

# 2019 Solid Waste Implementation Plan Template & Approval Process

## Overview and Approval Process

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This template can be used to write a Solid Waste Implementation Plan (SWIP) to be in conformance with the State's 2019 Materials Management Plan (MMP). **Solid Waste Management Entities (SWMEs) are not required to use this template but may find it helpful for SWIP drafting.**

### Minimum 2019 SWIP Requirements:

1. **SWME Performance Standards.** SWIPs must address how each SWME Performance Standard is/will be completed during the SWIP term. SWIPs that adequately address the SWME Performance Standards are considered to be implementing the priorities of this MMP, as further outlined by 10 V.S.A. § 6604(a)(1). SWME Performance standards include all the requirements from 24 V.S.A. § 2202a.
2. **Solid Waste Facility Siting Criteria.** Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the SWME region. As required by 10 V.S.A. §6605(c), siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.
3. **Specify the Facilities that are Included in the SWIP and Describe How Proposed Facilities will be Reviewed for Inclusion.** Explain the process and standards to be used to determine if newly proposed solid waste facilities would be included in the SWIP. The process may reference siting criteria and existing zoning ordinances, may require a host town agreement, or may defer to requirements in the Vermont Solid Waste Management Rules for some or all types of solid waste facilities. The standard(s) for being included in the SWIP should be clear.
4. **Public Participation in the SWIP Approval Process.** Describe the process to be used to ensure public participation in the development and implementation of the SWIP. The local community should be notified of opportunities to participate in the SWIP development and implementation. In accordance with state statute, SWMEs must hold at least two public meetings on the draft SWIP.
5. **Ordinances.** Include copies of any solid waste related ordinances with the SWIP.
6. **Conformance with Other Plans.** Demonstrate that the SWIP is in conformance with any regional plan adopted in accordance with 24 V.S.A Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission regarding conformance of the SWIP with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
7. **SWIP Reports.** All SWMEs must submit an annual SWIP Report on their Performance Standards and demonstrate completion of all required activities via ReTRAC by July 1<sup>st</sup>. ANR will provide SWIP Reporting Guidance.

### 2019 SWIP Approval Process:

1. SWMEs must submit a draft SWIP to ANR by July 1, 2020 that is in conformance with the 2019 MMP.
2. Solid Waste Program staff will review the SWIP and send a letter outlining any unmet requirements.
3. SWMEs are responsible for submitting revised SWIPs within 30 days to address unmet requirements.
4. If the revised SWIP completely addresses all comments in the letter, ANR will recommend it for pre-approval. If the revised SWIP does not address all the comments, a follow-up review letter will be sent and the SWME will have another 30 days to address all comments in a subsequent revision.
5. Once a draft SWIP is recommended by ANR for pre-approval, the SWME must hold two public hearings in its region on the draft SWIP.
6. Upon completion of two public hearings and provided that no changes were made to the pre-approved SWIP, the SWME Board of Supervisors, Select Board or City Council may adopt the draft SWIP, which can then move toward full approval by ANR.
7. The following must be provided by the SWME as proof that public meetings were held in order to move toward final approval:
  - a. dates of at least two public meetings that were held by the SWME warning the draft SWIP, and
  - b. a summary of the meetings.

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8. If no changes were recommended on the draft SWIP at the public meetings, then it can move forward for final approval from ANR. The ANR, DEC, Waste Management and Prevention Division Director will provide final approval of SWIPs via an ANR approval letter. If the draft SWIP is revised in any way, ANR will need to review the changes before moving it forward for final approval.

