

SWIP Template & Checklist

This template can be used to draft a Solid Waste Implementation Plan (SWIP). **Solid Waste Management Entities (SWMEs) are not required to use this template but may find it helpful for drafting their SWIP.**

This document is meant to provide a suggested structure for the SWME to use to submit a SWIP that will be consistent with the State’s MMP. This template will assist the SWME in describing how the performance standards will be fulfilled but the **original MMP document and MMP performance standards must be referenced** to ensure that you’ve provided a complete description of how the deliverables required will be met from SWMEs. In addition, you may also reference the SWIP Guidance document that was created to offer suggestions for meeting the MMP performance standards.

Planning: Please describe how you intend to meet the requirements of each MMP performance standard within the SWIP period. You may write a brief description of a program you plan to implement or bullet point specific tasks you plan to execute. Two to three sentences may be sufficient to respond to the MMP performance standards, but provide as much description as you need to ensure clarity of how the performance standard will be met. Note that the space in the tables below will adjust to the amount of text you write.

In the event an attachment is required, please attach and make note of it in the material sections of the template. All documents that are required to be submitted as part of a SWIP inclusive of the performance standards are listed in the checklist on the last page of this document.

SWME Profile

Name of SWME	TOWN OF HARTFORD, VERMONT Certification # WS-280
Year Chartered (if applicable)	
Mission for Materials Management	To provide services to 17 towns, teach them the benefits of recycling & repurposing in the areas of recyclables, C&D, HHW & MSW.
Names of Member Town(s)	Hartford – Other towns are served at the Hartford facility which are covered by SWIP’s prepared by other entities.

General

G1	Disposal and Diversion rates for the SWME’s jurisdiction. Include the calculation of the total disposal and per capita disposal rate for municipal solid waste from the jurisdiction for the SWME.
Data tracking system:	There is a system in place for tracking and reporting diversion rates biannually and disposal rates annually (check box) X Yes No (If No please indicate the deadline date below for when system will be in place)
Plan for Annually tracking data:	Existing computer system tracks all materials brought in and hauled out of the Hartford Transfer Station. Run monthly reports and report Quarterly to ANR using Re-Trac computer program provided by ANR.
Expected Timeframe	JULY 2016 Disposal Rates (Annual). JULY 2017 Diversion Rates (Bi-annual)

G2	Within 6 months of VT ANR approval, post approved SWIP on SWME website.
Plan for Posting:	Post on Town of Hartford website: http://www.hartford-vt.org

G3	Within 3 months of VT ANR approval, submit one newspaper article or op-ed piece introducing SWIP.
Plan for Submittal:	The Solid Waste Dept. staff will write an article for the Hartford Herald newspaper discussing the major components of the SWIP. We will offer citizens a copy of the SWIP upon request.

G4	Within 6 months of VT ANR approval, conduct a survey of constituents on current knowledge; including variable rate pricing, recycling, organics, C&D, HHW/CEG, electronic waste, and universal waste. Survey to be done at beginning and end of SWIP term.
Plan for Surveys:	The Town of Hartford will conduct a survey of approximately 300 constituents using the ANR survey template of facility users for a two week period at the scalehouse within 6 months of SWIP approval. This information will provide current knowledge of variable rate pricing, recycling, organics, C&D, HHW, electronics waste and universal waste. The Town of Hartford will repeat this survey in Year 5 of the SWIP term.

G5	Hold two public meetings during SWIP term, one before the end of the second year, the second in the fifth year.
Planned Meeting Schedule:	Agenda - Selectboard Meetings – 1 st meeting Spring, 2017 and 2 nd meeting Spring, 2020.

