

SOLID WASTE IMPLEMENTATION PLANS

GUIDANCE DOCUMENT/TEMPLATE

INFORMATION AND INSTRUCTIONS

Who needs to develop a solid waste implementation plan (SWIP)?

All Vermont municipalities, either individually or as part of a solid waste district or an inter-municipal association are required to adopt a SWIP. SWIPs document the municipalities waste management facilities and articulate how solid waste will be managed. The Agency of Natural Resources (ANR) has established statewide solid waste management goals, which are contained in the Vermont Solid Waste Management Plan (State Plan). Individual SWIPs must be consistent with the State Plan. The ANR recently adopted a revised State Plan on August 31, 2001 with an effective date of November 1, 2001. SWIPs approved under the 1989 Vermont Solid Waste Management Plan must be revised to conform with the Revised State Plan.

When is the deadline?

The Revised State Plan establishes an 18 month period from the effective date of the Revised State Plan for preparation and submittal of SWIPs. Complete SWIPs (i.e., addresses all components necessary to be consistent with the Revised State Plan) need to be submitted to ANR by May 1, 2003.

What is the approval process for SWIPs?

Once a draft SWIP is submitted, the DEC will review your plan for completeness and consistency with the Revised State Plan. If it is consistent with the State Plan, it will be "pre-approved", and you can proceed with adopting the plan in your town(s) or district knowing that DEC will issue a final approval once adopted. If your draft SWIP is determined not to be consistent with the State Plan, we'll explain what is needed to make it "approvable" and

request that the plan be revised and resubmitted.

Please submit your draft SWIP to: DEC Solid Waste Program, Planning and Grants Administrator, 103 South Main Street, Waterbury VT 05671-0404. Be sure to keep a copy for your file.

What else do we need to do?

Local citizens, businesses, institutions and solid waste management facility owners need to be notified of the opportunities to participate in the public process for plan preparation and adoption.

How do we adopt our SWIP?

When your draft SWIP receives "pre-approval" from DEC, schedule at least two selectboard or district board meetings for public input on the plan. Provide public notice of the meetings and let people know where they can review the proposed plan. You can vote on plan adoption immediately following the 2nd hearing, if desired, or schedule (and provide notice of) another public meeting. Plans that include more than one town must be adopted in each town unless there is a charter, formal agreement or contract authorizing adoption by a board or similar entity. Some towns, districts, or inter-municipal associations may have charters that specify a different SWIP adoption process. You should check your charter, contract, or agreement (if applicable) and follow the process it specifies. Before final approval of your plan, ANR will review any changes made to the SWIP during the adoption process to ensure that it is still consistent with the State Plan.

What time period should our SWIP cover?

State law directs ANR to revise the State Plan every five years, so SWIPs should be prepared with this time frame in mind. The Implementation Report, which is a component of your SWIP must be revised and submitted to the ANR every two years.

How is the Guidance Document Organized?

As noted previously, towns and districts must adopt SWIPs that are consistent with the Revised State Plan. This guidance document provides a template of what SWIPs must address to be in conformance with the State Plan. The template includes the following components:

- Section 1. Implementation Report (required every 2 years)
- Section 2. Waste Diversion Action Plan
- Section 3. Biosolids and Septage Management Plan
- Section 4. Household Hazardous Waste, Conditionally Exempt Generator Waste, Landfill Banned and Special Waste Plan
- Section 5. Unit Based Pricing Plan for MSW
- Section 6. Buy Recycled Plan
- Section 7. Illegal Disposal Plan
- Section 8. Solid Waste Facilities Siting Criteria
- Section 9. Specify Towns Included in the District or Intermunicipal Association
- Section 10. Specify Facilities Included in the Plan
- Section 11. Budget and Timeline
- Section 12. Public Participation Plan
- Section 13. Conformance with other Plans
- Section 14. Attachments

The Implementation Report component of your SWIP provides the ANR with current information about solid waste management in your town, inter-municipal association, or district. In order to keep track of your progress and performance, the Revised State Plan requires Implementation Reports be submitted every two years.

Do we have to use this format?

No. This guidance document/template is intended to make SWIP requirements clearer and development of your SWIP easier. It is available on the DEC website along with instructions at www.anr.state.vt.us/dec/wastediv/solid/home.htm for you to download and complete. However, you are not required to use it if you prefer to develop your own format. If you choose another format, your plan must address and be consistent with each component in the State Plan to be "approvable". You can use the template as a checklist in preparing your plan. Because of the changes in the State Plan since 1989, and changes in solid waste management locally and statewide, it is not recommended that you try to revise your "old" SWIP, unless you have been consistently updating it through the years.