## 2019 SWIP Timeline

- SWMEs must submit a draft SWIP that conforms to the 2019 MMP by July 1, 2020.
- All SWIPs must be approved by November 19, 2020.
- During the interim year in 2020 when SWIPs are being written and reviewed, SWMEs must continue to conform to Year 5 of the 2014 MMP with the following exceptions:
  - For Household Hazardous Waste (HHW) collection requirements, SWMEs can choose to meet 2019 MMP requirements or the 2014 MMP's Year 5 HHW requirements.
  - The survey is not required.
  - Drywall collection is not required.
  - Asphalt shingle collection is not required until 7/1/2021.
- 2019 MMP was finalized on November 19, 2019 therefore "SWIP years" for reporting purposes will begin with calendar year 2021 as follows:
  - SWIP Year 1 = Jan. 1 – Dec. 31, 2021
  - SWIP Year 2 = Jan. 1 – Dec. 31, 2022
  - SWIP Year 3 = Jan. 1 – Dec. 31, 2023
  - SWIP Year 4 = Jan. 1 – Dec. 31, 2024
  - SWIP Year 5 = Jan. 1 – Dec. 31, 2025

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## SWIP Template

Please describe how you intend to meet the requirements of each MMP performance standard within the 5-year SWIP period. You may write a brief description of a program you will implement or bullet point specific tasks you will complete. Two to three sentences is often 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.

### SWME Solid Waste Implementation Plan

Name of SWME	Town of Hartford, Vermont Certification #ws-280
Year Chartered (if applicable)	<a href="#">Click here to enter text.</a>
Mission for Sustainable Materials Management	To provide services to 17 Towns, teach them the benefits of recycling and repurposing in the areas of recyclables, HHW, and MSW.
Names of Member Town(s)	Hartford, other Towns are served at the Hartford facility are covered by SWIPS prepared by other entities.
<input type="checkbox"/>	Attach cover page once SWIP has been pre-approved with title and date adopted by SWME.

### General

G1	<p><b>Disposal and Diversion Reporting.</b></p> <ol style="list-style-type: none"> <li><b>DISPOSAL RATE:</b> To track progress with state waste reduction goals, SWMEs must report their disposal rate in SWIP years one and five. SWMEs may use the method in the <i>ANR Data Guidance</i> to calculate their disposal rate or another method approved by ANR. Disposal rate reports must be based on calendar year data and be submitted to ANR via ReTRAC by July 1<sup>st</sup>. <b>DOCUMENTATION (only required in annual SWIP reports):</b> <ol style="list-style-type: none"> <li>First (1<sup>st</sup>) Year SWIP Report: report year 1 annual per person per year disposal rate.</li> <li>Fifth (5<sup>th</sup>) Year SWIP Report: report year 5 annual per person per year disposal rate.</li> </ol> </li> <li><b>DIVERSION RATE:</b> SWMEs are not required to report diversion rates to ANR; however, it is strongly recommended that SWMEs track their diversion efforts to determine the success of their programs and services.</li> </ol>
Plan to submit data:	0.47 pounds The town has a current disposal rate of .47 pounds per person per day and will continue to track its disposal rate via the calculation method provided by ANR(guidance attached). The Town will report a disposal rate for Year 1 and Year 5 of this SWIP

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<b>G2</b>	<p><b>SWIP Posting &amp; Publicity.</b> To ensure community members are aware of and can access the SWIP, each SWME must—within one month of their SWIP approval—<b>post their approved SWIP</b> on their website and <b>submit one press release</b> about their SWIP to local newspapers within two months of SWIP approval.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. First (1<sup>st</sup>) Year SWIP Report: supply website link of SWIP and attach press release along with date released and list of newspapers where it was sent.</li> </ol>
<b>Plan for Posting and Press Release:</b>	<p>The Town uses our website (<a href="http://www.hartford-vt.org">www.hartford-vt.org</a>) and social media as primary means of disseminating information. Within one month of the final SWIP approval, the approved SWIP will be posted on the Town’s website. A press release will also be written and submitted to local newspapers within two months of SWIP approval.</p>

