This template can be used to draft a Solid Waste Implementation Plan (SWIP). Solid Waste Management Entities (SWMEs) are not required to use this template but may find it helpful for drafting their SWIP.

This document is meant to provide a suggested structure for the SWME to use to submit a SWIP that will be consistent with the State’s MMP. This template will assist the SWME in describing how the performance standards will be fulfilled but the original MMP document and MMP performance standards must be referenced to ensure that you’ve provided a complete description of how the deliverables required will be met from SWMEs. In addition, you may also reference the SWIP Guidance document that was created to offer suggestions for meeting the MMP performance standards.

Planning: Please describe how you intend to meet the requirements of each MMP performance standard within the SWIP period. You may write a brief description of a program you plan to implement or bullet point specific tasks you plan to execute. Two to three sentences may be sufficient to respond to the MMP performance standards, but provide as much description as you need to ensure clarity of how the performance standard will be met. Note that the space in the tables below will adjust to the amount of text you write.

In the event an attachment is required, please attach and make note of it in the material sections of the template. All documents that are required to be submitted as part of a SWIP inclusive of the performance standards are listed in the checklist on the last page of this document.

## SWME Profile

<table>
<thead>
<tr>
<th>Name of SWME</th>
<th>Chittenden Solid Waste District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Chartered (if applicable)</td>
<td>1987</td>
</tr>
<tr>
<td>Mission for Materials Management</td>
<td>The District’s mission is to provide efficient, economical, and environmentally sound management of solid waste generated by member towns and cities and their residents and businesses.</td>
</tr>
<tr>
<td>Names of Member Town(s)</td>
<td>Bolton, Burlington, Charlotte, Colchester, Essex Junction, Essex, Hinesburg, Huntingdon, Jericho, Milton, Richmond, Shelburne, St. George, South Burlington, Underhill, Westford, Williston and Winooski. CSWD has an agreement with Buel’s Gore (see attached copy in Section K) to include the community in the District’s SWIP and to allow the residents of Buel’s Gore to use CSWD’s facilities and programs at member rates.</td>
</tr>
</tbody>
</table>

## General

| G1 | Disposal and Diversion rates for the SWME’s jurisdiction. Include the calculation of the total disposal and per capita disposal rate for municipal solid waste from the jurisdiction for the SWME. |
| Data tracking system: | There is a system in place for tracking and reporting diversion rates biannually and disposal rates annually (check box) ☒ Yes ☐ No (If No please indicate the deadline date below for when system will be in place). |
| Plan for Annually tracking data: | CSWD’s estimated MSW diversion rate for 2013 is 45.4%. Total MSW disposal for 2013 was 89,715 tons. The estimated population in 2013 was 159,760. Therefore, the disposal rate for 2013 was 3.08 pounds per capita per day. CSWD’s goal is to reduce the disposal rate to 2.69 pounds or less by the end of the SWIP term. CSWD has been completing annual diversion and disposal reports since 1993. |
### G1
**Disposal and Diversion rates for the SWME’s jurisdiction.** Include the calculation of the total disposal and per capita disposal rate for municipal solid waste from the jurisdiction for the SWME.

The District maintains a materials database called MatTrax to track materials managed at CSWD and other facilities. Disposal and diversion data from the CSWD-licensed scales at the Casella Transfer Station in Williston, the Burlington Transfer Station in Williston, the Myers Recycling Facility and Transfer Station in Colchester, and the Waste USA landfill in Coventry are submitted electronically to CSWD monthly. Data for materials delivered to other disposal facilities are reported to CSWD monthly. CSWD licenses facilities in Chittenden County that process recyclables or compostables. Data from these processors is submitted to CSWD every six months. Scale data from CSWD’s Material Recovery Facility and Green Mountain Compost are received monthly. Data from CSWD’s seven Drop-Off Centers is uploaded daily to MatTrax. Canusa-Hershman in St. Albans, a recycling processing facility, submits data to CSWD every six months on a voluntary basis. Fletcher Allen Health Care, the University of Vermont, and IBM, CSWD’s three largest employers, voluntarily provide data on recyclables marketed directly to end markets annually. CSWD estimates other commercial economic recycling based on a survey of generators in Chittenden County conducted by DSM Environmental Services in 2007. About 30 businesses engage in direct marketing of materials. An amendment to CSWD’s Solid Waste Management Ordinance to require reporting by these businesses is currently under consideration.

