

Windham Solid Waste Management District
Solid Waste Implementation Plan
(SWIP)



2020

Adopted XX-XX-2020

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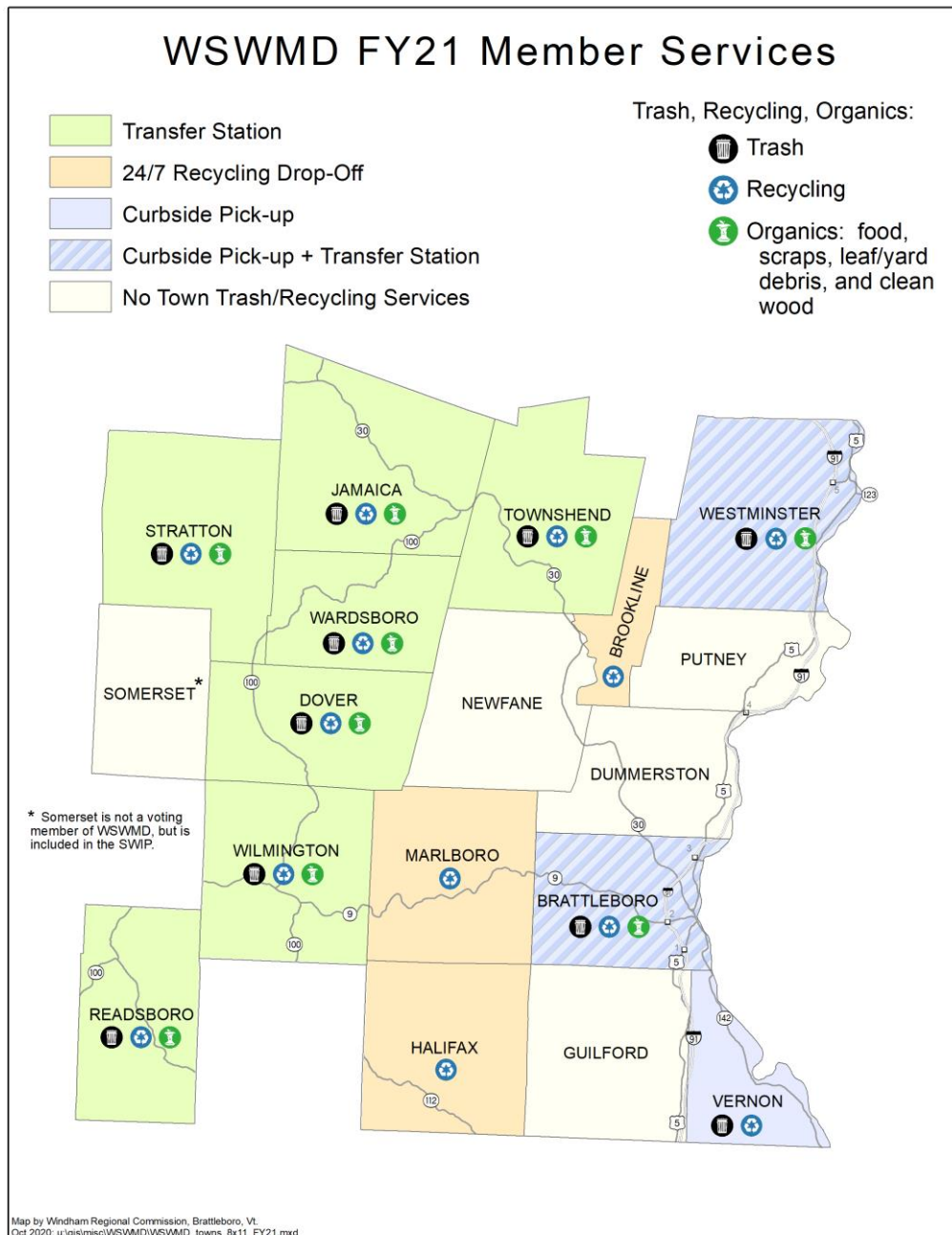
Exhibits