Questions? Need help?

You may need to refer to the Revised State Plan for definitions, clarity, or suggestions as you develop your SWIP. For additional help, contact the Solid Waste Program, Planning and Grants Administrator at 241-4221, or e-mail jeff@dec.anr.state.vt.us

Solid Waste Program website:

www.anr.state.vt.us/dec/wastediv/solid/home.htm

SOLID WASTE IMPLEMENTATION PLAN (SWIP)

for

Town(s), Alliance, or District:

Dated:

Adopted:

Approved:

for DEC use only

Note: The DEC recommends you wait to adopt the plan on the local or district level until it is @pre-approved@by DEC (found consistent with the Vermont Solid Waste Management Plan).

This plan has been developed to manage solid wastes in the municipality/municipalities of (list municipalities) _____ in conformance with the Vermont Solid Waste Management Plan (2001).

Contact person: _____

Title: _____

Mailing Address _____

Telephone(s)

E-mail:

Fax:

In order to be consistent with the Revised Vermont Solid Waste Management Plan, this plan describes how [redacted] (list town(s) or district) will achieve the following priorities (in descending order) of Title 10 V.S.A. Section 6604(a)(1):

1. The greatest feasible reduction in the amount of waste generated;
2. Reuse and recycling of waste to reduce to the greatest extent feasible the volume remaining for processing and disposal;
3. Waste processing to reduce the volume or toxicity of the waste stream necessary for disposal;
4. Land disposal of the residuals.

This plan includes the following components:

Section #	SWIP COMPONENT	Page #
1.	Implementation Report (to be submitted every 2 years)	
2.	Waste Diversion Action Plan	
3.	Biosolids and Septage Management Plan	
4.	Household Hazardous Waste, Conditionally Exempt Generator Waste, Landfill Banned and Special Waste Plan	
5.	Unit Based Pricing Plan for MSW	
6.	Buy Recycled Plan	
7.	Illegal Disposal Plan	
8.	Solid Waste Facilities Siting Criteria	
9.	Specify Towns Included in the District or Inter-Municipal Association	
10.	Specify Facilities Included in the Plan	
11.	Budget and Timeline	
12.	Public Participation Plan	
13.	Conformance with other Plans	
14.	Attachments: <i>(specify)</i>	

SECTION 1. IMPLEMENTATION REPORT FOR [redacted]
(town(s) or district)

Implementation reports are part of your SWIP and are submitted to ANR with your SWIP. In order to track future progress and performance, and to remain in conformance with the state plan, implementation reports are required to be updated and submitted to ANR every two years from the date the ANR approves your SWIP.

- A. Calculation of the total annual disposal tonnage for municipal solid waste generated in our town(s) or district:

TABLE 1 TOTAL ANNUAL MSW DISPOSAL ESTIMATE for calendar year 20 [redacted] Include MSW that is landfilled or incinerated only. Do not include waste that is recycled or otherwise diverted from disposal	
FACILITIES/SERVICES USED	ESTIMATED ANNUAL TONNAGE
Curbside Pickup – residential	
Curbside Pickup – commercial	
Mobile solid waste collection operations ("fast trash" collections)	
In-District or In-Town transfer stations/drop-offs/landfills	
Out-of-Town or Out-of-District facilities accepting waste from your town or district	
TOTAL ANNUAL MSW DISPOSAL ESTIMATE	

Notes: Take care to avoid double-counting; for example, if a curbside hauler or fast trash operator takes the waste to your transfer station, don't count it twice.

MSW – municipal solid waste

- B. Calculation of the per capita disposal rate for municipal solid waste generated in our town(s) or district:

TABLE 2 PER CAPITA MSW DISPOSAL (i.e., landfilled or incinerated) ESTIMATE for calendar year 20 XXXX		
1.	Total annual disposal estimate in tons <i>(from Table 1)</i>	tons/year
2.	Total annual disposal estimate in pounds <i>(multiply line 1 by 2000)</i>	pounds/year
3.	Year round population in 20 XXXX	
4.	Seasonal population in 20 XXXX	
5.	Total adjusted population year round population + (seasonal population)(% of yr)	
6.	Estimated Annual per Capita MSW Disposal <i>(divide line 2 by line 5)</i>	lbs./person/year
7.	Estimated Daily Per Capita MSW Disposal <i>(divide line 6 by 365)</i>	lbs./person/day

C. List the generators of sludge and septage located in your town/district.

TABLE 3 INVENTORY OF SLUDGE AND SEPTAGE GENERATORS IN TOWN/DISTRICT for calendar year 20 			
Generators	Total Annual Amount Generated	Location of Generators	Present Final Management Option(s) ¹
Biosolids (facility name):			
Septage ²			
Other Sludges (e.g., paper sludge, sludge from dairy wastewater, etc.)			

