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**  | Click here to enter text. |
| **Year Chartered (if applicable)**  | Click here to enter text. |
| **Mission for Materials Management**  | Click here to enter text. |
| **Names of Member Town(s)**  | Click here to enter text. |

# 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)[ ]  **Yes**  [ ]  **No** (If No please indicate the deadline date below for when system will be in place). |
| **Plan for Annually tracking data:**  | Click here to enter text. |
| **Expected Timeframe** | Click here to enter text. |

| **G2** | Within 6 months of VT ANR approval, post approved SWIP on SWME website.  |
| --- | --- |
| **Plan for Posting:**  | Click here to enter text. |

| **G3** | Within 3 months of VT ANR approval, submit one newspaper article or op-ed piece introducing SWIP.  |
| --- | --- |
| **Plan for Submittal:**  | Click here to enter text. |

| **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:**  | Click here to enter text. |

| **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:**  | Click here to enter text. |

| **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:**  | Click here to enter text. |

| **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 ordinances passed:** | *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.* |

| **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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

# Recyclables

| **R1** | 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.\*If work performed with schools covers recyclables and organics, only one description is required.  |
| --- | --- |
| **Description of program:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:**  | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **R5** | Include outreach & options for textile reuse and recycling. |
| --- | --- |
| **Description of program:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

# Organics

| **O1** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **O2** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **O3** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **O4** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **O5** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **O6** | 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

# 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **C2** | Establish a program for clean wood recycling prior to July 1, 2016 to coincide with the UR Law landfill ban.  |
| --- | --- |
| **Description of program:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:** | Click here to enter text. |
| **Expected Timeframe:**  | Click here to enter text. |

# HHW & 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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **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:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

| **H4** | **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.Ensure that minimum requirements outlined in MMP under Convenience are met each year. |
| --- | --- |
| **Description of plan for each year**:  | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

# Sludge, Septage and Residual Wastes

|  |  |
| --- | --- |
| **S1** | 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. |
| **Description of program:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

|  |  |
| --- | --- |
| **S2** | SWMEs shall work with their respective municipalities, plant operators, and septic service providers to encourage the beneficial use of biosolids and septage. |
| **Description of program:** | Click here to enter text. |
| **Expected Timeframe:** | Click here to enter text. |

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.

*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.*

[ ]  **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.