- A. WSWMD Charter and Board Motion
- B. 2015 Variable Rate Pricing ordinance
- C. Letter of Conformance with the Windham Regional Commission Plan

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Table 1		
Towns Included in the Windham Solid Waste Management District		
Brattleboro	Jamaica	Stratton
Brookline	Marlboro	Townshend
Dover	Newfane	Vernon
Dummerston	Putney	Wardsboro
Guilford	Readsboro	Westminster
Halifax	Somerset*	Wilmington

* Somerset is not a voting member of WSWMD, but it is included in this SWIP.



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DRAFT OCTOBER 14, 2020

Name of SWME	Windham Solid Waste Management District
Year Chartered (if applicable)	1988
Mission for Sustainable Materials Management	<p>The Windham Solid Waste Management District (WSWMD, or the District) is a public entity formed by charter through the State of Vermont in 1988. It is comprised of 18 towns that range in population from 216 to 12,046, for a total population of 35,328 in 2010. The District is governed by a Board of Supervisors comprised of a representative and an alternate from each community, appointed annually by their Selectboards. The Charter, signed by the governor, states that WSWMD is responsible for design, implementation and administration of the programs necessary for disposing of the solid waste generated by the residents of member municipalities.</p> <p>The District is created and shall exist for the purpose of providing for integrated solid waste management for both solid and unregulated hazardous waste generated by member municipalities and their residents, but nothing herein shall constitute a limit on acceptance of waste from outside the district, provided such outside acceptance is approved by majority vote of the board of supervisors. The means of management shall follow the priorities set forth in 10 V.S.A. § 6604(a)(1), and may include, but are not limited to reduction and reuse activities and programs, recycling, composting, collection, transportation, unregulated hazardous waste collection and transportation, resource recovery, land disposal, or any combination thereof.</p> <p>WSWMD's mission is to provide solid waste education, recycling management, and disposal services for its member's towns and other entities as the need arises. This means the WSWMD is responsible for providing public education programs on all aspects of solid waste and hazardous waste management to member communities, and collection and diversion services for all wastes banned from Vermont landfills. In 1995, the WSWMD adopted the following goal: "Each item of waste generated within the District (should) be directed to the highest level of the solid waste management hierarchy as is possible."</p>
Names of Member Town(s)	Brattleboro, Brookline, Dover, Dummerston, Guilford, Halifax, Jamaica, Marlboro, Newfane, Putney, Readsboro Somerset, Stratton, Townshend, Vernon, Wardsboro, Westminster, Wilmington.
<input type="checkbox"/>	Attach cover page once SWIP has been pre-approved with title and date adopted by SWME.