1 Identify the management options as either 1) land application, 2) composting or further treatment, 3) landfilling or use as landfill cover, 4) incineration or 5) other.

2 Estimate the quantity based on 70 gallons of septage per person using a septic system. You may identify septage generators as “households and other non-sewered buildings throughout the town or district”.



D. List the facilities that manage sludge and/or septage in your district.

TABLE 4

SLUDGE AND SEPTAGE MANAGEMENT FACILITIES IN TOWN/DISTRICT

List all facilities (i.e. destinations) located in the town/district used to manage biosolids, septage, and other residuals waste, regardless of whether the waste is generated in the town/district. Please note that municipalities that are not within your town/district may have land application sites located within your town/district which should be included in this inventory.

Facility for Final Management	Location
Land Application Sites:	
Composting Facility:	
Landfill:	
Incinerator:	
Other	

E. Calculation of biosolids (wastewater treatment plant sludge) beneficial use rate:

Note: **Check here and skip to item F if no wastewater treatment plant sludge is generated in your town(s) or district.**

TABLE 5 BIOSOLIDS BENEFICIAL USE RATE Data Year: <i>Report final destination(s) for all biosolids generated in your town/district, but not the amount imported into your town/district.</i>		
1.	Tons of biosolids landspread	dry tons *
2.	Tons of biosolids composted <i>(or otherwise treated to achieve "Class A" and qualify for distribution to the public)</i>	dry tons
3.	Tons of biosolids beneficially used <i>(add lines 1 and 2)</i>	dry tons
4.	Tons of biosolids landfilled	dry tons
5.	Tons of biosolids used in landfills <i>(e.g., as daily cover)</i>	dry tons
6.	Tons of biosolids incinerated	dry tons
7.	Tons of biosolids disposed <i>(add lines 4, 5 and 6)</i>	dry tons
8.	Total tons of biosolids generated <i>(add lines 3 and 7)</i>	dry tons
9.	Biosolids beneficial use rate <i>(divide line 3 by line 8 and multiply by 100)</i>	%

* Note: To convert wet tons to dry tons: (wet tons) x (actual % solids in decimal form) = dry tons
For example: to convert 10 wet tons at 5% solids to dry tons: 10 wet tons x .05 = 0.5 dry tons

To convert gallons to wet tons, multiply the number of gallons by 0.004

F. Current prices of public or private sector solid waste services used by residents of the town or district (pay-per-bag, per ton, recycling, special waste or other fees):

TABLE 6 CURRENT PRICES		
MATERIAL	FACILITY/SERVICE	COST TO USER (change units below as appropriate)
MSW (municipal solid waste)	residential curbside pickup	\$/size container/pickup frequency ¹
	Afast trash@temporary trash drops	\$/bag
	In-district or In-town transfer stations/drop-offs/landfills	\$/bag (also note any special pricing details)
	Out-of-town or out-of-district facilities accepting town or district waste	
recyclables		
construction/ demolition debris		\$ per ton
tires		\$ per tire
appliances		\$ per item
compostables		

¹ Example: \$25/month/35 gallon container/weekly pickup

G. Current destinations for all wastes and recyclables collected at town/district facilities, and current transportation and tipping (disposal) fees paid by town(s) or district:

TABLE 7 CURRENT WASTE DESTINATIONS		
MATERIAL	DESTINATION FACILITY (name the specific landfill, transfer station, etc., not the hauler)	FEE PAID
MSW		
Construction/ Demolition Waste		
Tires		
Recyclables (specify)		
Other ¹ (specify)		

H. Contracted or anticipated disposal facility (or facilities) for MSW and construction/ demolition debris for the next 5 years:

MSW:

C/D waste:

I. HHW/CEG Collection Programs

Note: At a minimum, collections need to be available to households and conditionally exempt generators twice a year.