<b>G3</b>	<p><b>A-Z Waste &amp; Recycling Guide.</b> To ensure community members have access to local information on state disposal bans and how to reuse, recycle, donate, compost, and safely dispose of their unwanted materials, each SWME will develop and maintain an A-Z guide on their website that lists regional management options for various materials. This guide must be updated on the SWMEs website within the first SWIP year and remain accurate throughout the SWIP term. The list must contain, at minimum, information on how to manage, recycle, or divert all <a href="#">state disposal</a> banned items in addition to information on where to recycle/reuse the following materials: clothing/textiles, asphalt shingles and drywall, sharps, pharmaceuticals, and food for donation.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide A-Z website link in annual SWIP report.</li> <li>2. A-Z website link must be easily found from the district, alliance or town’s website within 2 clicks or fewer from the homepage.</li> <li>3. Publicize the A-Z Waste &amp; Recycling Guide with at least two forms of outreach annually throughout the SWIP term.</li> </ol>
<b>Plan for Updating Webpage:</b>	<p>The link is here (<a href="https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal">https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal</a>) and is located two clicks from the Town of Hartford website.</p>
<b>Plan for Publicity:</b>	<p>The Town will continue to maintain our website in with current standards. We will continue to use social media as a method for disseminating information and educating our residents. We will also continue to use selectboard meetings to educate as well. We will update the A-Z guide to include all keywords on the minimum required list by the end of SWIP year one (e.g. drywall, clothing, pharmaceuticals, etc.)</p>

<b>G4</b>	<p><b>Variable Rate Pricing.</b> SWMEs must implement a variable rate pricing system that charges for the collection of municipal solid waste from a residential customer for disposal based on the volume or weight of the waste collected.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, explain the method used to ensure haulers and facilities are charging residents for trash based on volume or weight.</li> </ol>
<b>Description of System:</b>	<p>All 7 haulers operating in the Town of Hartford have implemented VRP, which some are unwilling to share with us. These haulers have confirmed this verbally. The Town of Hartford charges by weight or bag size.</p>

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<p><b>G5</b></p>	<p><b>Solid Waste Hauling Services.</b> To ensure community members have access to information on solid waste hauling services in their region or town, SWMEs <b>must annually update the contact information and trash, recycling, and food scrap pickup services offered by all commercial solid waste haulers operating within their region</b> on the SWME website. SWMEs may elect to establish licensing or registration programs to accomplish this requirement.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide website link to hauler contact list and services haulers provide.</li> </ol>
<p><b>Description of Updating Process:</b></p>	<p>A list of haulers may be found here (<a href="https://hartford-vt.org/2203/Recycling-Solid-Waste">https://hartford-vt.org/2203/Recycling-Solid-Waste</a>). The Town is updating our website with more information about food scrap disposal options. We review this list annually and update the website appropriately. A list of licensed haulers in the Town of Hartford is available at the link above.</p>

### Outreach – Recycling, Organics, HHW/CEG, EPR Programs

<p><b>O1</b></p>	<p><b>School Outreach.</b> To ensure all K-12 public and private school children, faculty and staff understand state disposal bans and how to reduce waste, reuse, recycle, compost, donate, and safely manage materials responsibly, <b>SWMEs must annually visit and work with K-12 public and private schools to implement school-wide waste reduction programs — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food and donate what is appropriate, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury-containing bulbs and thermostats.</b> SWMEs must assist schools on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct in-person outreach and education assistance to at least 10% or 2 schools (whichever is greater) within their jurisdiction each year, ensuring that at least 50% of the schools are reached by the end of the SWIP term. SWMEs should prioritize outreach to schools that have not yet been visited. For SWMEs with fewer than 10 schools, assistance should be offered on an annual basis to at least 2 schools per year, with re-visits to schools if all schools in the jurisdiction are reached early in the SWIP term.</p> <p>SWMEs may work with ANR’s Environmental Assistance Office to obtain information and technical assistance on HHW/CEG handling, disposal, waste reduction, recycling, and finding cost effective disposal options.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide a list of schools contacted, dates visited, informational materials provided (such as VT Waste Not Guide), technical assistance or outreach offered, and status of recycling and food scrap diversion programs in annual SWIP report.</li> </ol>
<p><b>Description of Outreach Plan:</b></p>	<p>The Town of Hartford DPW team always works closely with our schools. We are committed to communicate with the schools with in-person outreach every year. We are committed to provide information to the schools regarding the bolded items above. We are also committed to tracking school progress when and whether follow up is needed. We continue to work with their facilities and administrative teams to ensure that the school have all the educational resources and disposal resources they need. This year, due to Covid, in person visits were not made to the schools. Phone outreach was held with Byron Baribeau (who handles the SW management for the Town of Hartford School system) to discuss their needs on June 30<sup>th</sup>, 2020. They are using GrowCompost to</p>