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General

<p>G1</p>	<p>Disposal and Diversion Reporting.</p> <ol style="list-style-type: none"> DISPOSAL RATE: 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 1st. DOCUMENTATION (only required in annual SWIP reports): <ol style="list-style-type: none"> First (1st) Year SWIP Report: report year 1 annual per person per year disposal rate. Fifth (5th) Year SWIP Report: report year 5 annual per person per year disposal rate. DIVERSION RATE: 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.
<p>Plan to submit data:</p>	<p>The District’s Programs Manager will be responsible for compiling data and completion of reports.</p> <p>DISPOSAL RATE: The current disposal rate (calendar year 2019) was calculated at 2.92 lbs/per person/day.</p> <p>The District will use the information supplied to Re-TRAC by the eight town-owned transfer stations and three towns with residential trash and recycling collection to extrapolate the total disposal and per capita disposal rate for MSW within the District. The District will also use information obtained from other facilities that accept waste from the District.</p> <p>The WSWMD will use two Re-TRAC modules, “Vermont Material Generation Report” and “Vermont Material Destination Report” to gather District data. The total tons of MSW disposed from our region and the per capita MSW disposal rate from our region will be reported using ANR Guidance material. Disposal rate data will be calculated and reported by calendar year on Year 1 and Year 5 of this SWIP term.</p> <p>DIVERSION RATE: Since WSWMD ceased operation of our MRF three years ago; three towns have continued 24/7 recycling drop-off using our loaned roll-off boxes, which are hauled by private haulers. We are able to calculate diversion rates in the three towns with residential curbside collection. The towns receive their tonnages from their respective haulers, and report through ANR’s Re-TRAC tracking system. The District will use this information to develop diversion rates to track success of diversion efforts.</p> <p>All materials hauled in and out of the District’s transfer station are weighed and tracked through a computer system. We have calculated a 76% overall diversion rate at the transfer station.</p>
<p>G2</p>	<p>SWIP Posting & Publicity. To ensure community members are aware of and can access the SWIP, each SWME must—within one month of their SWIP approval—post their approved SWIP on their website and submit one press release about their SWIP to local newspapers within two months of SWIP approval.</p> <p>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> First (1st) Year SWIP Report: supply website link of SWIP and attach press release along with date released and list of newspapers where it was sent.
<p>Plan for Posting and Press Release:</p>	<p>Within one month of ANR & WSWMD Board of Supervisors SWIP approval, the SWIP will be posted on the District website and Facebook page. Within two months of SWIP approval, a press release about the SWIP, the adoption process, and how to comment on the document, will be sent to the</p>

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G2	<p>SWIP Posting & Publicity. To ensure community members are aware of and can access the SWIP, each SWME must—within one month of their SWIP approval—post their approved SWIP on their website and submit one press release about their SWIP to local newspapers within two months of SWIP approval.</p> <p>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. First (1st) Year SWIP Report: supply website link of SWIP and attach press release along with date released and list of newspapers where it was sent.
	<p>Brattleboro Reformer, Deerfield Valley News, and the Commons. The District’s First (1st) Year SWIP Report will provide a website link to the SWIP, copies of press releases, as well as published articles.</p>

G3	<p>A-Z Waste & Recycling Guide. 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 state disposal 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. Provide A-Z website link in annual SWIP report. 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. 3. Publicize the A-Z Waste & Recycling Guide with at least two forms of outreach annually throughout the SWIP term.
Plan for Updating Webpage:	<p>The District’s A-Z Guide is available on every page of our website, with primary access through the home page: https://windhamsolidwaste.org/</p> <p>WSWMD implemented an A-Z Waste & Recycling Guide on its website upon adoption of its first SWIP. The District designed a new website in spring 2020 which features a link to the A-Z Guide on every webpage. The A-Z listing includes how to manage, recycle, or divert all state disposal banned items in addition to information on where to recycle or reuse: clothing/textiles, asphalt shingles and drywall, sharps, pharmaceuticals, and food for donation. We regularly populate it with new listings as we get “what do I do with...” inquiries, discover new items worth listing, or to update reduction, reuse, recycling, or proper disposal information. Listings contain local, regional, and national management options. Staff has worked with the Town of Brattleboro to merge their “What do I do with...” listings with the District’s; and, is working with the website designer to format the Guide for posting or hyperlinking on Member Town websites.</p> <p>By the end of SWIP Year 1, all keywords from the ANR’s “2020 A-Z Requirements” will be added to the District’s online guide.</p>
Plan for Publicity:	<p>District staff promotes the A-Z Guide on flyers and other outreach materials. The A-Z Guide is posted periodically on our Facebook page. We will continue to promote the listing in this manner.</p>