Collection programs for household hazardous wastes, conditionally exempt generator wastes, landfill banned wastes, and special wastes generated in our town(s)/district are provided by:

Permanent collection/drop-off facility:

Location

Dates/hours available

HHW/CEG Collection Days

Date of last 2 collection events:

Location(s):

Number of collection days/year:

Date of next collection event:

Location(s):

Other

Describe:

1 Do not include information on household hazardous wastes and conditionally exempt generator waste

J. Summary of illegal disposal (illegal dumping and burning) problems:



SECTION 2. WASTE DIVERSION ACTION PLAN

To meet the 50% statewide waste diversion goal, ANR estimates that the average per capita municipal solid waste disposal rate statewide will have to be reduced from 3.4 pounds per person per day to under 2.7 pounds per person per day. In order to meet this goal, all towns/districts must take steps to divert MSW generated in their jurisdiction from disposal. (See the Revised State Plan, Section II, Critical Issue 1 for more information.)

Municipal Solid Waste (MSW) means combined household, commercial and industrial waste materials generated in a given area.

WASTE DIVERSION ACTION PLAN

The current per capita disposal rate for our town(s)/district is [REDACTED] pounds per person per day (use estimate developed in Table 2, Section 1(B)).

The goal of this action plan is to reduce the per capita disposal rate for municipal solid waste generated in your town(s) or district. You should consider, at a minimum, the programs listed below. Given your town's, district's, or inter-municipal association's personnel, financial and other constraints, please list the action steps you will take toward achieving the goal of increasing waste diversion and minimizing your per capita MSW disposal rate.

A. Goal: Reduce waste generation and reduce toxics use.

Action Steps:

[REDACTED]

B. Goal: Increase reuse.

Action Steps:

[REDACTED]

C. Goal: Increase the residential (single and multi-family) recycling participation rate, capture rate, collection efficiencies and types of materials recycled.

Action Steps:

[Redacted]

D. Goal: Increase the seasonal home/resort participation rate.

Action Steps:

[Redacted]

E. Goal: Increase the commercial recycling participation rate, capture rate, collection efficiencies and materials recycled.

Action Steps:

[Redacted]

F. Goal: Increase the institutional recycling participation rate, capture rate, collection efficiencies and materials recycled.

Note: institutions include schools, governments, hospitals, etc.

Action Steps:

[Redacted]

G. Goal: Prevent the incineration or disposal of marketable recyclables.

Action Steps:

[Redacted]

H. Goal: Increase construction/demolition debris reduction, reuse and recycling.

Action Steps:

[Redacted]

I. Goal: Increase organic waste recycling (leaf/yard, food waste, brush, stumps, appropriate papers).

Action Steps:

[Redacted]

J. Goal: Implement an ongoing waste diversion education/information/ outreach

program for schools, youth, consumers and businesses.

Action Steps:



SECTION 3. BIOSOLIDS AND SEPTAGE MANAGEMENT PLAN

Develop and describe an action plan for the management of septage (septic tank pumpings) and biosolids (wastewater treatment plant sludge) generated in the municipality: (See the Revised State Plan, Section II, Critical Issue 7 for more information.)

A. *There are several options for managing biosolids, septage, and other sludges. Some towns/districts use a combination of options that are within their area and outside their area. Using the checklist below, check all acceptable options for managing biosolids, septage, and other sludges generated within the town/district, even when the option is located outside your town/district.*

TABLE 8¹	
ACCEPTABLE MANAGEMENT OPTIONS FOR SLUDGE AND SEPTAGE	
Management Option	Check if Acceptable
Land Application	<input type="checkbox"/>
Composting or Further Treatment to Qualify for Distribution	<input type="checkbox"/>
Landfilling or Use as Landfill Cover (both require dewatering)	<input type="checkbox"/>
Incineration	<input type="checkbox"/>
Regional septage receiving and/or treatment	<input type="checkbox"/>

1 Choosing an option as acceptable does NOT mean the town/district has to site such a facility nor does it mean specific facilities are “included in” the SWIP. Use Table 12 to list facilities “included in” the SWIP.

facility	
Other wastewater treatment plants	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

B. *What percentage of biosolids generated at wastewater treatment plants are currently beneficially used? (Percentage calculated in Line 9 of Table 5 in Section 1(E))*