**Expected Timeframe**
CSWD will report disposal data and rates and diversion data for the previous calendar year annually to ANR by July 1.

### G2
**Within 6 months of VT ANR approval, post approved SWIP on SWME website.**

**Plan for Posting:**
The SWIP will be posted on CSWD’s website as soon after it is approved by our Board of Commissioners as possible, and well within the 6-month post-approval deadline.

### G3
**Within 3 months of VT ANR approval, submit one newspaper article or op-ed piece introducing SWIP.**

**Plan for Submittal:**
CSWD will adopt its SWIP by June 18, 2015. By September 18, 2015, CSWD will issue a press release, blogs, newsletter stories, etc. about the SWIP, what it means for various sectors, and positive impacts on the State and CSWD goals for reducing the flow of materials to the landfill. The implementation of the SWIP will provide an excellent opportunity to publicize our breadth of programs throughout the year. In coordination with our school, community, and business outreach coordinators, we will use this opportunity to highlight how various sectors and sub-sectors are impacted, including schools, businesses and institutions, municipalities, and residents. We will include this information at events (where we typically staff an info booth), email newsletters, info/how-to flyers and signage, ads in sector-specific publications, our website and social media channels.

### G4
**Within 6 months of VT ANR approval, conduct a survey of constituents on current knowledge; including variable rate pricing, recycling, organics, C&D, HHW/CEG, electronic waste, and universal waste. Survey to be done at beginning and end of SWIP term.**

**Plan for Surveys:**
CSWD will contract with a marketing research firm to conduct a survey of Chittenden County residents in June 2015. The survey will collect information on residents’ current knowledge of variable rate pricing, recycling, organics, C&D, HHW, electronics waste, and universal waste. The ANR survey template will be used with additional questions added. The survey will be repeated in the fifth year of the SWIP term.

### G5
**Hold two public meetings during SWIP term, one before the end of the second year, the second in the fifth year.**

**Planned Meeting Schedule:**
CSWD will hold two public meetings to get feedback on new and existing programs. The first such meeting will be held between July 1, 2016 and June 30, 2017, and a second meeting will be held between July 1, 2019 and June 30, 2020. CSWD will use a variety of strategies to increase attendance, such as a press release, email newsletter, and social media. The meetings will be held in a high school
<table>
<thead>
<tr>
<th>G5</th>
<th>Hold two public meetings during SWIP term, one before the end of the second year, the second in the fifth year.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>auditorium in the heart of Chittenden County (Williston, South Burlington, or Essex depending on availability). A list of attendees and comments received will be maintained for each meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G6</th>
<th>Develop and maintain a webpage linked to a homepage for the SWME that lists regional management options for waste material (A through Z).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Planned for publishing Webpage:</td>
<td>CSWD currently maintains a robust website (<a href="http://www.cswd.net">http://www.cswd.net</a>), which includes an encyclopedic A-Z list of material management options, information on public and private entities that accept the materials covered in the MMP and beyond, and tips on how to enact behavior changes at home, school, work, and play to reduce what they add to the waste stream. CSWD updates this website regularly and will continue doing so to keep it current with mandates for the foreseeable future. The SWIP and its purpose and context will be on the site as well.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G7</th>
<th>Adopt and implement variable rate pricing for municipal solid waste from residential customers and show plan for bringing haulers and facilities into compliance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Program and copies of ordinances passed:</td>
<td>Please attach copies of any ordinances passed to this template, as well as a brief program description in a PDF or Word document. Indicate the title of the ordinance here.</td>
</tr>
<tr>
<td></td>
<td>CSWD’s proposed variable rate pricing amendment to its Solid Waste Management Ordinance is titled, &quot;Unit-Based Rates.&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G8</th>
<th>Collect contact information for all commercial solid waste haulers and a list of services they provide within the SWME jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of collection process:</td>
<td>Each year in May, all CSWD licensed haulers are sent renewals for the upcoming fiscal year starting July 1. Hauler’s License Applications are completed and returned to CSWD and include contact information and services offered in CSWD. A copy of the current list is attached.</td>
</tr>
<tr>
<td>Expected Timeframe:</td>
<td>An updated list will be submitted to ANR annually by July 1.</td>
</tr>
</tbody>
</table>