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<p>G4</p>	<p>Variable Rate Pricing. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. In annual SWIP report, explain the method used to ensure haulers and facilities are charging residents for trash based on volume or weight.
<p>Description of System:</p>	<p>In 2015, WSWMD adopted a civil ordinance “Variable Rate Pricing for Residential Solid Waste Collection” on behalf of member towns. All waste brought into the WSWMD Transfer Station is assessed a per bag fee or waste is weighed and charged accordingly. All District member towns which collect waste, have adopted and implemented a PAYT system using special bags, stickers, or punch cards. District staff initially worked with the towns to develop their PAYT system and continues to ensure through our Board of Supervisor representatives and direct town contact that it remains enforced. Additionally, District staff work with member towns to provide ongoing education about PAYT, as well as to revise the bag fees adopted by towns as needed. Those towns which do not have town waste services can direct residents to use the District Transfer Station, other private transfer stations, or contract with a private hauler for curbside waste collection. All haulers collecting trash and recyclables must register with the District, at no charge, describe their PAYT system, and display a current District hauler sticker on all of their collection vehicles.</p>

<p>G5</p>	<p>Solid Waste Hauling Services. To ensure community members have access to information on solid waste hauling services in their region or town, SWMEs 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 on the SWME website. SWMEs may elect to establish licensing or registration programs to accomplish this requirement.</p> <p>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. In annual SWIP report, provide website link to hauler contact list and services haulers provide.
<p>Description of Updating Process:</p>	<p>The District requires all haulers and caretakers providing solid waste hauling services to register with the District, and display their permit decal on all vehicles. The District is in the process of updating its list of all commercial waste haulers registered to provide services in the District; the list will be updated annually and posted on the WSWMD website. It will also be promoted through social media, and distributed to Town Clerks and District Board of Supervisors. A link will be provided in our annual SWIP reports.</p>

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

<p>O1</p>	<p>School Outreach. 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, 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. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Description of Outreach Plan:</p>	<p>There are 35 schools within the District. The District provides technical assistance to a minimum of four schools each year, reaching at least 20 of the schools with in-person assistance by the end of the SWIP term. Outreach includes working with administration, maintenance and kitchen staff, teachers, and students. District staff maintains a spreadsheet of school compliance with Act 148, promotional materials provided to schools, and technical assistance for program enhancement. The District commits to following-up with all assisted schools as needed.</p> <p>Assistance and resources (including ANR School Waste Reduction Guide) are provided to promote school-wide engagement, including assistance in organizing activities (e.g., Trash on the Lawn Day, field trip to the WSWMD composting facility, transfer station, composting demonstrations, school presentations, and more). School resources are posted on the District’s website as well.</p> <p>Outreach will cover, 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.</p> <p>As needed to assist schools in remote learning options and activities, District staff have gathered numerous resources and will promote District availability to provide remote learning opportunities. District staff will work with school districts, local food recovery agencies and other partners to develop webinars on the food recovery hierarchy and composting.</p> <p>The District donates up to 2 cubic yards of its Brattlegrow Compost to schools for gardens and provides information on the relationship between food scrap composting and building healthy soils for growing food.</p>

<p>02</p>	<p>Direct Business Outreach. 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, 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. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Description of Outreach Plan:</p>	<p>There are approximately 2,098 businesses in the District. On an annual basis, the District contacts a minimum of 42 businesses/institutions via phone or onsite visit. The District will reach at least 10% (210) of the businesses in the region by the end of this SWIP term.</p> <p><u>Outreach includes:</u></p> <ul style="list-style-type: none"> • Conducting a <i>Universal Recycling & Composting Business Assistance Survey</i> via phone or onsite to assess current waste diversion/proper disposal efforts. • Survey follow-up with additional information or hands-on technical assistance. Technical assistance will include how to implement new programs or improve the current ones, as necessary to meet or exceed State requirements—including disposal bans—and reduce waste, recycle, compost, donate food/goods, and responsibly manage materials. Assistance will include how to safely manage hazardous waste, and information on collection options that are available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury-containing bulbs and thermostats. • Onsite technical assistance consists of a walk-through of the business/institution, providing the entity with recommendations, signage, and employee training, as needed. Survey results, outreach/training materials disseminated, and a description of technical assistance provided are tracked and recorded. • Informing local haulers of the availability of the District’s free technical assistance available to their business/institution customers. • The District and the Composting Association of Vermont received funding for a 2020-21 model pilot mixed-use building (commercial, institutional, and residential shared occupancy) food scrap diversion project in Brattleboro. The goal is to assist project participants to undertake the challenges of providing the capacity, tools, and assistance needed to effectively implement food scrap diversion in multi-use buildings, including: 1) Meeting the needs of facilities serviced by