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<p><b>01</b></p>	<p><b>School Outreach.</b> To ensure all K-12 public and private school children, faculty and staff understand state disposal bans and how to reduce waste, reuse, recycle, compost, donate, and safely manage materials responsibly, <b>SWMEs must annually visit and work with K-12 public and private schools to implement school-wide waste reduction programs — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food and donate what is appropriate, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury-containing bulbs and thermostats.</b> SWMEs must assist schools on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct in-person outreach and education assistance to at least 10% or 2 schools (whichever is greater) within their jurisdiction each year, ensuring that at least 50% of the schools are reached by the end of the SWIP term. SWMEs should prioritize outreach to schools that have not yet been visited. For SWMEs with fewer than 10 schools, assistance should be offered on an annual basis to at least 2 schools per year, with re-visits to schools if all schools in the jurisdiction are reached early in the SWIP term.</p> <p>SWMEs may work with ANR’s Environmental Assistance Office to obtain information and technical assistance on HHW/CEG handling, disposal, waste reduction, recycling, and finding cost effective disposal options.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide a list of schools contacted, dates visited, informational materials provided (such as VT Waste Not Guide), technical assistance or outreach offered, and status of recycling and food scrap diversion programs in annual SWIP report.</li> </ol>
	<p>manage their food scraps and have individual containers in each classroom for food scraps, recycling, and trash.</p>

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<p><b>02</b></p>	<p><b>Direct Business Outreach.</b> To ensure businesses and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) understand how to meet State requirements and reduce waste, recycle, compost, donate food/goods, and safely manage materials responsibly, <b>SWMEs must annually conduct business outreach and education either in person or via phone — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury containing bulbs and thermostats.</b> SWMEs must provide business outreach and education on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct business outreach and education to at least 2% or 20 businesses/institutions (whichever is greater) within their jurisdiction each year and reach at least 10% of the businesses and institutions within their region by the end of the SWIP term. For SWMEs with fewer than 20 businesses, all businesses must receive outreach at least twice during the SWIP term.</p> <p>SWMEs should prioritize outreach to businesses that have not yet been contacted or visited or those whose status is not yet known.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide list of businesses/institutions contacted, date contacted, outreach materials provided (such as the VT Waste Not Guide), and the status of recycling and food scrap diversion programs and whether follow up is needed.</li> </ol>
<p><b>Description of Outreach Plan:</b></p>	<p>See attached spreadsheet for documentation.</p> <p>There are approximately 300 businesses in the Town of Hartford, and 5 public schools.</p> <p>This year, nearly 40 businesses were contacted, which was particularly challenging during Covid. We are committed to continuing to contact 2% or 20 businesses annually and 10% of all businesses by the end of the SWIP term. Outreach will be a combination of in person and phone. We are committed to providing outreach on all bolded topics and to track progress (and whether follow up is needed).</p>
<p><b>03</b></p>	<p><b>Waste Reduction at Events.</b> To ensure community members have resources to reduce waste, recycle, and divert food scraps from the trash at events, SWMEs must, <u>at minimum</u>, offer technical assistance which could include signage and coordination with local haulers and facilities accepting food scraps. Though not required, SWMEs are encouraged to host waste-sorting stations at events with SWME staff or volunteers or to loan community members basic supplies such as signage and collection bins.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report.</li> <li>2. In annual SWIP report, list events that have received assistance each year.</li> </ol>
<p><b>Description of Assistance:</b></p>	<p>The Town of Hartford website includes information here (<a href="https://hartford-vt.org/2388/Recycling-At-Events">https://hartford-vt.org/2388/Recycling-At-Events</a>). Most Town of Hartford sponsored annual events perform waste reduction, including summer concert series.</p>