### Recyclables

<table>
<thead>
<tr>
<th>R1</th>
<th>Work with at least 10% or 2 schools (whichever is greater) to implement a school-wide waste reduction program (covering recyclables, organics, and HHW) each year ensuring that 50% of schools are reached by end of SWIP term. Please describe how you plan to work with the schools each year.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*If work performed with schools covers recyclables and organics, only one description is required.</td>
</tr>
<tr>
<td>Description of program:</td>
<td>CSWD has one full-time School and Youth Outreach Coordinator who has historically provided outreach to more than 50% of the 79 public, private and alternative K-12 Chittenden County schools each year in addition to programs presented to youth at camps, public libraries, field days and other non-school venues.</td>
</tr>
<tr>
<td></td>
<td>All schools have recycling programs in place for mandatory recyclables per CSWD Solid Waste Management Ordinance requirements, which exceed those of Act 148. Staff has confirmed that 36 CSWD schools currently have programs in place for managing organics, either via donation to farms, composting on-site, compost pickup, or a combination of the above. To maintain and enhance existing programs and establish new programs where needed, the School Outreach Coordinator will provide information and assistance with waste reduction and beneficial materials management to at least eight schools annually via:</td>
</tr>
<tr>
<td></td>
<td>[] Technical assistance outreach, including meetings with parents, staff and administrators;</td>
</tr>
</tbody>
</table>
**R1**  
Work with at least 10% or 2 schools (whichever is greater) to implement a school-wide waste reduction program (covering recyclables, organics, and HHW) each year ensuring that 50% of schools are reached by end of SWIP term. Please describe how you plan to work with the schools each year.

*If work performed with schools covers recyclables and organics, only one description is required.*

- Staff, volunteer and student trainings;
- Curriculum development assistance and materials (see cswd.net/outreach-education/schools-and-youth/learning-tools/);
- Recycling and compost collection system setup and troubleshooting;
- Provision of free recycling bins, food scrap collection buckets, and signage;
- Tours of recycling and composting facilities;
- Waste sorts;
- Grant funding for waste-reduction projects and for publicly accessible or specialized recycling and food scrap collection containers or systems (such as custom-built cafeteria sort stations).

CSWD will provide information to at least eight schools annually on reduction of hazardous materials use and responsible disposal via the Environmental Depot brochure, the Schools pages of cswd.net, and presentations on this subject.

CSWD tracks information on and all communications with schools and youth groups in its Outreach and Enforcement Database. Data from this database will be used to fulfill ANR reporting requirements.

**Expected Timeframe:** CSWD will continue to meet or exceed the annual performance standard and expects to have reached all CSWD schools by the end of the SWIP term.

**R2**  
Implement an ongoing multi-media public outreach campaign to inform the residents and businesses of the preferred practices to recycle materials including plan for raising awareness of the provisions from the UR law: 7/1/15-landfill ban and public space recycling.

**Description of campaign:** Recycling has been mandatory since 1993 in CSWD, and survey and other data indicate a high rate of participation; however, residents, institutions, and businesses are not recycling everything they can. CSWD will continue to promote enthusiastic compliance with the ban on mandatory recyclables, as well as diversion of compostables and C&D materials, and beneficial uses of biosolids, for all sectors.

