



Agency of Natural Resources  
Waste Management & Pollution Prevention Division  
103 South Main Street, Waterbury, VT 05671-0404  
Contact Info: [cathy.stacy@state.vt.us](mailto:cathy.stacy@state.vt.us) Telephone: (802)479-8731

**INSIGNIFICANT WASTE MANAGEMENT EVENT APPROVAL (IWMEA) GUIDANCE DOCUMENT**  
**Electronics Collection Events**  
**2/7/12**

**Introduction**

Section 6-301(c) of the Vermont Solid Waste Management Rules (SWMR) authorizes the Secretary of the Agency of Natural Resources (Agency) to allow certain waste collection events to be conducted for a limited duration pursuant to an Insignificant Waste Management Event Approval (IWMEA). An IWMEA may only be issued if the Secretary finds that the collection event will not result in a threat to public health and safety or to the environment, and will not create a nuisance

**Applications**

A completed IWMEA application must be submitted to the Solid Waste Management Program **at least three (3) weeks prior to the date of a collection event**. Please submit your application to the Solid Waste Management Program at the address or email listed above. An application, which is specific to the site where an event is to be held, consists of: the application form; a Safety, Accident and Contingency Plan; and a site map. Please review your application prior to submittal to verify that the application form is completely filled out and the necessary attachments are included. If a submitted application is found to be incomplete, the Agency review will be suspended until all required information is provided. New IWMEA applications must be submitted each year.

**IWMEA Duration**

An IWMEA is only effective for the specific date(s) identified in the approval letter.

**Applicant**

The Applicant, which may be a solid waste district, municipality, municipal alliance, or private site owner, **is responsible** for ensuring that: (1) waste is managed properly throughout the event and is properly transported off-site upon completion of the event; and (2) the Transporter/Contractor has obtained any necessary waste transportation permits and complies with applicable requirements of the SWMR and the IWMEA.

**Contact Person**

The Contact Person is a person who represents the Applicant and may be contacted by the Solid Waste Program for information about an application or planned collection event and to whom questions from the public concerning the event may be directed.

**Transporter/Contractor**

The Transporter/Contractor must hold a valid Vermont Waste Transportation Permit and is the person responsible for transporting all collected wastes and recyclables to a Solid Waste Management Facility upon completion of the collection event.

**Landowner**

The Landowner is the owner of the property where the collection event will occur. The Landowner must provide written approval for use of the site. The Landowner may sign the application form or may submit a separate, written approval. The separate, written approval must be included with the IWMEA application.

**Responsibility for Compliance**

The Applicant and Transporter/Contractor are responsible for ensuring that all applicable requirements of the SWMR and the IWMEA are met.

**Other State Permits**

We recommend that you contact the Permit Specialist assigned to the Region in which the collection event site is scheduled to occur. The Permit Specialist will assist in the identification of any other state permits that may be needed for the event. Please see the attached map to identify your local Regional Office where the appropriate Permit Specialist may be contacted.

**Enforcement of Violations**

IWMEAs are enforceable under 10 V.S.A. Chapter 201. Violations of any conditions of the IWMEA or the Vermont Solid Waste Management Rules may subject involved parties to an enforcement action that may include substantial penalties.

# REGIONAL OFFICES

## DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) DISTRICT ENVIRONMENTAL COMMISSIONS (ACT 250)

### DISTRICTS 1, 8, & 9

450 Asa Bloomer State Office Bldg.  
Merchants Row  
Rutland, VT 05701-5903

**DEC Permit Specialist.....786-5907**  
DEC Regional Engineer .....786-5900  
Act 250 (Dist #1 & 8) .....786-5920  
Act 250 (Dist #9) .....879-5614  
DEC River Management.....786-5906

### DISTRICTS 2 & 3

100 Mineral St, Ste #303  
Springfield, VT 05156

**DEC Permit Specialist.....885-8850**  
DEC Regional Engineer .....885-8855  
Act 250 (Dist #2, 3, & 3A) .....885-8855  
DEC River Management.....786-5906  
DEC Wetlands .....476-2678