%

C. *Identify barriers to the beneficial use of biosolids in your district, multi-town alliance, or town. What steps will be taken to address these barriers and increase the beneficial use of biosolids.*

D. *How will the municipality identify and reduce sources of contaminants in biosolids generated in the municipality?*

E. *Describe the municipality's plan for public outreach on biosolids and septage management.*

SECTION 4. HOUSEHOLD HAZARDOUS WASTE, CONDITIONALLY EXEMPT GENERATOR WASTE, LANDFILL BANNED AND SPECIAL WASTE PLAN

Definitions:

Household Hazardous Waste (HHW) is a solid waste generated by a household that has some of the characteristics of hazardous wastes. These characteristics include wastes that are ignitable, corrosive, reactive and toxic. Automotive fluids and batteries, household chemicals (such as toilet bowl cleaners, bleach, pool chemicals, etc.), oil-based paint, mercury, and electrical products with hazardous components are some examples of HHW that is generated by households. The Solid Waste Rules (effective date January 15, 1999) define HHW as waste that would be subject to regulation as hazardous waste if it were not from households.

Conditionally Exempt Generator Waste (CEG Waste) means hazardous waste generated (typically by a business or institution) that is conditionally exempted from certain provisions of the Vermont Hazardous Waste Management Regulations. CEG's must generate less than 220 pounds of hazardous waste, or 2.2 pounds of acutely hazardous waste and CEG's must not accumulate more than 2200 pounds of hazardous waste, or 2.2 pounds of acutely hazardous waste at any time. CEG's must handle and store all wastes properly. This includes placing materials in compatible containers, properly labeling them, and storing them under cover and securely.

Special Wastes are categories of solid waste that pose special environmental, health or safety concerns or have certain characteristics (e.g., size, composition) that cause problems in handling or management. The Solid Waste Management Rules (effective date January 15, 1999) designate asbestos waste, regulated medical waste, CEG waste, liquid wastes, and liquid containers with a capacity of 30 gallons or larger. Other wastes that may require special handling include tires, household hazardous waste, industrial sludges, bulky wastes, and large appliances.

Landfill-Banned Wastes are solid wastes that have been banned (by statute) from landfills in Vermont. These include waste oil, white goods (washing machines, dryers, refrigerators, ranges, etc.), tires, paint (including paint thinner, remover, stains, varnishes, but not solidified latex paint), lead-acid batteries, nickel-cadmium (Nicad) batteries, small sealed lead acid batteries, non-consumer mercuric oxide batteries, and labeled mercury-added consumer products. Mercury-added consumer products include but are not limited to thermostats, thermometers, manometers, barometers, and switches. Mercury-added switches include, but are not limited to tilt switches, flame sensors and thermocouples.

Statute (Title 24 V.S.A. Section 2202a) outlines the following priorities for municipal HHW/CEG/special waste plans:

- \$ Reduce or eliminate the use of hazardous or toxic substances;*
- \$ Reduce the generation of hazardous waste;*
- \$ Proper management of HHW/CEG waste; and*
- \$ Reduce the toxicity of the waste stream.*

HHW/CEG/SPECIAL WASTE PLANNING GUIDELINES AND CRITERIA

(See the Revised State Plan, Section II, Critical Issue 8 for more information.)

A. Specific Wastes

In Table 9 below, list the current collection/drop-off location for each waste.

TABLE 9: COLLECTIONS FOR HHW, CEG, LANDFILL BANNED AND SPECIAL WASTES		
WASTE	COLLECTION/DROP-OFF LOCATION	COST TO USER
Automotive Wastes		
Waste oil	<i>e.g. collection tanks at transfer station and Joe's Gas-Up¹</i>	
Oil filters		
Tires		
Antifreeze	<i>e.g., none currently - will add to collection days¹</i>	
Lead-Acid Batteries		
Household Related Wastes		
Pesticides		
Household Chemicals		
Paint/Related Wastes		
Nicad & Lead Acid Batteries		
Waste Electrical Products		
Fluorescent lights/ ballasts		
Consumer Electronics ² (computers, monitors etc.)		
White Goods		
Other Special Wastes		
Asbestos ^{2 3}		
Medical Waste ²		
Mercury-added Products ⁴		

Continued next page...

1 Example responses.

2 Collection programs for these wastes are not required. Please provide information about existing and future collection programs for these materials.

