

Annual SWIP Reports on Year 2022

This document is to help all Solid Waste Management Entities (SWMEs)—including districts, alliances, and towns—understand the Solid Waste Program’s expectations for completing their Annual SWIP Reports.

Report due July 1, 2023, for activities performed during calendar year 2022.

What are the minimum requirements for the Calendar Year 2022 report, due July 1, 2023?

Year 2 Requirements of the 2019 MMP. For your convenience, use the attached checklist to assist you in preparing your annual report.

What timeframe do I use when reporting disposal data?

SWMEs should use calendar year 2022 data (Jan. 1, 2022 – Dec. 31, 2022) for the regional disposal calculations in their SWIP report. Diversion data is not required in this report.

What are the HHW/CEG hazardous waste collection requirements?

Calendar Year		H1 Requirement: HHW Collection Events and Facilities
2022	2019 MMP HHW Requirements	Minimum of 2 events <u>or</u> access to permanent facility year-round. All towns in region must have access to a facility or at least one event that is <u>within 20 road miles</u> . Ensure year-round collection options* exist for landfill banned and dangerous materials.

* Year-round collection options for listed HHW/CEG materials can exist at transfer stations or business locations such as a hardware store.

Do I need to upload all of the outreach materials used in the past calendar year?

No. You can upload examples of your most popular outreach materials into Re-TRAC, but you do not need to upload a compendium of all resources used and distributed. However, please note that all outreach materials must be kept on file to confirm compliance.

How do I submit my school and business outreach spreadsheet?

Each SWME must submit a list of their school and business outreach contacts and findings with the annual SWIP report. This document can be either the spreadsheet provided by ANR, or one of your own design. Let us know if you would like us to send one to you or see them posted on the Solid Waste Program [Planning page](#).

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YEAR 2 Annual SWIP Report CHECKLIST

(Report due July 1, 2023, for activities performed during calendar year 2022)

Re-TRAC Connect login page: <https://connect.re-trac.com/login>

- Disposal Rate Calculation.
- Link to SWIP on website.
- Link to A-Z guide on website. See this [list](#) of A-Z requirements.
- Variable Rate Pricing (VRP) program description.
 - Assessment of hauler and facility compliance.
- Website link to haulers servicing the region.
- Outreach to at least 10% or 2 schools (whichever is greater):
 - If minimum was not met in 2020, due to the pandemic, total of both years' requirements must be completed (see ANR response letter).
 - Upload the Business/School Outreach Tracking Sheet.
- Outreach to at least 2% or 20 businesses (whichever is greater):
 - If minimum was not met in 2021, due to the pandemic, total of both years' requirements must be completed (see ANR response letter).
 - Upload the Business/School Outreach Tracking Sheet.
- Website link for event waste reduction and diversion resources and services.
- Access to a permanent HHW facility or 2 events and 20 road mile convenience requirement.
- Access to year-round collection in 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. List all locations in A-Z guide and provide link.
- Collaboration with local food rescue groups and list of options in region on website. Provide link.
- List of options for textile reuse and recycling on website. Provide link.
- List of locations of existing facilities for leaf and yard collection and clean wood collection in A-Z guide. Provide link.
- List of drywall and asphalt shingle recycling collection locations in or out of region if any. Description of drywall recyclers contacted during SWIP term.
- Submit Re-TRAC "Annual HHW/CEG Report" or "Quarterly HHW/CEG Facility Report" for CY2022.
- Residuals Recycling Meetings- Collaborate with Residuals staff to host/coordinate regional public meeting on residuals recycling. *Residuals staff will be in contact by end of SWIP term.*