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<p>02</p>	<p>Direct Business Outreach. 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, 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. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
	<p>different haulers providing a mix of services (e.g., carts vs. dumpsters); 2) Working with haulers to best meet the needs of their customers; 3) Space and storage constraints (inside and outside); 4) Accommodating collection containers and service needs in alleyways, parking lots, and public access areas; 5) Compliance with local health and zoning ordinances; and, 6) Providing uniform, easy-to-understand assistance and training.</p> <ul style="list-style-type: none"> • Working with multi-family properties and property managers to comply with recycling and food scrap diversion and address specific challenges faced by these properties.
<p>03</p>	<p>Waste Reduction at Events. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report. 2. In annual SWIP report, list events that have received assistance each year.
<p>Description of Assistance:</p>	<p>The District’s website contains an “Event Recycling” drop-down menu item to inform event organizers about the District’s 20 “Event Recycling Stations” that are available for use at fairs, festivals, weddings, family reunions, etc. The “Event Recycling” webpage includes event waste reduction information, signage, and posters. The website address is: https://windhamsolidwaste.org/event-recycling/</p> <p>Each Event Recycling Station consists of recycling, food scrap/paper (for composting), and trash bins; organizers are also provided up to fifteen collection bags/liners per station (depending on the size of the event). The District provides bin signage with photographs of acceptable recyclables,</p>

<p>03</p>	<p>Waste Reduction at Events. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report. 2. In annual SWIP report, list events that have received assistance each year.
	<p>food scraps/soiled paper, and trash. The District has allocated funding to replace some damaged/lost bins and to also add additional Stations in the next two years.</p> <p>To use the Stations, all organizers must review and sign a <i>Windham Solid Waste Management District Event Zero Waste Station Lending Policy</i>. The policy, posted on the District website, describes requirements for recycling and food scrap diversion, offers tips on the best ways to set-up and monitor the Stations, where to take collected recyclables, food scraps, and trash, tips for monitoring the stations, and District technical assistance available to organizers.</p> <p>For larger festivals, the District coordinates with the contracted hauler to provide recycling and food scrap collection carts to better meet the needs of the event. District staff works with organizers and the hauler to provide onsite collection dumpsters (trash, recycling, food scraps). The District also provides a dumpster for cardboard and food scraps, depending on the size and needs of the event.</p> <p>Technical assistance includes: 1) Onsite meetings and coordination with event organizers and the contracted hauler; 2) Recommendations for implementation are developed and discussed with organizers and a plan confirmed; 3) Providing organizers with a list of organizer tips for zero waste events, volunteer needs, promotional/participant outreach, etc.; 4) Providing promotional outreach and signage samples; 5) Providing training to volunteer Station monitors; 6) Working with organizers and event volunteers to implement/expand recycling and food scrap/soiled paper collection 7) Providing training to food vendors to divert their cardboard, recyclables, and food scraps during the event and conducting a food vendor survey to determine the types of serviceware used by vendors (recyclable, compostable, trash).</p> <p>A spreadsheet is used to track the Station sign-outs and technical assistance provided. District staff regularly updates its list of local festivals, caterers, and wedding planners, to contact for event recycling outreach.</p>