G6	Develop and maintain a webpage linked to a homepage for the SWME that lists regional management options for waste material (A through Z).
Date Planned for publishing Webpage:	Town of Hartford Recycling website link http://www.hartford-vt.org

G7	Adopt and implement variable rate pricing for municipal solid waste from residential customers and show plan for bringing haulers and facilities into compliance.
Description of Program and copies of	<i>Please attach copies of any ordinances passed to this template, as well as a brief program description in a PDF or Word document. Indicate the title of the ordinance here.</i> The Town of Hartford will ensure facility compliance with VRP through an

G7	Adopt and implement variable rate pricing for municipal solid waste from residential customers and show plan for bringing haulers and facilities into compliance.
ordinances passed:	<p>annual audit of current or future facility pricing for any new residential facilities located in Town of Hartford.</p> <p>SEE ATTACHED G7</p> <ul style="list-style-type: none"> • Rules & Guidelines – Hartford Community Center for Recycling and Waste Management • Town of Hartford Ordinance– Variable Rate Pricing for Solid Waste

G8	Collect contact information for all commercial solid waste haulers and a list of services they provide within the SWME jurisdiction.
Description of collection process:	<p>We will maintain a Word document and continue to update annually.</p> <p>SEE ATTACHED G8</p> <ul style="list-style-type: none"> • Trash Haulers.
Expected Timeframe:	JULY 2015 – JULY 2020

Recyclables

R1	<p>Work with at least 10% or 2 schools (whichever is greater) to implement a school-wide waste reduction program (covering recyclables, organics, and HHW) each year ensuring that 50% of schools are reached by end of SWIP term). Please describe how you plan to work with the schools each year.</p> <p>*If work performed with schools covers recyclables and organics, only one description is required.</p>
Description of program:	<p>There are 7 public schools and 2 private schools located within the Town of Hartford. Please refer to Attachment O1. The public schools already have a recycling program and each campus has a separate recycle dumpster for Zero Sort recycling. The Solid Waste Dept. staff will work with at least 2 schools per year. Outreach by staff will include making telephone calls, auditing each school’s recycling programs and practices along with maintaining required information on a tracking spreadsheet. Posters and other resources provided by the State will be distributed during the outreach visit(s). The Solid Waste Dept. staff will do a follow-up visit within 3 months of the initial visit.</p>
Expected Timeframe:	JULY 2015 – JULY 2020

R2	<p>Implement an ongoing multi-media public outreach campaign to inform the residents and businesses of the preferred practices to recycle materials including plan for raising awareness of the provisions from the UR law: 7/1/15-landfill ban and public space recycling.</p>
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R2	Implement an ongoing multi-media public outreach campaign to inform the residents and businesses of the preferred practices to recycle materials including plan for raising awareness of the provisions from the UR law: 7/1/15-landfill ban and public space recycling.
Description of campaign:	The Solid Waste Dept. staff will update each new milestone of the Universal Recycling Law by writing an article for the Hartford Herald once a year and will inform the residents and businesses through the Hartford-request@lists.valley , Town of Hartford website link http://www.hartford-vt.org and posters will be placed in public places.
Expected Timeframe:	JULY 2015 – JULY 2020

R3	Conduct outreach to at least 2% or 20 businesses/institutions (whichever is greater) in the region per year to increase their recycling and access to recycling in their public spaces, ensuring that a minimum of 10% of the businesses and institutions have been reached by the end of the SWIP term.
Description of outreach plan:	According to the Hartford Chamber of Commerce there are an estimated 128 businesses operating in the Town of Hartford. Solid Waste Dept. staff will contact 20 of these businesses and institutions/year in order to ensure that by 2020, at least 10% of all the businesses in Town have been contacted for outreach and assistance on waste reduction and to ensure the requirements of the Universal Recycling Law are met.
Expected Timeframe:	JULY 2015 – JULY 2020

R4	Provide technical assistance for waste reduction at public and private events. *If technical assistance covers recyclables and organics, only one description is required.
Description of program:	The Town of Hartford website will include information to highlight resources and provide technical assistance for waste reduction at events. The web site will also list haulers who operate within the Town who can assist event planners of public and private events to maximize waste reduction, recycling, and composting. The Solid Waste staff will consider providing loaner signs for food scraps for events.
Expected Timeframe:	JULY 2015 – JULY 2020

