Overview and Approval Process

Refer to these instructions to ensure the Solid Waste Implementation Plan (SWIP) is in conformance with Vermont’s 2024 Materials Management Plan (MMP).

**Using the SWIP Template:**

1. Add SWME name wherever SWME Name is highlighted in yellow and remove highlighting.
2. When instructed to “sign and date to commit to requirement,” please type the name of whoever represents the SWME (i.e. District Manager, Town Clerk, etc.). This name should match the signature on the cover page.
3. Where prompted, please list the requested information or describe how the SWME intends to meet the requirements of each MMP strategy within the 5-year SWIP period. You may write a brief description of a program you will implement, or bullet specific tasks you will complete. Two to three sentences are generally sufficient to respond to the MMP strategies and actions but provide as much description as you need to be clear how the strategy will be met. Note that the space in the tables will adjust to the amount of text written.
4. Once SWIP has been pre-approved, update cover page with:
	1. Adoption date
	2. Name, title, and signature of whoever represents the SWME (i.e. District Manager, Town Clerk, etc.). This name should match the typed signatures on certain required Actions.

**Minimum 2024 SWIP Requirements:**

1. **SWME Strategies and Actions.** SWIPs must address how each SWME Strategy and Action is/will be completed during the SWIP term. SWIPs that adequately address the SWME Strategies and Actions are implementing the priorities of this MMP, as further outlined by 10 V.S.A. § 6604(a)(1). SWME Strategies and Actions 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 April 1st. ANR will provide SWIP Reporting Guidance.

**2024 SWIP Approval Process:**

1. SWMEs must submit a draft SWIP to ANR by July 1, 2025, that is in conformance with the 2024 MMP and follows the SWIP template.
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:
	1. dates of at least two public meetings that were held by the SWME warning the draft SWIP, and
	2. a summary of the meetings.
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.

**2025 SWIP Timeline**

* SWMEs must submit a draft SWIP that conforms to the 2024 MMP by July 1, 2025.
* 2024 MMP was adopted on November 30, 2024.
* All SWIPs must be approved by November 30, 2025, therefore “SWIP years” for reporting purposes will begin with calendar year 2026 as follows:
* SWIP Year 1 = Jan. 1 – Dec. 31, 2026
	+ SWIP report due Apri1 1, 2027
* SWIP Year 2 = Jan. 1 – Dec. 31, 2027
	+ SWIP report due Apri1 1, 2028
* SWIP Year 3 = Jan. 1 – Dec. 31, 2028
	+ SWIP report due Apri1 1, 2029
* SWIP Year 4 = Jan. 1 – Dec. 31, 2029
	+ SWIP report due Apri1 1, 2030
* SWIP Year 5 = Jan. 1 – Dec. 31, 2030
	+ SWIP report due Apri1 1, 2031

This timeline provides an overview of Annual Actions and Strategies for SWIP Years 1-5. Please refer to MMP for full details of requirements.

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| **SWME Strategies and Actions**  |   |
| **Annual Actions and Strategies (SWIP Years 1-5)** |
| S2.3 Digital Outreach | Conduct two forms of digital outreach per year on each of the following topics: a.) A-Z Guide and disposal bans, b.) waste reduction and diversion, c.) household hazardous waste reduction and proper disposal, and d.) extended producer responsibility programs.  |
| S2.5 Municipal and Facility Connections | Contact each town office and public library (as applicable).  |
| S2.6 School Outreach | Conduct in-person outreach and assistance to K-12 public and private school administrators and/or facilities and food service staff at a minimum of 10% or 2 schools (whichever is greater).  |
| S2.7 Business Outreach | Conduct outreach either in-person or via phone to at least 2% or 15 businesses/institutions (whichever is greater).  |
| S 3.2 HHW Collection Events and Facilities | Provide access to a permanent HHW/VSQG collection site OR provided a minimum of two HHW/VSQG hazardous waste collection events per year, providing each of its towns with access to at least one collection event (or facility) within 20 road-miles. |
| S3.3 Collection of Textiles | Confirm textile collection is available in region and describe any changes from previous year. |
| S4.2 Residuals Recycling Meeting | Attend annual, virtual ANR meeting on residuals management (if applicable). |
| **SWIP Additional Year 1 Actions and Strategies** |
| S1.1 Disposal and Diversion | Report Disposal Rate in Annual SWIP Report |
| S2.1 Accessible Communications | Attend training on Accessible Communications |
| S2.2 Website | Complete website updates including: posting of SWIP, updated A-Z Waste and Recycling guide, Hauler Services List, and Waste Reduction for Events Resources.  |
| S2.3 Print Outreach | Issue press release about SWIP to local newspaper or other media outlets within 2 months of SWIP approval. |
| S3.1 Variable Rate Pricing | Explain method used to ensure haulers and facilities are charging residents for trash based on weight or volume. |
| S3.3 Collection of Landfill/Disposal -Banned and Dangerous Materials | Demonstrate that year-round collection options exist in the region for landfill/disposal-banned materials.  |
| S3.4 Disaster Debris Plan | Submit Disaster Debris Plan with: a.) list of emergency personnel in each within SWME region, b.) locations of temporary “Disaster Hazardous Materials Staging Areas,” c.) trash and C&D disaster management, and d.) locations of clean wood/vegetative/inert debris management sites.  |
| **SWIP Additional Year 2 - 5 Actions and Strategies** |
| S2.1 Accessible Communications | Confirm review of Accessible Communications best practices.  |
| S2.2 Website | Describe any significant website updates or changes.  |
| S2.4 Print Outreach | Issue one printed outreach per year related to the main MMP goals and/or ANR or SWME initiatives related to materials management. Press releases could also be completed in partnership with ANR.  |
| S3.1 Variable Rate Pricing | Provide any updates and/or instances of hauler or facility non-compliance. |
| S3.3 Collection of Landfill/Disposal -Banned and Dangerous Materials | Describe any changes in collection options from previous year.  |
| **Additional Year 4-Only Actions and Strategies** |
| S3.4 Disaster Debris Plan | Re-submit Plan if there are updates to the clean wood/vegetative/inert debris management sites. |
| S3.5 Clean Wood and Inert Debris Material Management | By the end of Year 4, identify at least one location within the SWME region to site and permit a categorical disposal or storage/transfer area (“stump dump”) that can be used to manage both normal clean wood and disaster-related clean wood/vegetative debris and other inert debris. |
| **Additional Year 5-Only Actions and Strategies** |
| S1.1 Disposal and Diversion | Report annual per person disposal rate. |