### DISTRICTS 4 & 6

111 West Street  
Essex Junction, VT 05452

**DEC Permit Specialist.....879-5676**  
DEC Reg. Engineer (Dist #4 & 6) .....879-5656  
DEC Reg. Engineer (Dist #9) .....786-5900  
Act 250 (Dist #4, 6, & 9) .....879-5614  
DEC River Management.....879-5631  
DEC Wetlands (Dist #4).....879-2396  
DEC Wetlands (Dist #6).....241-3754

### DISTRICTS 3A & 5

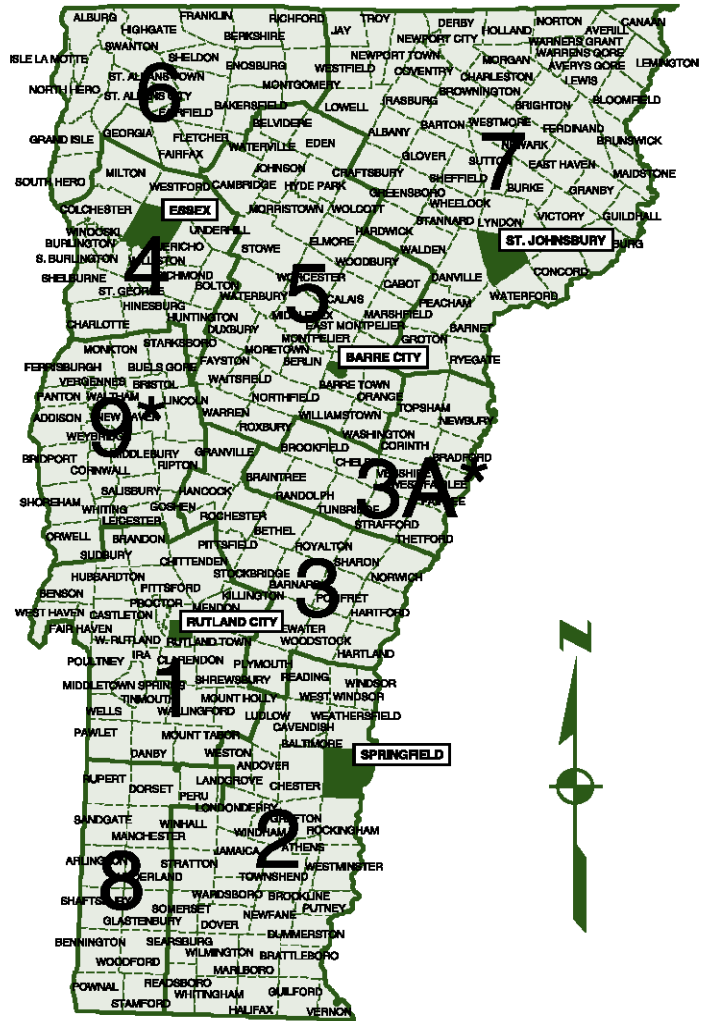
5 Perry Street, Suite 80  
Barre, VT 05641-4282

**DEC Permit Specialist.....476-0195**  
DEC Regional Engineer .....476-0190  
Act 250 (Dist # 3A) .....885-8855  
Act 250 (Dist # 5) .....476-0185  
DEC River Management.....476-2679  
DEC Wetlands (Dist #3A).....476-2678  
DEC Wetlands (Dist #5).....241-3762

### DISTRICT 7

1229 Portland St-Ste 201  
St. Johnsbury, VT 05819

**DEC Permit Specialist (Tues) .....751-0127**  
DEC Regional Engineer .....751-0130  
Act 250 .....751-0120  
DEC River Management.....476-2679  
DEC Wetlands .....241-3762



**DEC and ACT 250 Regional Office Map**

February 17, 2006

#### 3A\* NOTE:

For towns in District 3A, contact the Springfield Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 3A must contact the Barre Office.

#### 9\* NOTE:

For towns in District 9, contact the Essex Junction Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 9 must contact the Rutland Office.