R5	Include outreach & options for textile reuse and recycling.
Description of program:	The Town of Hartford currently provides the opportunity to recycle textiles at the SEVCA “Good Buy Store” on site and also at the SEVCA “Good Buy Store” located on Hartford Ave. They accept clean and usable materials. Also Listen Community Center accepts textile recyclables at their location on Maple Street. This information is advertised in the “Green Guide” newspaper insert, including addresses, phone numbers, and hours of operation which is published annually by the GUVSWMD office.
Expected Timeframe:	JULY 2015 – JULY 2020

Organics

01	Work with at least 10% or 2 schools (whichever is greater) to implement a school-wide waste reduction program (covering recyclables, organics, and HHW) each year ensuring that 50% of schools are reached by end of SWIP term. *Please note if this description is provided above in the recyclables section.
Description of program:	Refer to R1 plus Solid Waste Dept. staff will ensure the school outreach program includes education about diverting food scraps consistent with the July 1, 2020 ban. SEE ATTACHED <ul style="list-style-type: none"> • 7 Schools in Hartford School District and 2 private schools
Expected Timeframe:	JULY 2015 – JULY 2020

02	Implement an ongoing public education and outreach campaign to inform the residents, businesses, and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) of the better ways to manage organic materials. Must include at a minimum the plan for raising awareness about the organics disposal bans (leaf and yard debris and food scraps) and food recovery hierarchy from the UR Law.
Description of campaign:	The Solid Waste Dept. staff will ensure that the outreach information will be posted in public places, Hartford Herald newspaper, and on the Town of Hartford website.
Expected Timeframe:	JULY 2015 – JULY 2020

03	Conduct outreach to at least 2% or 20 food based businesses and institutions (whichever is greater) within their jurisdiction each year, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term.
Description of outreach plan:	We have identified 66 food based businesses and institutions in Hartford. The Solid Waste Dept. staff will make site visits with local businesses to assist in meeting our waste management requirements. Each year the Solid Waste Dept. staff will contact 20 of these institutions by phone or email and do an on-site visit to inform and audit their on-going food waste practices. We will hand out informational material pertaining to Act 148 requirements of the Universal Recycling Law and prioritize working with generators that do not have organics diversion practices or programs in place. Solid Waste staff will conduct a follow-up visit within 90 days after the initial visit.
Expected Timeframe:	JULY 2015 – JULY 2020

04	Provide technical assistance for waste reduction at public and private events. *Please note if this description is provided above in the recyclables section.
Planned Tasks:	The Town of Hartford website will include information to highlight resources and provide technical assistance for waste reduction at events. The web site will also list haulers who operate within the Town who can assist event planners of public and private events to maximize waste reduction, recycling, and composting. The Solid Waste staff will consider providing loaner signs for food scraps.
Expected Timeframe:	JULY 2015 – JULY 2020

05	Contact and collaborate with local food redistribution groups and networks to conduct outreach and education to food service businesses and institutions about the opportunities to donate quality food within the region to feed people.
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05	Contact and collaborate with local food redistribution groups and networks to conduct outreach and education to food service businesses and institutions about the opportunities to donate quality food within the region to feed people.
Planned Tasks:	<p>Existing food pantries that solicit food from institutions in the Town of Hartford are:</p> <ol style="list-style-type: none"> 1) Upper Valley Haven – active food pantry & provide meals 2) Bugbee Senior Center – active food pantry & provide meals 3) Valley Bible – food pantry 4) Listen Community Services – food pantry & provide meals 5) Praise Chapel – food pantry 6) Willing Hands – distributes food to local human service organizations <p>The Town of Hartford will support and expand this network by maintaining on its website a list of food redistribution centers and a general “how-to” guide for residents and businesses to donate food.</p>
Expected Timeframe:	JULY 2015 – JULY 2020