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<b>03</b>	<p><b>Waste Reduction at Events.</b> To ensure community members have resources to reduce waste, recycle, and divert food scraps from the trash at events, SWMEs must, <u>at minimum</u>, offer technical assistance which could include signage and coordination with local haulers and facilities accepting food scraps. Though not required, SWMEs are encouraged to host waste-sorting stations at events with SWME staff or volunteers or to loan community members basic supplies such as signage and collection bins.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report.</li><li>2. In annual SWIP report, list events that have received assistance each year.</li></ol>



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## HHW & CEG Hazardous Waste

<p><b>H1</b></p>	<p><b>HHW Collection Events and Facilities.</b> To ensure community members have convenient access to safely dispose of Household Hazardous Waste (HHW) and Conditionally Exempt Generator Hazardous Waste (CEG), SWMEs must provide a minimum of two (2) HHW/CEG hazardous waste collection events per year or access to a permanent HHW collection facility defined within this MMP as a facility that is open at least one day per week and open at minimum from May through October (ANR may consider approving requests for alternative operating days and seasonal openings and closures of permanent facilities when necessary). SWMEs that provide access to a permanent HHW collection facility in their region, are exempt from the requirement to offer all towns at least one annual collection event within 20 road-miles.</p> <p><b>Minimum Requirements for SWMEs utilizing Collection Events:</b> SWMEs must offer at least one event scheduled in the spring and one in the fall and events must operate for a minimum of 4 hours. SWMEs who only offer collection events or operate HHW facilities with operating hours similar to collection events must <u>annually</u> provide each of its towns with access to at least one collection event (or to a facility) within 20 road-miles; meaning a maximum distance of 20 road-miles from any point in the town. If a SWME provides additional events above the minimum requirement, waivers to the minimum duration for each event may be considered by ANR. To meet this 20 road-mile convenience requirement, certain regions may need to add collection events.</p> <p>SWMEs may share access to events and facilities provided a signed agreement confirming access by the SWME’s community members is obtained; and provided that an event or facility is within 20 road-miles from any point in a town that would be using that event or facility.</p> <p>In the event an EPR Program is established for certain HHW materials, SWMEs would be required to ensure that collection exists for all <u>other HHW materials not covered</u> by the HHW EPR Program and to meet and maintain the above HHW collection and convenience standards.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide dates of events or link to facility hours on SWME website, number of participants and the amount of HHW/CEG hazardous waste collected.</li> </ol>
<p><b>Description of Collection Plan:</b></p>	<p>The Town of Hartford, is committed to holding two annual events (spring and fall) each year of the SWIP term for a minimum of four hours each. We are committed to completing the required HHW reports in ReTRAC.</p>

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<p><b>H2</b></p>	<p><b>Collection of Landfill-Banned and Dangerous Materials.</b> Each SWME shall demonstrate that year-round collection options exist in their region for the following materials: <b>batteries, mercury containing lamps, mercury thermostats, 1- and 20-pound propane tanks, electronics, paint, tires, used oil, and white goods (including discarded refrigerators, washing machines, clothes dryers, ranges, water heaters, dishwasher, freezers).</b> Collection locations can be privately or publicly owned, such as auto parts stores collecting used oil, or hardware stores collecting paint and fluorescent lamps. However, if the only collection location for a required material closes during the SWIP term, then the SWME must provide a collection option for its residents. All collection locations must be open at least one weekday and one weekend day per week. In addition, all outreach promoting the collection of these materials must make clear that the collection of these materials is separate from curbside, or blue-bin, recycling.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s listings with name, location, phone number, and website (if available) of the locations, by material type.</li> </ol>
<p><b>Plan for Updating Collection Locations:</b></p>	<p>The information above may be found at the following website: <a href="https://hartford-vt.org/2203/Recycling-Solid-Waste">https://hartford-vt.org/2203/Recycling-Solid-Waste</a></p> <p>We are committed to annually update our A-Z guide for all items. We are committed to providing outreach that promotes the collection of these materials are separate from blue-bin recycling.</p>