Information on the requirements of Act 148, implementation dates, and how to comply are currently on CSWD’s website and are being promoted in traditional and online media. CSWD operates a hotline, displays at events, provides collection containers and labels, publishes a monthly newsletter, and mails “Where do I chuck this? The Reduce-Reuse-Recycle and Trash Disposal Guide for Chittenden County” to all residences, businesses, and institutions biannually. This year’s edition of the guide devoted a full page to the UR law including implementation dates and the hierarchy for reducing food waste. Video clips are being produced that provide instruction on recycling and backyard and drop-off composting. Business, school, and community outreach coordinators are boots on the ground presenting educational information and providing tools and assistance in setting up or improving on-site infrastructure for diversion of recyclables, compostables, and reusables.

CSWD surveyed member municipalities in 2012 regarding the number of lone trash containers on public property and will complete an updated survey by early 2015. CSWD’s school and youth outreach coordinator will complete a survey of schools by early 2015 as well. Through direct promotion of the public space recycling requirement and CSWD’s container grant program via e-mail phone calls, and in person, municipalities have been adding recycling containers to assure compliance by July 1, 2015. CSWD is currently considering an ordinance amendment that would require recycling...
Implement an ongoing multi-media public outreach campaign to inform the residents and businesses of the preferred practices to recycle materials including plan for raising awareness of the provisions from the UR law:
7/1/15-landfill ban and public space recycling.

In addition, containers be paired with all publicly accessible trash containers on private property.

As the MMP bar is raised over time to meet, and then exceed, CSWD’s existing standards, CSWD will include the new information in its online and printed materials, ads, and promotions in advance of the deadline for each new imperative. Our aim is to get information into the hands of those impacted by each mandate in time to enable them to successfully implement by the mandated date, and then support that behavior going forward by regularly providing up-to-date information on our website, in newspaper and radio ads, mailings, brochures, etc. Similarly, as different sectors are impacted by the MMP’s rolling deadlines, CSWD will aim ads/editorial content/informational materials at those sectors through channels that best serve those purposes, including but not limited to Front Porch Forum and other social-media channels, trade publications, direct-mail pieces, brochures, and presence at sector-specific functions.

Wherever we staff an informational booth at an event, we will include supporting information in the form of displays and handouts pertinent to that event’s audience. Updates, improvements, and additions to the web site are made almost daily. Staff is also seeking input from local haulers to develop new educational initiatives based on their direct experience with their customers. A full-time marketing and communications coordinator and a full-time web and marketing specialist are on staff to design and implement the outreach campaigns.

CSWD is also currently considering an ordinance amendment that will require multi-unit property managers/owners and haulers to provide instructions on proper management of recyclables, special wastes, hazardous waste, and compostables to new occupants/customers and to all occupants/customers on an annual basis at a minimum. Another amendment under consideration is a revision of the current recycling container labeling requirement to include labeling requirements for trash and food scrap collection containers.

**Expected Timeframe:**
Timing of various promotions will be based in large part on the rolling MMP deadlines and/or implementation dates, with the aim of getting information to affected sectors far enough in advance to enable them to properly plan and comply; and then ongoing afterward to support compliance.

**R3**
Conduct outreach to at least 2% or 20 businesses/institutions (whichever is greater) in the region per year to increase their recycling and access to recycling in their public spaces, ensuring that a minimum of 10% of the businesses and institutions have been reached by the end of the SWIP term.

**Description of outreach plan:**
- CSWD Waste Reduction staff involved in direct outreach to businesses and institutions includes:
  - One full-time Business Outreach Coordinator/Assistant Waste Reduction Manager
  - One 32-hour Community Outreach Coordinator
  - One 28-hour Enforcement Coordinator
  - Green Mountain Compost staff who assist with facility tours and compost troubleshooting

CSWD’s Business Outreach Coordinator has reached an average of 156 businesses and institutions annually since 1999, which is roughly 2.5% of the estimated 6,273 businesses in Chittenden County (VT Dept. of Labor). Blue-bin recycling has been mandatory since 1993 and CSWD’s 2013 Household Solid Waste Survey indicated that 95% of respondents’ employers have a recycling program and 38% have a composting program.