06	Establish or promote year-round collection location for leaf and yard debris within SWME region. List existing location or the plan to establish and timeline for reaching operational capacity.
Planned Tasks:	Program is existing and has been for 20 years
Expected Timeframe:	JULY 2015 – JULY 2020

Construction & Demolition (C&D)

C1	Implement a multi-media outreach campaign to inform the residents and businesses of the preferred practices for the reduction of C&D materials generated and for end-of-life management.
Description of campaign:	The Town website has a link to the State website. We will continue to promote the repurposing of materials verbally to residents and 150 commercial contractors who visit our facility. We encourage them to set material aside and to donate usable materials to Cover Home Repair in White River Junction. We maintain an on-site informational board which consist of repurposing C&D materials along with recycling information. We do handouts to commercial customers with benefits of repurposing.
Expected Timeframe:	JULY 2015 – JULY 2020

C2	Establish a program for clean wood recycling prior to July 1, 2016 to coincide with the UR Law landfill ban.
Description of program:	Whenever possible the Town of Hartford will continue to encourage and promote repurposing all woods to customers and contractors.
Expected Timeframe:	JULY 2015– JULY 2020

C3	Establish at least one collection location for asphalt shingles collection and drywall by end of the SWIP term in each SWME's jurisdiction.
Planned Tasks:	Town of Hartford will continue to promote repurposing clean sheetrock and reusable asphalt shingles to customer and contractors.
Expected Timeframe:	JULY 2015 JULY 2020

HW & CEG

H1	Work with schools and VT ANR's Environmental Assistance Office to provide information and technical assistance on HHW/CEG hazardous waste handling, disposal, waste reduction, recycling and assistance accessing cost effective disposal options. Work with at least 10% or 2 schools (whichever is greater) each year ensuring that 50% of schools are reached by end of SWIP term.
Description of program:	Refer to O1 Attachment. The Solid Waste Dept. staff will provide outreach to 7 public schools and 2 private schools within the Town of Hartford by 2020. Moving forward the Town of Hartford will ensure that we meet the number of schools required by logging these contacts and tracking the status of school HHW programs. The Town will connect schools with the Environmental Assistance Office for resources on hazardous materials safety and handling.
Expected Timeframe:	JULY 2015 – JULY 2020

H2	Implement a multi-media outreach campaign to inform residents, businesses and institutions of environmentally preferable purchasing and of the preferred practices for hazardous materials including pharmaceuticals.
Description of program:	We will continue to maintain the Town of Hartford website, provide a link to state website, will place posters in public places on general hazardous waste information, collection event dates, and proper disposal options. Publicize that

H2	Implement a multi-media outreach campaign to inform residents, businesses and institutions of environmentally preferable purchasing and of the preferred practices for hazardous materials including pharmaceuticals.
	<p>the Town of Hartford Police Dept. has a secure drop-box for unwanted pharmaceutical disposal. We will also have links on our website to the following:</p> <p>Household Hazardous Waste http://www.anr.state.vt.us/dec/wastediv/HHW/HHWProducts.htm</p> <p>Unwanted Pharmaceuticals http://www.anr.state.vt.us/dec/wastediv/HHW/Pharmaceuticals.htm</p>
Expected Timeframe:	JULY 2015 – JULY 2020

H3	Work with 2% or 20 (whichever is greater) of businesses and institutions within jurisdiction per year on proper disposal and waste reduction information, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term.
Description of program:	<p>According to the Hartford Chamber of Commerce there are an estimated 128 businesses operating in the Town of Hartford. Solid Waste Dept. staff will contact 20 of these businesses and institutions/year in order to ensure that by 2020, at least 10% of all the businesses in Town have been contacted for outreach and assistance on waste reduction and to ensure the requirements of the Universal Recycling Law are met. The Town Solid Waste staff will connect businesses and institutions with available resources such as Environmental Assistance Office, Efficiency VT, etc., through our outreach program. Businesses will be provided contact information for the hazardous materials haulers and also be provided the opportunity to deal directly with the Town's HHW/CEG vendor during HHW events.</p>
Expected Timeframe:	JULY 2015 – JULY 2020