HHW & CEG Hazardous Waste

<p>H1</p>	<p>HHW Collection Events and Facilities. 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>Minimum Requirements for SWMEs utilizing Collection Events: 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Description of Collection Plan:</p>	<p>The District previously held four HHW collection events annually, spreading them throughout the District. The District received funding from Vermont ANR to develop a semi-permanent, seasonal HHW Facility (“HHW Depot”) to be located at the District operations at 327 Old Ferry Road in Brattleboro. It is anticipated that the HHW Depot will be open the summer of 2020. The proposed facility would meet all Vermont Solid Waste Facility certification requirements and meet the definition of a semi-permanent HHW collection facility as defined within Vermont’s Materials Management Plan. All required HHW collection reporting will be completed in Re-TRAC.</p> <p>The facility will be open seasonally from May 1 – October 31 to all District member town residents, schools, and Conditionally Exempt Generator Hazardous Waste (CEGs). During that time, the facility will be open at least one day each week. All residents using the facility will be charged a user fee; schools and CEGs will be charged pertinent disposal fees and invoiced by the District accordingly. No appointment will be required for residents to use the facility during open hours; Schools and CEGs will be required to register in advance and schedule an appointment.</p> <p>A press release and promotional flyers will be distributed prior to the opening. The District’s HHW webpage will be modified to promote the new HHW Depot, acceptable materials, charges, etc., as well as a registration form for schools and CEGs to complete. Social media outreach and newspaper ads will also promote the new facility.</p> <p>The District has ongoing promotion of EPR program diversion options, including flyers distributed at the District office and outreach events, on its website, through newspaper/radio ads, and via social media.</p>

<p>H2</p>	<p>Collection of Landfill-Banned and Dangerous Materials. Each SWME shall demonstrate that year-round collection options exist in their region for the following materials: 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). 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Plan for Updating Collection Locations:</p>	<p>The District’s Transfer Station accepts a variety of waste materials on a daily basis, including: municipal solid waste, construction & demolition debris, commingled and source separated recyclable materials, scrap metal and appliances, tires, fluorescent tubes, ballasts, lead-acid and household batteries, waste oil and oil filters, oil-based paint, sharps, reusable materials, textiles, food waste and yard waste. Collected used oil is used for onsite heating of the (MRF) building. The District’s Transfer Station serves all residents through its acceptance of Vermont Extended Producer covered items, waste oil, books, and other materials not generally accepted in the towns.</p> <p>The District website promotes the EPR materials diversion options in the District, along with listings of other privately owned locations accepting some or all of these materials. These listings will be updated regularly and updates promoted on the website homepage and social media.</p> <p>The landfill-banned and dangerous materials will be listed in the A-Z guide on the website and updated at least annually. Communications will include guidance making it clear that collection of these materials is separate from blue-bin recycling.</p>

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Food Donation

<p>F1</p>	<p>Food Rescue. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Plan for Updating Website:</p>	<p>The District will generate and maintain a list, with contact information, of organizations within the District that collect food and distribute it to residents in need. The food donation listing will be included in the online A-Z guide. This will be completed before the end of Year 1 in this SWIP term, and updated at least annually.</p> <p>District staff collaborates with food donation organizations, including Food Connects and Farm-to-Plate to promote their services and the importance of food recovery. The District is also working with the Composting Association of Vermont and their Farm-to-Plate work to inform farmers of opportunities to donate excess produce to food pantries and meal sites. The growing emergence and involvement of the District and CAV to promote the relationship between composting, soil health, and community gardening will also allow more outreach on the food cycle and promotion of gleaned events to harvest excess fruits and vegetables for food rescue.</p>

Textiles

<p>T1</p>	<p>Textile Reuse and Recycling. To ensure community members have access to textile reuse and recycling centers where used clothing can be donated, SWMEs must annually ensure that at least one collection location exists within their region. 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 locations can also be shared amongst SWMEs so long as the facility is within the same county or SWME region. SWMEs must list where to donate and reuse/recycle “clothing/textiles” in their A-Z Guides.</p> <p>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Plan for Ensuring Collection Exists:</p>	<p>In its A-Z Guide, the District includes a list of donation and reuse/recycling opportunities for clothing, textiles, and other items. The list is by town with addresses, phone numbers and links to the appropriate websites, if available. The listings will be updated annually to verify that locations are still current and to make any changes if needed.</p> <p>The District Transfer Station provides Salvation Army Donation boxes, collection of books, and a Swap Shop. District staff is also working with local partners to start a Repair Cafe.</p>