Outreach to this sector includes:
**R3**

Conduct outreach to at least 2% or 20 businesses/institutions (whichever is greater) in the region per year to increase their recycling and access to recycling in their public spaces, ensuring that a minimum of 10% of the businesses and institutions have been reached by the end of the SWIP term.

- Up to 50 free recycling bins for use by employees, visitors, guests and staff;
- Provision of desk-side recycling bins at CSWD cost above the initial 50 free. (We established this program to meet increasing demand by hotels for bins in all guest rooms);
- Waste sorts;
- Presentations to leadership and Green Teams, and at staff meetings and “brown bag” lunch talks;
- Technical assistance identifying one-time as well as sustainable and/or revenue-generating markets for non-blue-bin materials;
- Grants to fund up to 40% of the cost of recycling and food scrap collection bins or unified waste stations for use by employees and/or the general public;
- Recycling system setup and refinement, and food scrap collection system setup and refinement;
- Free labels, brochures, guides and signage to support all of the above;
- Website materials to support all of the above. See cswd.net/outreach-education/businesses/.

CSWD tracks information on and all communications with businesses and institutions in its Outreach and Enforcement Database. Data from this database will be used to fulfill ANR reporting requirements.

**Expected Timeframe:**

CSWD is meeting and will continue to meet or exceed the performance standard annually and will have reached 627 businesses and institutions (10% of total) by term end.

**R4**

Provide technical assistance for waste reduction at public and private events.

*If technical assistance covers recyclables and organics, only one description is required.

**Description of program:**

CSWD has a webpage that highlights the resources we offer to public and private events to maximize waste reduction, recycling and composting. These resources include: tips for reducing waste at events; how to set up waste stations; downloadable signs and labels for containers; free loaner containers for events; information on what can be recycled and composted and compostable ware; a downloadable template for inclusion in venue permits with recycling and composting guidelines for events. We have also hired a part-time temporary event and volunteer coordinator to work with the community outreach coordinator to 1) identify and catalogue events in CSWD; 2) strategically implement an outreach plan to reach all events with information on CSWD resources and ACT 148 requirements for events, and choose a select number of high profile events to provide more hands-on technical assistance; and 3) develop a training program for “Waste Warriors” - volunteer waste station monitors for events - who then become an additional resource for events to tap into. We will continue to expand on methods of reaching events with information via a variety of social and print media and targeted mailings. In addition, CSWD is currently considering an ordinance amendment that will require venue owners and permit issuers for events to include information on and require compliance with recycling and food residual diversion requirements in the permit application or reservation form.

**Expected Timeframe:**

CSWD will continue to meet or exceed the performance standards annually and at the end of the SWIP term.

**R5**

Include outreach & options for textile reuse and recycling.
### R5
Include outreach & options for textile reuse and recycling.

| Description of program: | CSWD has a partnership with Goodwill to collect textiles at our Drop-Off Centers in Burlington, Essex, Hinesburg, Milton, Richmond, South Burlington, and Williston for reuse and recycling. These facilities are open year round and accept rags, shoes, linens, and clothing. Goodwill and Salvation Army each have two collection sites in the District. Planet Aid has sited collection containers at a number of businesses in Chittenden County. In addition to these sites and our drop-off centers, our website lists a number of clothing resale shops and charitable organizations that accept clothing for reuse: http://cswd.net/reduce-and-reuse/reuse-options/#clothes. Outreach includes information on our website, at our facilities, and in printed material, and maintaining textile reuse and recycling program visibility throughout the year in promotions. See R2 for more in-depth description. |
| Expected Timeframe: | CSWD meets and will continue to meet this performance standard. |