### Food Donation

<p><b>F1</b></p>	<p><b>Food Rescue.</b> To ensure community awareness of food donation centers, SWMEs must, at minimum, list food donation groups on their website (this can be part of the A-Z Guide). SWMEs should contact and collaborate with local food redistribution groups to conduct outreach and education to food businesses and institutions about opportunities to donate quality food within the region to feed people. Related groups include Vermont Foodbank, hunger councils, food shelves, churches, schools, and other nonprofit and community organizations that accept and distribute donated food items.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s food donation listing, with name, location, phone number, and website (if available) of the food donation centers.</li> </ol>
<p><b>Plan for Updating Website:</b></p>	<p>Food disposal options may be found here: <a href="https://hartford-vt.org/2380/Reuse-Opportunities">https://hartford-vt.org/2380/Reuse-Opportunities</a></p> <p>We are committed to updating this list on the website annually.</p>

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## Textiles

<p><b>T1</b></p>	<p><b>Textile Reuse and Recycling.</b> To ensure community members have access to textile reuse and recycling centers where used clothing can be donated, SWMEs must <b>annually ensure that at least one collection location exists within their region.</b> Textile reuse/recycling locations can be either privately or publicly owned. However, if the only collection location closes or ceases collection during the SWIP term, then the SWME is responsible for providing a collection option for its residents or partnering with another group that may coordinate an annual drop and swap event. Collection <b>locations can also be shared amongst SWMEs</b> so long as the facility is within the same county or SWME region. SWMEs must <b>list where to donate and reuse/recycle “clothing/textiles” in their A-Z Guides.</b></p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s textiles reuse and recycling listing with name, location, phone number, and website (if available) of the textile reuse and recycling center.</li> </ol>
<p><b>Plan for Ensuring Collection Exists:</b></p>	<p>Textile reuse information may be found here: <a href="https://hartford-vt.org/2380/Reuse-Opportunities">https://hartford-vt.org/2380/Reuse-Opportunities</a></p> <p>We are committed to updating this list on the website annually.</p>

## Construction & Demolition (C&D)

<p><b>C1</b></p>	<p><b>Leaf, Yard, and Clean Wood Debris Recycling.</b> To ensure community members have options to recycle leaf, yard, and clean wood debris that are banned from landfill disposal, SWMEs must <b>annually ensure that at least one leaf, yard, and clean wood recycling collection location exists within their jurisdiction.</b> This location can be either privately or publicly owned; however, if the only collection location closes or ceases collection during the SWIP term, then the SWME must provide a collection option for its community members. SWMEs <b>must list where to drop off clean wood in their A-Z Guides.</b> Recycling options can include dimensional lumber that is reused, clean wood that is burned to produce heat and/or power for buildings (including wood stoves), clean wood that is chipped to create mulch or compost feedstocks, and other options listed in the state’s <a href="#">Leaf, Yard, and Clean Wood Debris Guide</a>. Collection locations should be co-located with solid waste facilities that collect C&amp;D and trash to make clean wood recycling convenient.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s clean wood recycling listing with name, location, phone number, and website (if available) of the collection location.</li> </ol>
<p><b>Plan for Ensuring Collection Exists:</b></p>	<p>Information about yard debris may be found here: <a href="https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal-">https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal-</a></p> <p>We are committed to updating this list on the website annually.</p>

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<b>C2</b>	<p><b>Asphalt Shingles and Drywall Recycling.</b></p> <p><b>Asphalt Shingles Recycling:</b> To ensure community members have options to recycle asphalt shingles, SWMEs <b>must ensure that at least one recycling collection location exists within their region.</b> Collection locations can be privately or publicly owned. However, if the only recycling collection location closes during the SWIP term, then the SWME must provide a collection option. Collection locations may be shared amongst SWMEs. ANR may suspend this requirement upon finding that insufficient markets exist for these materials.</p> <p><b>Clean Drywall Recycling:</b> To promote the recycling of clean drywall, <b>SWMEs must list where to drop off clean drywall for recycling in their A-Z Guides (even if drywall recycling collection locations are outside of the SWME region).</b> To encourage development of options for drywall recycling collection, SWMEs must contact drywall recycling collectors once during the SWIP term to determine costs for obtaining drywall recycling collection services in their region.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME's A-Z Guide's asphalt shingles and drywall recycling listing with name, location, phone number, and website (if available) of these recycling collection locations.</li> <li>2. Fifth (5<sup>th</sup>) Year SWIP Report: describe contact made to drywall recyclers for costs for recycling option.</li> </ol>
<b>Plan for Ensuring Collection Exists:</b>	Shingles and drywall are being collected.