<p>H4</p>	<p>Year 1: Establish a minimum of 2 HHW/CEG events per year, or access to a permanent facility. Year 2: Demonstrate that year-round HHW/CEG collection exists for additional MMP-specified materials, provide 2 HHW/ CEG events per year or access to a permanent facility for items not listed. Year 3: Demonstrate that year-round HHW/CEG collection exists for additional MMP-Specified materials, provide 3 HHW/CEG events per year or access to a permanent facility for products not listed. Year 4: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 3 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles. Year 5: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 4 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.</p> <p>Ensure that minimum requirements outlined in MMP under Convenience are met each year.</p>
<p>Description of plan for each year:</p>	<p>The following is our proposed schedule for HHW/CEG events: <u>2015/2016-YEAR 1:</u> Town of Hartford has been holding a minimum of 2 HHW/CEG events per year. They are usually held in Hartford the 1st Saturday in June (Hartford) and the 3rd Saturday in September (at one of the GUV District towns. The HHW/CEG events will be held on June 6, 2015 and September 19, 2015 (4 hour duration). <u>2016/2017-YEAR 2:</u> We will hold a minimum of 2 HHW/CEG collection events which are tentatively scheduled for June 4, 2016 and September 17, 2016. <u>2017/2018-YEAR 3:</u> We will hold a minimum of three HHW/CEG collection events which are tentatively scheduled for June 3, 2017, September 16, 2017 and 1 other date to be determined. <u>2018/2019-YEAR 4:</u> We will hold a minimum of three HHW/CEG collection events which are tentatively scheduled for June 2, 2018, September 15, 2018 and 1 other event to be determined. <u>2019/2020-YEAR 5:</u> We will hold a minimum of four HHW/CEG collection events which are tentatively scheduled for June 1, 2019 and September 2, 2019 with two other events to be determined.</p> <p>The Hartford Transfer station provides collection and recycling of 1 pound and 20 pound propane tanks, used oil and car and truck batteries on a daily basis. The Hartford Transfer Station is a State Collection Site for other Universal Wastes where all Vermont residents are welcome to dispose of the following on a daily basis:</p> <p><u>Vermont E-Cycles:</u> Computers, printers and computer peripherals, televisions and computer monitors, electronic game consoles, videocassette recorders, DVD's, power supply cords and charge electronic devices.</p> <p><u>Vermont Lamp Recycling Program:</u> Allowable lamps include waste CFLs and general purpose mercury-containing lamps including linear fluorescent lamps that are less than or equal to 8 feet in length, U-tube or Circline fluorescent lamps, and high intensity discharge (HID) lamps and mercury thermostats.</p> <p><u>Recycle with Paint Care:</u> Interior & exterior architectural paints: latex, acrylic, water-based, alkyd, oil-based enamel, stains, shellacs, lacquers, varnishes, urethanes rust preventatives, field and lawn paints.</p>

