

# Indiana's Comprehensive Local Environmental Action Network (CLEAN) Community Challenge

## Quality of Life Plan (QLP) Checklist

### Quality of Life Plan Requirements

	<p>Establish a <b>mission statement</b> that commits to</p> <ul style="list-style-type: none"> <li>• compliance with requirements and voluntary commitments;</li> <li>• pollution prevention;</li> <li>• continuous environmental improvement;</li> <li>• and sharing environmental decisions and performance information with the community</li> </ul>
	<b>Adopt the mission statement</b> through an Executive Order, Resolution, or Ordinance
	Assign clear roles and responsibilities of stakeholders and key local government personnel to implement, train, monitor, and maintain QLP procedures and goals
	Identify the governmental operations to be included in the QLP
	Identify and prioritize the environmental <b>aspects &amp; impacts</b> associated with the operations and describe the prioritization process
	Record and update relevant legal and regulatory requirements associated with identified aspects and ensure compliance with all applicable environmental laws, regulations, and permit conditions
	Select <b>five (5) environmental goals</b> based on aspects and implement <b>five (5) environmental initiatives</b> to minimize their environmental impact
	Establish objectives and targets for each of the <b>five (5) environmental initiatives</b>
	Develop and implement action plans to achieve each target
	Develop measurement parameters for each action plan task to evaluate target achievements
	Establish a procedure to control QLP documentation
	Ensure employees' environmental awareness and competence
	Incorporate environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services
	Develop and implement a procedure for emergencies and corrective actions
	Document corrective actions when deficiencies are discovered

	Establish procedures for internal and external communication regarding environmental issues within the community
	Develop and implement a procedure to review progress of the QLP and ensure continual improvement
	Develop and implement a procedure to inform the community of important issues related to its environmental performance
	Develop and implement a procedure to provide the public with progress toward achieving objectives and targets
	Develop and implement an internal audit procedure and document audits performed
	Develop and implement a procedure to document improvements and adjustments to the QLP