### Organics

| O1 | Work with at least 10% or 2 schools (whichever is greater) to implement a school-wide waste reduction program (covering recyclables, organics, and HHW) each year ensuring that 50% of schools are reached by end of SWIP term. |
| Description of program: | Please see description provided in R1. |
| Expected Timeframe: | CSWD will continue to meet or exceed the performance standard each year and at the end of the SWIP term. |

| O2 | Implement an ongoing public education and outreach campaign to inform the residents, businesses, and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) of the better ways to manage organic materials. Must include at least the plan for raising awareness about the organics disposal bans (leaf and yard debris and food scraps) and food recovery hierarchy from the UR Law. |
| Description of campaign: | Chittenden County leaf and yard debris has been banned from disposal since 1993. The results of CSWD’s 2013 Household Solid Waste Survey suggest that 55% of households in Chittenden County currently compost yard trimmings and 49% compost food scraps at home. Composting and drop-off options are regularly promoted in print, on the web, and in person at events. Discount compost bins and kitchen collectors, drop-off compost pails, backyard compost workshops, printed and web-based instructions, a list of curbside collection service providers, and build-your-own bin designs are currently available. CSWD is developing a web page directed at residents with tools for reducing food waste (e.g., shopping list meal planner, guide to expiration dates and other storage information, recipes for using up leftovers). The Composting for Businesses web page (http://cswd.net/composting/composting-businesses/) currently includes information on the requirements of Act 148 and the food recovery hierarchy for businesses and institutions. It also includes the “Composting Works in Any Kitchen” flyer, the “Food Service Composting Guide,”’ purchasing guidelines for compostable products, information on CSWD’s grant program for compost collection containers, curbside collection services currently available, and downloadable signage. In addition to containers, labels, and signage, our business outreach coordinator is available at no charge to work with businesses and institutions to design and implement or improve |
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O2  Implement an ongoing public education and outreach campaign to inform the residents, businesses, and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) of the better ways to manage organic materials. Must include at a minimum the plan for raising awareness about the organics disposal bans (leaf and yard debris and food scraps) and food recovery hierarchy from the UR Law.

Food diversion programs.

A variety of educational programs and technical assistance for setting up food scrap collection programs are currently available to schools. Resources are included on CSWD’s website. CSWD’s guide for food scrap diversion at schools is being updated to be more user-friendly and include information on the UR Law. In addition to containers, labels, signage, and information on compostable ware, our school and youth outreach coordinator is available at no charge to work with staff, faculty, and students to design and implement or improve food diversion programs. The coordinator will be surveying all schools on the status of their organics, recycling (including public recycling), and hazardous waste programs so CSWD can target its outreach efforts where assistance is needed most.

Information on the organics disposal bans and the food recovery hierarchy were included in the latest edition of our guide on solid waste for Chittenden County that was mailed to every residential, institutional, and commercial postal patron. This information will also be included in the educational campaigns described in R2.

Expected Timeframe: Please see description provided in R2.

O3  Conduct outreach to at least 2% or 20 food based businesses and institutions (whichever is greater) within their jurisdiction each year, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term.

Description of outreach plan: All staff listed in section R3 also contribute to outreach to this sector. ANR staff have identified roughly 1,200 food scrap generators in Chittenden County, including K-12 schools. CSWD staff reported updates—businesses incorrectly included, closures, additions, relocations, etc.-- to ANR in July 2014. CSWD staff will continue to do this on a bi-annual basis unless otherwise directed.

As of July 2014, CSWD staff have confirmed that 138 of those 1,200 businesses (including K-12 schools) are currently diverting food scraps via donation, sales, composting or a combination thereof. It is unknown at this time how many of the remaining businesses have organics diversion programs. CSWD has contacted an additional 105 of those generators with information on food scrap diversion options and Act 148 requirements.

In addition to all of the support offered to all CSWD businesses (see R3), CSWD has and will continue to target food-based businesses, as well as those which are not food-based, but which may have a component such as an on-site cafeteria that generates significant organic waste, with the following outreach:

[] Information and advice on food waste reduction strategies, donation options, sales options for inherently valuable production byproducts (e.g., FOG and spent grains), and options for on-site composting as well as pickup services for food scraps to be composted at GMC;
[] The CSWD “Food Service Guide to keeping compostables out of landfills,” which includes food donation options as well as step-by-step setup for scrap collection for composting;
[] Free 4-gallon food scrap collection buckets for use in kitchens and prep areas;
[] Grants to fund up to 40% of the cost of food scrap collection containers;
[] Free decals, brochures, and signage to support all of the above.
<table>
<thead>
<tr>
<th></th>
<th>Conduct outreach to at least 2% or 20 food based businesses and institutions (whichever is greater) within their jurisdiction each year, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>Approximately 20% of the food-scrap generators identified by ANR are either already diverting food scraps or have been contacted by CSWD about Act 148 requirements and offered our assistance with compliance. We will continue to meet or exceed the performance standards annually and at the end of the SWIP term.</td>
</tr>
</tbody>
</table>

| O4 | Provide technical assistance for waste reduction at public and private events.  
*Please note if this description is provided above in the recyclables section. | **Planned Tasks:** Please see description provided in R4. |
<p>| <strong>Expected Timeframe:</strong> | We will continue to meet or exceed the performance standards annually and at the end of the SWIP term. |</p>
<table>
<thead>
<tr>
<th>Q5</th>
<th>Contact and collaborate with local food redistribution groups and networks to conduct outreach and education to food service businesses and institutions about the opportunities to donate quality food within the region to feed people.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planned Tasks:</strong></td>
<td>CSWD staff has worked with the Chittenden Emergency Food Shelf and with smaller, local food shelves on initiatives such as composting and food drives at our Drop-Off Centers. We will use these contacts as well as the Vermont Food Bank database to identify Chittenden County food redistribution groups and networks with whom to partner. Once that list is established, we will invite them to join our Waste Reduction and Marketing staff in brainstorming creative and effective techniques and campaigns for encouraging gleaning at farms and sustainable, quality food donations by businesses and institutions.</td>
</tr>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>Food shelf and other groups/networks identified and list will be compiled and brainstorming invitation issued by July 1, 2015.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>O6</th>
<th>Establish or promote year-round collection location for leaf and yard debris within SWME region. List existing location or the plan to establish and timeline for reaching operational capacity.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planned Tasks:</strong></td>
<td>CSWD currently accepts yard debris year round at nine facilities in Chittenden County (seven Drop-Off Centers, the McNeil Wood &amp; Yard Waste Depot, and Green Mountain Compost), and assists some towns in dealing with large quantities of municipal and community yard debris in the fall. Eight of the facilities are open at least one week day and one weekend day per week. CSWD runs multi-channel seasonal awareness promotions online (website, social media, newsletter) and in traditional print media (including handouts). See R2 for more detail on promotional efforts.</td>
</tr>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>The program is currently operational and well promoted as stated above and will continue to be so. Please see R2 for more detail.</td>
</tr>
</tbody>
</table>

**Construction & Demolition (C&D)**

<table>
<thead>
<tr>
<th>C1</th>
<th>Implement a multi-media outreach campaign to inform the residents and businesses of the preferred practices for the reduction of C&amp;D materials generated and for end-of-life management.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of campaign:</strong></td>
<td>CSWD will continue to promote enthusiastic adoption of sustainable C&amp;D reduction, recycling, and reuse practices. CSWD includes the information in its online and printed materials, ads, and promotions. As different sectors are impacted by the deadlines in the MMP and Act 175, CSWD will aim ads/editorial content/informational materials at those sectors through channels that best serve those purposes, including but not limited to Front Porch Forum and other social-media channels, trade publications, direct-mail pieces, brochures, and presence at sector-specific functions. A direct mail piece to builders will be issued in advance of the January 1, 2015 effective date for generators of architectural materials. The mailing will include the new requirements and list facilities that manage the defined materials (see attached facility list). Facilities include mixed C&amp;D sorting facilities, source-separated facilities, and reuse facilities. Please see R2 for more detail on the outreach campaign.</td>
</tr>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>Please see R2.</td>
</tr>
<tr>
<td><strong>C2</strong></td>
<td>Establish a program for clean wood recycling prior to July 1, 2016 to coincide with the UR Law landfill ban.</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Description of program:</strong></td>
<td>Clean wood is currently accepted year round at five CSWD drop-off centers in Essex, Milton, Richmond, South Burlington, and Williston. Clean wood is also accepted at the McNeil Generating Station Wood and Yard Waste Depot in Burlington. Clean lumber and pallets are accepted at the Myers Recycling Facility in Colchester and the Casella Transfer Station in Williston. These two facilities and the drop-off centers also accept MSW and recyclables, so diversion is encouraged.</td>
</tr>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>CSWD meets and will continue to meet the performance standard.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C3</strong></th>
<th>Establish at least one collection location for asphalt shingles collection and drywall by end of the SWIP term in each SWME’s jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planned Tasks:</strong></td>
<td>New scrap drywall is accepted for recycling at CSWD’s Williston Drop-Off Center and the Casella Transfer Station in Williston. New scrap and used drywall and asphalt shingles are accepted for recycling at Myers Recycling Facility in Williston.</td>
</tr>
<tr>
<td><strong>Expected Timeframe:</strong></td>
<td>CSWD meets and will continue to meet the performance standard.</td>
</tr>
</tbody>
</table>
HHW & CEG