3 Guidance documents on asbestos management and restrictions are available from ANR.

4 Mercury –added products include but are not limited to thermostats, thermometers, barometers, gauges, medical devices, numerous types of electrical switches, chemical formulations, and free elemental mercury. Further information on mercury products can be found at www.newmoa.org and www.mercvt.org.

Dead Animals ²		
WASTE:	COLLECTION/DROP-OFF LOCATION	COST TO USER
OTHER WASTES: ¹		

B. HHW/CEG/Special Waste Planning

Address the following elements of HHW/CEG/Special Waste/Landfill-Banned Waste Planning as required by 24 V.S.A Section 2202a(c)(4):

For each individual waste listed in Table 9 (not just product categories) provide:

- 1. If a collection and management program is not currently available for any of the wastes listed in Table 9, how, where, and when will you provide convenient collections at a reasonable cost;*

- 2. Collection and management program changes and improvements that are planned over the next five years; and*

- 3. How will you minimize the amount of HHW, CEG waste, and landfill-banned materials being disposed in solid waste facilities (i.e. in solid waste landfills and incinerators):*

¹ Any other wastes collected that meet the definitions on page 15.

4. *Describe the HHW education program for schools and households:*

5. *Describe the education and technical assistance program for Conditionally Exempt Generators (CEGs):*

6. *Provide any additional information about how your programs for household hazardous waste, conditionally exempt generator waste, landfill-banned waste and special waste will achieve the priorities of 24 V.S.A. Section 2202a:*

\$ Reduce or eliminate the use of hazardous or toxic substances;

\$ Reduce the generation of hazardous waste;

\$ Proper management of HHW/CEG waste; and

\$ Reduce the toxicity of the waste stream.

SECTION 5. UNIT BASED PRICING PLAN FOR MSW

What is Unit Based Pricing?

Unit-based pricing means the amount people and businesses pay to get rid of trash is based on how much they throw away, typically on a per bag, per container, or per ton basis. This is similar to how we pay for electricity. If we use more, we pay more. If we can conserve, we save more. With unit-based pricing, the resident who reduces, reuses and recycles pays less for solid waste disposal than his/her more wasteful neighbor.

To provide financial incentives for waste reduction, reuse, recycling and composting, develop an action plan for implementation of volume or weight based charges (unit based pricing) for municipal solid waste disposal. The action plan should address waste generated by residences and businesses, and collected, transferred or disposed by the public or private sector. The unit based pricing structure should reflect the true cost of waste management and should provide an economic incentive for the generators to minimize waste.

A number of unit-based pricing systems can be used, including bag systems (pay-per-bag), sticker or tag systems (pay for a sticker for each bag), billing based on the size/number of containers and/or frequency of pickup. To provide effective financial incentives, avoid rate structures that give a discount if more bags are generated, and make sure there is a smaller container option or less frequent pickup option that rewards those who reduce, reuse, and recycle. Fact sheets and worksheets are available at www.epa.gov/epaoswer/non-hw/payt or from the Solid Waste Program.

A. Evaluate Current Pricing

Review the cost information you collected in Section 1 (Implementation Report), Table 6. Determine if any of the pricing plans are not unit based and do not provide an incentive to reduce, reuse and recycle. Common disincentives include Afree@ unlimited municipal trash service, Avolume discounts@ after so many bags, lack of smaller containers or less frequent pickup for curbside service, meaningless price differences between small and large toter pickup prices, annual flat fee permits for unlimited disposal, etc. For each pricing plan that does not currently create an effective incentive to reduce, reuse and recycle, address it in your unit based pricing action plan. You may need to work with area haulers and solid waste facilities or consider ordinances to implement unit based pricing. List any pricing plans that are not unit based and do not provide an incentive to reduce, reuse, and recycle:



B. Unit Based Pricing Action Plan

In order to be consistent with the state plan, unit-based pricing action plans are expected. Describe the unit-based pricing plan you have in place or will be putting in place. If implementation of unit based pricing is not proposed, provide the reason for any exceptions and describe the alternative mechanisms (such as education and promotion, providing convenient services, and mandatory recycling) to be used to promote waste reduction.



SECTION 6. BUY RECYCLED PLAN

A. Describe how you will increase the use of recycled products, composted material and used products in your municipality or member towns.

