



COMPLIANCE MANAGEMENT SYSTEM DEMONSTRATION

City of Lincoln, NE



MECC 2022



INTRODUCTIONS

- Tina Baker: Facilities Operations Coordinator, Lincoln Solid Waste Management (lincoln.ne.gov/City/Departments/LTU)
 - Regulatory compliance coordinator
 - 20+ years in solid waste operations
- Joe Tell: Principal, KTL (goktl.com)
 - EHS management and compliance consulting services
 - 25 years with industry, government, and university clients

CITY OF LINCOLN SOLID WASTE

- Bluff Road Municipal Solid Waste Landfill
- North 48th Street C&D Landfill
- Residential and business recycling and composting
- Waste reduction goals and innovative technologies
- 30+ employees
- Serving community of ~320,000 residents and businesses
- Major compliance program areas include Title 132 Operating Permit, Title V Air Permit, Industrial Storm Water General Permit, Wastewater Management

lincoln.ne.gov/City/Departments/LTU/Utilities/Solid-Waste-Management



LOOK FAMILIAR?



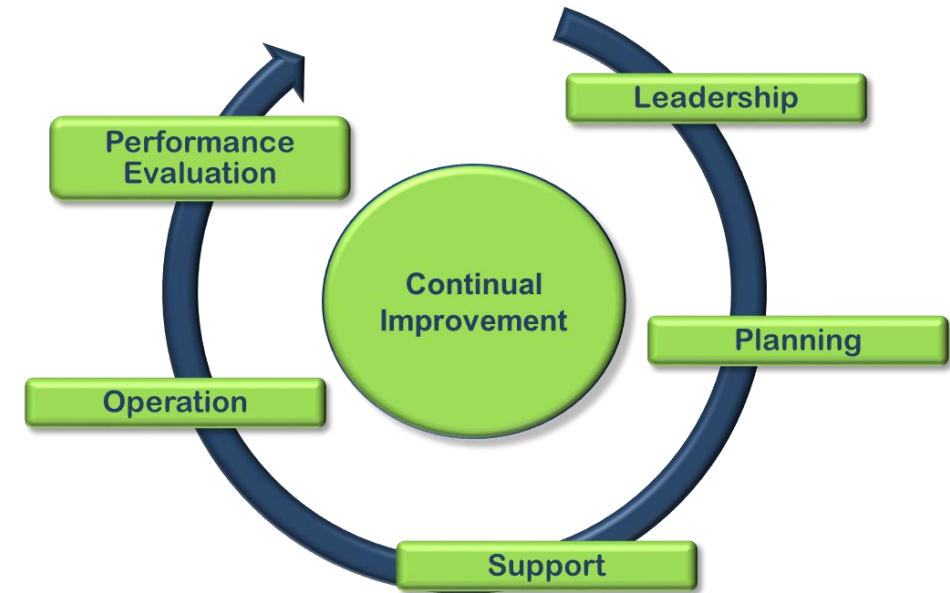
CHALLENGES

- Complicated regulatory requirements
- Limited resources (staff, budget, time)
 - Easy to lose knowledge when people leave
 - Hard to find qualified replacements
- Data management burden:
“death by 1,000 spreadsheets”
- If it’s not documented, it’s not done!
- Expensive and complicated software



APPROACH

- Use a formal management system approach: Plan – Do – Check – Act (PDCA)
- Get management support – this is key!
- Identify and understand requirements
- Define roles and responsibilities
- Leverage cross-functional teams
- Monitor performance
- Leverage appropriate/available IT tools...



MICROSOFT 365[®] TOOLS



- Low-cost, in-house platform supported by most IT departments
- Familiar Microsoft tools
- Webpages, documents, data, dashboards in one platform
- Easy to integrate existing data
- User-customized with web browser

KEY FEATURES

- Simplify data entry with mobile forms
- Easily modify back end – no programming required
- Track requirements and tasks
- Send/receive email notifications
- Upload and manage associated documents, data, and records
- Get real-time, interactive reports with dashboards

EXAMPLES – LIVE DEMONSTRATION

The image displays two examples of SharePoint sites used for compliance management. Both sites are part of the City of Lincoln Transportation and Utilities (LTU) system.

Top Screenshot: LTU SWM - Compliance

- Site Title:** LTU SWM - Compliance
- Navigation:** Home, Management System Approach, Program Areas, Functional Areas.
- Key Requirements:**
 - 4/30/2022 Bluff Road: BR-106: Submit gas monitoring reports to
 - 5/31/2022: NA-48: Reapply annually and pay fee to

Bottom Screenshot: LTULWS-Compliance

- Site Title:** LTULWS-Compliance
- Navigation:** Home, Management System, Functional Areas, Program Areas.
- Compliance Requirements:**
 - 4/21/2022 Wastewater: ASH-0134: Submit DMRs for the period
 - 5/4/2022 Drinking Water: GEN-0378: Monthly Results Report, Report
 - 6/21/2022 Wastewater: ASH-0135: Submit DMRs for the period
 - 6/30/2022 Drinking Water: GEN-0156: Volatile Organic Compounds



BENEFITS

- Simplify management of compliance requirements and task assignments
- Capture institutional knowledge to ensure operational continuity/sustainability
- Easily retrieve records
- Prepare for regulatory inspections
- Improve compliance!



QUESTIONS?





CONTACT US

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