## Residuals – Biosolids, Wood Ash, Short Paper Fiber

<b>R1</b>	<p><b>Residuals Recycling Meetings.</b> To promote the recycling of residual materials, each SWME must <b>attend and help ANR Residuals Program staff host and coordinate at least one regional public meeting on residuals recycling during the SWIP term.</b> ANR Residuals Program staff will help SWMEs organize the meetings, give a presentation, and identify speakers and invitees. SWMEs must reserve a space to hold the meetings and send invitations to water/wastewater and public works employees, town managers, select board members, septic and biosolids service providers, citizens, industrial waste generators, and others as appropriate. ANR Residuals Program staff will collaborate with SWMEs to develop a meeting agenda that best suits the needs or issues of the region and its towns. Meeting agendas could cover the benefits and challenges of recycling biosolids and other residual materials, like stabilized septage, wood ash, and short paper fibers, as well as education campaigns for the public on residual materials and keeping non-flushables and toxics out of the wastewater stream and septic systems.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Collaborate with Residuals staff to host/coordinate regional public meeting on residuals recycling.</li> <li>2. Report date of meeting and list of attendees in 5<sup>th</sup> year SWIP report.</li> </ol>
<b>Plan for Assisting with Meeting Coordination:</b>	Hannah will coordinate with Residuals team members and update the Town's website. We are committed to reserve a space, develop and invitation list, and help develop an agenda. We are committed to reporting the date of the meeting and a list of attendees in the year 5 SWIP report.

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### Additional SWIP Requirements Outlined in Overview

<b>Solid Waste Facility Siting Criteria</b>	Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the SWME region. Siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.
<b>Description:</b>	The siting criteria for new solid waste facilities in the Town of Hartford, which may be proposed by any public or private entity, will not be less stringent than the criteria in the Vermont SWM Rules.

<b>Specify Facilities Included in SWIP &amp; How Proposed Facilities Will Be Reviewed</b>	<p>Explain the process and standards to be used to determine if newly proposed solid waste facilities would be included in the SWIP. The process may reference siting criteria and existing zoning ordinances, may require a host town agreement, or may defer to requirements in the Vermont Solid Waste Management Rules for some or all types of solid waste facilities. The standard(s) for being included in the SWIP should be clear. Under State law (10 V.S.A. §6605(c)), the Agency shall not issue a certification or recertification for a solid waste facility (except for a sludge or septage land application project) unless it is included in the municipal solid waste implementation plan.</p> <p><i>Note: The plan should also include any known solid waste landfills which have been closed since 1989 so that they can receive post-closure certifications.</i></p>
<b>Facilities and Process:</b>	There are currently two Solid Waste Facilities in the Town of Hartford: The Town of Hartford Solid Waste Facility and Casella.

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<b>Public Participation in the SWIP Approval Process</b>	Describe the process to be used to ensure public participation in the development and implementation of the SWIP. The local community should be notified of opportunities to participate in the SWIP development and implementation. In accordance with state statute, SWMEs must hold at least two public meetings on the draft SWIP.
<b>Description of Process:</b>	Town of Hartford Staff will present the draft SWIP at two selectboard meetings and submit a summary and documentation of the date of the meetings to the DEC.

<b>Ordinances</b>	Include copies of any solid waste related ordinances with the SWIP.
<b>Copies of Ordinances:</b>	See attached.

<b>Conformance with Other Plans</b>	Demonstrate that the SWIP is in conformance with any regional plan adopted in accordance with 24 V.S.A Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission regarding conformance of the solid waste implementation plan with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
<b>Letter or other Documentation:</b>	Click here to enter text.