B. Describe how you will educate residents and businesses on opportunities for them to buy recycled.

C. List the recycled/used/composted products currently purchased and/or used by the town(s), district, or member towns:

D. List any additional recycled/used/composted products which you plan to purchase in the future:

E. Who is the individual responsible for evaluating purchases for opportunities to buy recycled?

SECTION 7. ILLEGAL DISPOSAL PLAN

Describe your action plan to be implemented at the district or local level to reduce illegal burning and dumping. Adoption and enforcement of an ordinance are recommended as part of the plan (contact the Solid Waste Planner at 241-3444 for a sample ordinance). If ordinance and enforcement mechanisms are not adopted, your plan must include other means that will achieve equivalent results. Demonstrate how the proposed activities will achieve similar results to an ordinance and enforcement, and how reductions in illegal disposal will be determined. The action plan on illegal disposal also needs to address education, and the cost and convenience of available alternatives to illegal dumping and burning.

A. *Check any that apply:*

- Ordinance in place (attach copy of ordinance)
- Enforcement mechanism in place

Describe:

- Ordinance adoption in process
- No ordinance in place and no adoption in process

B. *If an ordinance and enforcement are not proposed, describe what other strategy (ies) to reduce illegal disposal will be taken and how it will achieve similar results to an ordinance and enforcement. Explain how the effectiveness of the proposed strategy will be determined.*

C. *Describe the ongoing education program to prevent open burning and*

dumping:



D. For each town covered by your SWIP, evaluate the convenience of proper disposal of various wastes generated in that town:

TABLE 10 EVALUATING CONVENIENCE			
TOWN AND TYPE OF WASTE	CONVENIENCE		
	furthest haul distance ¹	days & hours of operation	cost to user ²
TOWN:			
Residential MSW			
construction/demolition debris			
tires			
white goods			
recyclables			

1 Determine the furthest distance a resident of the town has to travel to the nearest facility for dropping off each type of waste.

2 See Section 1 (Implementation Report), Table 6 for information on costs.

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E. Describe your strategy to discourage illegal disposal by making legal disposal more convenient and less expensive. Possibilities include expanding the hours at transfer stations, expanding the materials accepted, accepting bulky wastes for free or reduced rates during one week every year, accepting several tires from each household every year, etc.



SECTION 8. SOLID WASTE FACILITIES SITING CRITERIA

- A. *Describe any siting criteria and site evaluation process which are currently in effect for solid waste management facilities which may be proposed by any public or private entity in the town or district. The description should include:*
1. *A listing of the criteria and site evaluation process and the types of solid waste facilities that the criteria and site evaluation process apply to;*
 2. *A description of how the criteria differ for different types of solid waste facilities (e.g., lined landfills, unlined construction and demolition landfills, transfer stations, food waste composting, etc.);*
 3. *Documentation as to when and how the criteria or process were adopted by the town or district;*
 4. *Identification of who is responsible for reviewing a specific proposed facility and determining whether the facility is in conformance with the siting criteria; and*
 5. *A description of how conformance with siting criteria applies to facility "inclusion" in the plan (see Section 10).*

Note: When choosing not to establish siting criteria or a siting process, the planning entity is giving up a significant amount of local control over the siting of facilities within the area.

- B. *If the planning entity (district, town, alliance, etc.) intends to own or operate new solid waste facilities, describe the facility site selection process that will be used to*

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site these facilities.

SECTION 9. SPECIFY TOWNS INCLUDED IN THE DISTRICT OR INTER-MUNICIPAL ASSOCIATION
(This section does not apply to individual towns with SWIPs)

A. Use Table 11 below to list all municipalities that are part of the district or inter-municipal association. The list is current as of [] (date). Table 11 should be revised and submitted every two years as part of the Implementation Report.

TABLE 11 ¹ (To be filled out by multi-town alliances and districts only) TOWNS INCLUDED IN THE DISTRICT OR INTER-MUNICIPAL ASSOCIATION		
TOWN	DATE ACCEPTED INTO THE DISTRICT	DATE LEFT DISTRICT

¹ This table will also be updated as part of your implementation report to be submitted every two years.

TABLE 11 ¹ (To be filled out by multi-town alliances and districts only) TOWNS INCLUDED IN THE DISTRICT OR INTER-MUNICIPAL ASSOCIATION		
TOWN	DATE ACCEPTED INTO THE DISTRICT	DATE LEFT DISTRICT

B. Describe the process used to review and accept new towns into the district or multi-town alliance and/or include them in the SWIP.

