/N):	
Geographic Location(s) (Country/Region):	
Implementation Start/End Date:	
Contract/Award Number:	
Implementing Partner(s):	
Tracking ID:	
Tracking ID/link of Related IEE:	
Tracking ID/link of Other, Related Analyses:	

ORGANIZATIONAL/ADMINISTRATIVE DATA

Implementing Operating Unit(s): (e.g., Mission or Bureau or Office)	(Table Text Style)
Other Affected Operating Unit(s):	
Lead BEO Bureau:	
Funding Operating Unit(s): (e.g., Mission or Bureau or Office)	
Prepared by:	
Date Prepared:	

1.0 INTRODUCTION

The development of an Integrated Waste Management Plan (the Plan) may be required for a project/activity as a part of the mitigation and monitoring measures of the governing Initial Environmental Examination (IEE), Environmental Mitigation and Monitoring Plan (EMMP), or other 22CFR216 document(s). Contents and length of the Plan will vary depending on the scale and scope of the project/activity. This template is intended to provide a general structure that may be tailored to the specifics of the covered project/activity. Some of the included options may not apply to a given project. If this is the case, please indicate this in the appropriate section.

1.1 PROPOSED ACTIVITIES AND WASTE MANAGEMENT PLAN GOALS

[Briefly describe the proposed USAID funded program activities highlighting those that would generate waste covered under this waste management plan.]

1.2 PREPARED BY

[Describe the Plan preparers and owners. In addition, include date, version, document control information, and other pertinent information.]

2.0 WASTE STREAM IDENTIFICATION

[Provide an overview of the waste categories contained in the waste stream by type. Some examples of waste categories include, but are not limited to, construction and demolition (C&D) waste, radioactive waste, and healthcare waste (hazardous and/or nonhazardous). Indicate the source of the waste. Calculate the quantity and frequency of waste generation.]

3.0 ROLES AND RESPONSIBILITIES

3.1 WASTE MANAGEMENT TEAM

[Identify waste management team assigned to develop and implement the Plan. Describe their roles and responsibilities for ensuring the Plan objectives are accomplished.]

3.2 AFFECTED PERSONNEL

[Identify personnel affected by the Plan (e.g., facilities or maintenance personnel, hospital staff, housekeeping, waste management handlers, and so on).]

3.3 MONITORING AND OVERSIGHT

[Identify personnel with roles and responsibilities for monitoring and oversight.]

4.0 APPLICABLE LAWS AND REGULATIONS

[Describe the regulatory and other requirements that are applicable to the waste streams included in Section 2.0 of the Plan. These requirements may include, but are not limited to, international standards and treaties, national laws and standards, organization policies and plans, permits, state and local laws and ordinances, and so on.]

5.0 WASTE MANAGEMENT PROCEDURES

[Describe all applicable components of waste management for the proposed project activities.]

5.1. SEGREGATION

[Discuss the process for distinguishing between waste types. Include collection handling procedure(s) for waste segregation.]

5.2. CONTAINMENT AND STORAGE

[Define, by waste type, how wastes are packed, labeled, and contained. Specify the types of containers and equipment (e.g., types of bags, bins, trolleys, sharps containers, and so on) used to contain and store the waste. Describe designated storage locations and specific storage area requirements.]

5.3 TRANSPORTATION

[Discuss process for onsite and offsite transportation of waste. Include information about approved and certified waste management contractors. Include name(s) of transporter(s) and contact information.]

5.4 TREATMENT

[Indicate whether there are any procedures to conduct treatment prior to landfill disposal to help reduce the volume and toxicity of waste. Include treatments that are physical (e.g., shredding, encapsulation), chemical (e.g., neutralization), and/or thermal (e.g., incineration without energy recovery). Provide location(s) of any treatment site(s).]

5.5 DISPOSAL

[Describe procedures for final disposition of waste, including ash from incineration. Specify name(s) and/or location(s) of final disposal site (e.g., landfill(s), other). Indicate if the disposal location(s) is a government-authorized landfill, a dump site, and/or other.]

6.0 WASTE MINIMIZATION

[Describe any waste minimization strategies noted below that will be implemented for the proposed activities.]

