

# Annual SWIP Reports on Year 2023

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, 2024, for activities performed during calendar year 2023.

## What are the minimum requirements for the Calendar Year 2023 report, due July 1, 2024?

Year 3 Requirements of the [2019 MMP](#). For your convenience, use the attached checklist to assist you in preparing your annual report and refer to your SWIP for more details.

## What timeframe do I use when reporting disposal data?

Disposal or Diversion data is not required in this year’s report.

## What are the HHW/VSQG hazardous waste collection requirements?

Calendar Year		H1 Requirement: HHW Collection Events and Facilities
2023	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 do not need to upload all the resources used and distributed. You can just upload some of your most popular outreach materials. However, please note that all outreach materials should be kept in your files 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 that includes all the required documentation (see the checklist on the next page). Let us know if you would like us to send you a spreadsheet to use or download one on the Solid Waste Program [Planning page](#).

## CONTACT:

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# YEAR 3 Annual SWIP Report CHECKLIST

(Report due July 1, 2024, for activities performed during calendar year 2023)

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

- 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, including an assessment of hauler and facility compliance.
- Website link to haulers servicing the region.
- Outreach to at least 10% or 2 schools (whichever is greater):
  - Upload the Business/School Outreach Tracking Sheet, which must include:
    - A list of schools contacted,
    - the date they were visited,
    - informational materials provided (such as the VT Waste Not Guide),
    - the outreach or technical assistance you offered,
    - and the status of recycling and food scrap diversion programs.
- Outreach to at least 2% or 20 businesses (whichever is greater):
  - Upload the Business/School Outreach Tracking Sheet, which must include:
    - A list of businesses/institutions contacted,
    - the date they were contacted,
    - the outreach materials you provided (such as the VT Waste Not Guide),
    - the status of recycling and food scrap diversion programs,
    - and whether follow up is needed.
- 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. *Some contact must be made to drywall recyclers for costs for recycling options by Year 5 SWIP report.*

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- Submit Re-TRAC “Annual HHW/CEG Report” or “Quarterly HHW/CEG Facility Report” for CY2023.
- Due by Year5-* Date that SWME attended or watched [the recording of the meeting that the VT DEC Residuals Program](#) hosted online at 2:30pm on Thursday, June 29, 2023.

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