C. When towns are accepted into the district or multi-town alliance, describe whether or not the solid waste facilities in these towns are automatically “included in” the SWIP. (See Section 10 of this document)

D. Describe the process to allow towns to leave the district or multi-town alliance.

SECTION 10. SPECIFY FACILITIES INCLUDED IN THE PLAN

Note: Under state law (10 V.S.A. Section 6605(c)), ANR shall not issue a certification or recertification for a solid waste facility (except for a sludge or septage land application project) unless it is **included in** the district or municipal solid waste implementation plan.

A. Use the table below to list what existing solid waste facilities are **included in** your Solid Waste Implementation Plan.

TABLE 12 ^{1, 2}			
FACILITIES INCLUDED IN THE PLAN			
FACILITY NAME	OWNER/OPERATOR	LOCATION (road and town)	TYPE ³

1 This table will also be updated as part of your implementation report to be submitted every two years.
 2 Facilities with categorical certifications or insignificant waste management event approvals are not required to be “included in” SWIPs and do not need to be listed in the table.
 3 Active landfill, closed landfill, transfer station, recycling facility, MRF, biosolids compost, food or yardwaste compost, special waste, etc.

B. Describe how proposed facilities will be reviewed for inclusion in the plan. Explain the process to be used to determine if solid waste facilities proposed to be located in the municipality or district will be included in the solid waste implementation plan. The chosen process will determine, in part, how much the town(s) or district has when new facilities are proposed. The process may reference the siting criteria (developed in Section 8 above), existing zoning ordinances, and town plan criteria, may require a host town agreement, may include certain categories of facilities automatically, or may defer to the requirements of the Vermont Solid Waste Management Rules for some or all types of facilities. For example, it may be easier to include all inactive landfills (as a category) automatically so that your SWIP does not have to be amended to include a specific inactive landfill in order for certification for post-closure monitoring and maintenance to be issued. Whatever approach is taken by the town or district, the standard(s) for being included in the solid waste implementation plan should be clear.

Notes:

Please include any known solid waste landfills closed after February 1, 1989 so that they can receive post-closure certifications specifying post-closure monitoring and maintenance.

Biosolids and septage treatment and storage facilities may be located at a wastewater treatment plant located in the town/district. Rather than list individual facilities separately (such as biosolids dewatering facility or biosolids storage tank), it is acceptable to “include” all such facilities by a blanket statement such as: “All biosolids and septage treatment and storage facilities located within the fenced area of a wastewater treatment plant are considered to be “included in” the SWIP, with the exception of composting or other Class A treatment facilities that qualify for distribution to the public. Such composting and other Class A treatment facilities must be “included in” the the SWIP by using the process for solid waste facilities

SECTION 11. BUDGET AND TIMELINE

Go through each section of your SWIP and identify all the existing or proposed actions that you have described. In the table below, list all the action steps that you have identified in your SWIP, and for each action step, provide a timeline and budget in the table below. The table will serve as a summary list and to help with budgeting.

TABLE 13 ¹			
BUDGET AND TIMELINE			
ACTION STEP	FREQUENCY	NEXT SCHEDULED or COMPLETE BY	\$ OR PERSONNEL <i>(indicate if it is a one time expense, annual, etc.)</i>

¹ This table will also be updated as part of your implementation report to be submitted every two years.

SECTION 12. PUBLIC PARTICIPATION PLAN

*Describe the process used to ensure early and sustained public participation in the development and implementation of the plan. Local citizens, businesses, organizations, institutions, and solid waste management facility owners should be notified of the **opportunities to participate** in the public process for plan development and implementation.*

*In addition to any public meetings which are scheduled for plan development, at least two public hearings are required prior to plan adoption. ANR recommends these be held after the draft plan receives *pre-approval* from ANR, so that the final draft can be reviewed and discussed by interested parties.*

SECTION 13. CONFORMANCE WITH OTHER PLANS

Your SWIP must be in conformance with any municipal and regional plans adopted in accordance with 24 VSA Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission and the municipal planning board which states that they have reviewed the SWIP and explains how the SWIP conforms with the regional and municipal plan, copies of pertinent sections of the regional or municipal plan, or other documentation that demonstrates conformance.


SECTION 14. ATTACHMENTS

- Solid waste ordinances

Attach copies of any local or district ordinances related to solid waste (for example, mandatory recycling ordinance, illegal dumping/burning ordinance, etc.)

- Municipal/Regional Plan Information

See Section 13 above for submittals.

- Other (specify)
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