6.1 SOURCE REDUCTION AND SUSTAINABLE ACQUISITIONS:

[Describe any procurement strategies that minimize or reduce the amount of waste produced (e.g., minimizing product packaging, procurement of products made with post-consumer recycled content.)]

6.2 REUSE

[Describe strategies to reuse materials that would otherwise be recycled or managed as waste (e.g., sterilizing scalpels, containers, other).]

6.3 RECYCLING AND ORGANIC MATERIALS MANAGEMENT

[Describe recycling procedures that include items that would otherwise be considered waste. Describe organic materials management procedures regarding the diversion and biological treatment of organic waste through composting and/or anaerobic digestion.]

6.4 ENERGY RECOVERY

[Indicate whether the waste will be directed to an incineration facility for energy recovery. . Provide the location of the energy recovery site(s).]

6.5 PERFORMANCE TARGETS

[DEVELOP PERFORMANCE TARGETS FOR WASTE MINIMIZATION STRATEGIES (E.G., SOURCE REDUCTION, REUSE, RECYCLING, AND/OR ENERGY RECOVERY). THESE TARGETS CAN BE BASED ON SAVING MONEY, CONTRIBUTING TO ENERGY NEEDS, REDUCING THE WEIGHT OF WASTE (E.G., POUNDS GENERATED PER UNIT OF PRODUCTION), DIVERTING MATERIALS FROM TREATMENT AND/OR DISPOSAL, OR OTHER MEASURABLE CRITERIA. THE SELECTED OPTION(S) MAY ALSO REDUCE TOXICITY OF WASTE COMPONENTS AND/OR VOLUME OF WASTE. FOR EXAMPLE, REDUCING THE VOLUME OF HAZARDOUS WASTE PRODUCED BY 10% EACH YEAR OF PROJECT LIFE.]

7.0 DOCUMENTATION AND RECORDKEEPING REQUIREMENTS

[Describe documentation and recordkeeping procedures and requirements. These may include contracts with waste management contractors, plans and procedures, records (e.g., waste manifests), and record retention guidelines.]

8.0 HEALTH AND SAFETY PRACTICES

[Identify health hazards and personal protective equipment requirements (e.g., clothing, masks, gloves, goggles) for workers handling wastes. Outline procedures for contingency planning and spill response. Include applicable reporting requirements if a spill occurs.]

9.0 IMPLEMENTATION STRATEGY

[Describe in detail the implementation strategy for the Plan. The implementation strategy should discuss the following details, as applicable:

- *Implementation requirements, including space, equipment, or other capital cost needs for managing waste streams*
- *Mechanism for performance evaluation*
- *General inspection schedule and review of performance targets to minimize waste*
- *Cost estimates and funding*
- *Specific training needs, especially for persons affected by new procedures]*

10.0 EMPLOYEE TRAINING PROGRAM

[Describe the training program and social and behavior change communications strategy that will be implemented to ensure safe waste management (e.g., handling, storage, transport, treatment, disposal). Consider training delivery methods, including classroom training, virtual training courses, training manuals, and SBCC campaigns. Training should specifically include best waste management practices and procedures; waste reduction, reuse, and/or recycling strategies; hazard communication; monitoring; recordkeeping; and emergency response.]

11.0 PERFORMANCE MONITORING AND REPORTING

11.1 IMPLEMENTATION PROCEDURES

[Develop and detail procedures for ensuring compliance with the Plan and applicable waste management requirements. Procedures may include document and record reviews, onsite inspections, self-audits, program evaluations, and so on.]

11.2 MONITORING PROCEDURES

[Develop and detail procedures for monitoring the amount of waste generated and evaluating progress towards the performance targets. Procedures may include regularly scheduled reporting of wastes generated, and materials reduced, reused, and/or recycled. Include procedures for the recording of results of inspections and corrective actions taken.]

11.3 REPORTING PROCEDURES

[Develop and document procedures for developing progress reports for management review. Reports should include evaluations of waste management implementation and monitoring procedures, as well as materials reduction, reuse, and/or recycling procedures followed. Include a discussion of any deviations from the procedures included in the Plan.]

12.0 PLAN REVIEW CYCLE

[Develop and detail a process for conducting periodic reviews of the Plan. This process should include steps for making updates as needed for changes in waste streams, materials reduction, reuse, and/or recycling opportunities, and implementation procedures.]