<p>H4</p>	<p>Year 1: Establish a minimum of 2 HHW/CEG events per year, or access to a permanent facility. Year 2: Demonstrate that year-round HHW/CEG collection exists for additional MMP-specified materials, provide 2 HHW/ CEG events per year or access to a permanent facility for items not listed. Year 3: Demonstrate that year-round HHW/CEG collection exists for additional MMP-Specified materials, provide 3 HHW/CEG events per year or access to a permanent facility for products not listed. Year 4: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 3 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles. Year 5: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 4 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.</p> <p>Ensure that minimum requirements outlined in MMP under Convenience are met each year.</p>
	<p>Leaking and unlabeled containers not accepted.</p> <p><u>Call2Recycle:</u> Rechargeable batteries and lithium (ion batteries) along with cell phones.</p> <p>Mercury Thermostats: the town is signing up to participate in the mercury thermostat stewardship program. http://www.anr.state.vt.us/dec/EAD/mercury/dispose/thermostats.htm There are current discussions between the Town of Hartford, GUVSWD and several area Towns to open a permanent household hazardous waste collection facility at the Hartford Recycling Center. If the proposed facility is opened prior to 2017 the Town of Hartford will demonstrate full compliance with the State of Vermont HHW SWIP by providing access to a permanent collection facility. However at this time the Town does commit to hold the 2,3 or 4 events per year as described above.</p>
<p>Expected Timeframe:</p>	<p>JULY 2015 – JULY 2020</p>

Sludge, Septage and Residual Wastes

<p>S1</p>	<p>Implement a public education and outreach campaign to inform residents and businesses of the quality and beneficial uses of Vermont’s biosolids and residual wastes to address public perceptions and to educate residents and businesses to not dispose of household hazardous wastes, pharmaceuticals, and other chemicals in wastewater and septic systems.</p>
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Description of program:	<p>The Town of Hartford Police Dept. has a secure drop-box for unwanted pharmaceutical disposal. We will publicize this information and educate residents & businesses about the benefits of HHW and good recycling practices through State and local websites, Hartford Herald & listserv. Information will be posted at the facility and public places to inform the public of the proper means of disposing of HHW (pharmaceuticals and other chemicals). We will also include the following links on our website:</p> <p>Household Hazardous Waste http://www.anr.state.vt.us/dec/wastediv/HHW/HHWProducts.htm</p> <p>Unwanted Pharmaceuticals http://www.anr.state.vt.us/dec/wastediv/HHW/Pharmaceuticals.htm</p> <p>At least once during the five year period we will include information in the Town's water and sewer bills pertaining to safe disposal of household hazardous waste and pharmaceuticals.</p>
Expected Timeframe:	<p>JULY 2015 – JULY 2020</p>

S2	<p>SWMEs shall work with their respective municipalities, plant operators, and septic service providers to encourage the beneficial use of biosolids and septage.</p>
Description of program:	<p>The White River Junction waste water plant accepts septage from local septic service providers. Sewage bio-solids from both waste water treatment plants are co-mingled & PH adjusted >12 to create a class C bio-solid. The Town of Hartford maintains the State permits to apply bio-solids on local farm fields. The Town will continue to land apply to the extent that it is economically viable.</p>
Expected Timeframe:	<p>JULY 2015 – JULY 2020</p>

Check List

Please make sure all of the following items are included with the SWIP submittal. Further description of each requirement is included in the MMP.

Tasks that will be undertaken to complete each performance measure as outlined in each chapter of the MMP (all components of the template above.)

Timeline for each task, as well as the **deadline** for completing the performance measure.

Disposal rate for the SWME area

Solid Waste Facilities Siting Criteria

Specify Facilities included in the plan.

Specify what existing solid waste facilities are “included in” the plan. Describe how proposed facilities will be reviewed for inclusion in the plan.

Public Participation Plan

Describe the process used to ensure early and sustained public participation in development and implementation of the plan.

Ordinances

- Include copies of local ordinances pertaining to solid waste or materials management.

Conformance with Other Plans

- Demonstrate that the Implementation Plan is in conformance with any regional plan(s) adopted in accordance with 24 V.S.A Chapter 117.

List of solid waste facilities and haulers that exist to take materials identified as banned in the Universal Recycling law as well as additional non-banned but MMP identified materials (ex: textiles)

Contact information for all solid waste haulers and a list of services they provide within their region.

Variable Rate Pricing Program description and plan for implementation and any passed or proposed ordinances related to the program.

Please note that these three check-list items are met by completing a SWIP using the provided template.

Entities choosing not to use the template should include these three items throughout their SWIP.