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Construction & Demolition (C&D)

<p>C1</p>	<p>Leaf, Yard, and Clean Wood Debris Recycling. To ensure community members have options to recycle leaf, yard, and clean wood debris that are banned from landfill disposal, SWMEs must annually ensure that at least one leaf, yard, and clean wood recycling collection location exists within their jurisdiction. 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 must list where to drop off clean wood in their A-Z Guides. 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 Leaf, Yard, and Clean Wood Debris Guide. Collection locations should be co-located with solid waste facilities that collect C&D and trash to make clean wood recycling convenient.</p> <p>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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.
<p>Plan for Ensuring Collection Exists:</p>	<p>The District Transfer Station provides a drop-off container for clean wood and brush which is hauled to a private company that grinds the wood for use as mulch. Our operation is listed on the District website. Other clean wood recycling options available will be researched and also listed on the website and updated annually to verify that locations are still current and to make any changes if needed. The District is working with local entities to promote the use of erosion control products made from mulch and compost for use in filter socks and filter berms.</p>

<p>C2</p>	<p>Asphalt Shingles and Drywall Recycling.</p> <p>Asphalt Shingles Recycling: To ensure community members have options to recycle asphalt shingles, SWMEs must ensure that at least one recycling collection location exists within their region. 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>Clean Drywall Recycling: To promote the recycling of clean drywall, 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). 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 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. 2. Fifth (5th) Year SWIP Report: describe contact made to drywall recyclers for costs for recycling option.
<p>Plan for Ensuring Collection Exists:</p>	<p>Asphalt Shingles: This District is in communication with ARS Systems about the options and costs for asphalt shingle collection at its Transfer Station. Fees to be charged, dumpster purchase or rental, costs for ramp, and other issues are being examined to cost-effectively offer the collection.</p> <p>Clean Drywall Recycling: The District will contact drywall collectors once during SWIP term to obtain costs and services, and post a list on its website A-Z Guide. Tips for drywall waste reduction and reuse will also be posted. Link will be posted on social media.</p>

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Residuals – Biosolids, Wood Ash, Short Paper Fiber

<p>R1</p>	<p>Residuals Recycling Meetings. To promote the recycling of residual materials, each SWME must attend and help ANR Residuals Program staff host and coordinate at least one regional public meeting on residuals recycling during the SWIP term. 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>DOCUMENTATION (only required in annual SWIP reports):</p> <ol style="list-style-type: none"> 1. Collaborate with Residuals staff to host/coordinate regional public meeting on residuals recycling. 2. Report date of meeting and list of attendees in 5th year SWIP report.
<p>Plan for Assisting with Meeting Coordination:</p>	<p>District staff will attend and help ANR Residuals Program staff host and coordinate at least one regional public meeting on residuals recycling during the SWIP term. The District will reserve a space, develop an invitation list, help develop an agenda, and report on the meeting in the Year 5 SWIP report.</p> <p>The District has assisted towns with finding outlets for use of biosolids compost, as well as paper mills generating paper sludge. The District’s composting facility is permitted to compost paper sludge from several mills.</p>

Additional SWIP Requirements Outlined in Overview

<p>Solid Waste Facility Siting Criteria</p>	<p>Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the SWME region. <u>As required by 10 V.S.A. §6605(c)</u>, siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.</p>
<p>Description:</p>	<p>The state certification process requires that a solid waste facility (with the exception of exempt facilities, categorical certifications, and sludge or septage land application sites) be included in the local or regional SWIP in order to issue certification. Therefore, public or private entities desiring to operate a solid waste facility in the WSWMD shall initiate the review process with the District before or concurrently with application for certification with the Agency of Natural Resources (ANR).</p> <p>Wastewater Treatment Facilities (WWTF). All biosolids and septage treatment and storage facilities included in the SWIP, with the exception of composting and other Class A treatment facilities that qualify for distribution to the public. Such composting and other Class A treatment facilities must be included in WSWMD’s Plan by using the process specified in this section.</p> <p>Review Applicants for proposed facilities shall submit a letter to the District requesting inclusion in the District’s SWIP along with a completed Vermont ANR solid waste management facility certification application for review. During a publicly warned, regularly scheduled meeting, at which the</p>

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	<p>applicant may make a presentation or be available to answer questions, the District Board of Supervisors will assess if the proposed facility:</p> <ol style="list-style-type: none"> 1. Operates or will operate in a manner which helps to achieve the goals of this Plan. 2. Has relevant permits and certifications in place or is actively pursuing them in good faith. <p>Public Participation The proposed facility will be discussed at a publicly warned meeting of the Board of Supervisors, where the public and affected parties are encouraged to attend and participate.</p> <p>Approval After conditions for positive review have been met, and a public review and discussion of the proposed facility has taken place, the District Board of Supervisors will vote on inclusion of the facility in the SWIP. The District will submit to ANR a statement that the process followed was in conformance with the approved SWIP.</p>
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<p>Specify Facilities Included in SWIP & How Proposed Facilities Will Be Reviewed</p>	<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.</p>
<p>Facilities and Process:</p>	<p>The District is in the process of completing its permit application per the Vermont Hazardous Materials Regulation for a semi-permanent Household Hazardous Waste Collection Depot. The District will also amend its current Vermont certification for its transfer station Solid Waste Permit and update its permanent EPA Identification Number, for its semi-permanent HHW Depot. Once approved by ANR and all permits obtained, the HHW Depot will be discussed at a publicly warned meeting of the Board of Supervisors, where the public and affected parties are encouraged to attend and participate. The District will amend its SWIP accordingly once all permits are obtained and the District’s approval processed completed.</p> <p>In 2023, the District will update its Transfer Station Solid Waste Permit in accordance with ANR requirements. The District is evaluating the cost of amending its “small food waste composting” facility permit to a “medium food waste composting” facility. It has prepared a capital plan to build a larger facility over a period of years.</p>

<p>Public Participation in the SWIP Approval Process</p>	<p>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.</p>
<p>Description of Process:</p>	<p><i>The public has been and will continue to be invited to participate in the development of the SWIP in the following ways:</i></p> <ul style="list-style-type: none"> • Public comment is invited and will be accepted at the WSWMD offices during regular business hours throughout the duration of the planning process. • Public comment was solicited at a public hearing on June 29 at 1 pm (via Zoom conference call) and another will be scheduled after the SWIP is approved by ANR. The District will submit a summary and documentation of the date of the public meetings to ANR as part of final approval process of this SWIP.

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	<ul style="list-style-type: none"> • A copy of the draft has been distributed to the Town Selectboards' and appointed Supervisors of each member town. These recipients are the elected representatives of the public, have the duty to look out for public interest, and have the most access to the public as well as waste management policy. • A copy of the SWIP draft is posted on the website and also available at the WSWMD office. <p>Public input will be encouraged SWIP implementation over the next five years, through:</p> <ul style="list-style-type: none"> • Continued presence on District website. • Flyers distributed to Member Town Selectboards, Clerks, and Planning Commissions. • Additional public meetings designed to meet town/geographic specifics will be provided, per request by member towns.
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Ordinances	Include copies of any solid waste related ordinances with the SWIP.
Copies of Ordinances:	Variable Rate Pricing for Residential Solid Waste Collection (2015): see Exhibit B

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 solid waste implementation plan with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
Letter or other Documentation:	The draft SWIP has been reviewed by the Windham Regional Commission Plan. Letter of conformance: see Exhibit C.