| H1 | Work with schools and VT ANR’s Environmental Assistance Office to provide information and technical assistance on HHW/CEG hazardous waste handling, disposal, waste reduction, recycling and assistance accessing cost effective disposal options. Work with at least 10% or 2 schools (whichever is greater) each year ensuring that 50% of schools are reached by end of SWIP term. |
| Description of program: | CSWD staff involved in this performance standard is one FTE School and Youth Outreach Coordinator (SYOC) with advisory assistance from CSWD’s hazardous waste management staff and materials and support from marketing staff (see H2). The SYOC will work with administrators, custodial staff, teachers and students at a minimum of eight schools per year to provide them with information on:  
- Environmentally preferred purchasing options for classroom, office, and lab supplies, cleaning products, etc.;  
- Proper purchasing and handling to reduce the volume of hazardous waste generated;  
- Creating school-wide EPP purchasing policies;  
- Creating school-wide use and end-of-life management policies and procedures for hazardous materials;  
- Building awareness of long-standing, low-cost or free options for HHW/CEG disposal at CSWD facilities;  
- Building awareness of ANR’s EAO availability for further assistance. |
| Expected Timeframe: | Staff will reach a minimum of 8 schools per year, with at least 40 reached by the end of the SWIP term. |

| H2 | Implement a multi-media outreach campaign to inform residents, businesses and institutions of environmentally preferable purchasing and of the preferred practices for hazardous materials including pharmaceuticals. |
| Description of program: | CSWD will continue to promote adoption of environmentally preferable purchasing (EPP) and hazardous materials management practices. CSWD distributes the information, including information on disposal bans and managing pharmaceuticals, in its online and printed materials, ads, and promotions. CSWD adopted its own EPP policy to serve as a model several years ago. Please see R2 for more detail. |
| Expected Timeframe: | Ongoing; please see R2. |

| H3 | Work with 2% or 20 (whichever is greater) of businesses and institutions within jurisdiction per year on proper disposal and waste reduction information, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term. |
| Description of program: | Staff involved in this performance standard is one FTE Business Outreach Coordinator with advisory assistance from CSWD’s hazardous waste management staff and materials and support from Marketing staff (see H2). The Business Outreach Coordinator will provide District businesses and institutions from a variety of sectors with information on:  
- Environmentally preferred purchasing options for supplies, cleaning products, etc.;  
- Proper purchasing and handling to reduce the volume of hazardous waste generated;  
- Creating business-wide EPP purchasing policies;  
- Creating policies and procedures for responsible use and end-of-life management of hazardous materials;  
- Building awareness of long-standing, low-cost or free options for HHW/CEG disposal at CSWD facilities;  
- Building awareness of ANR’s EAO availability for further assistance. |
| Expected Timeframe: | Staff will provide information to a minimum of 120 businesses and institutions per year on HHW/CEG
**H3**

| Timeframe | Work with 2% or 20 (whichever is greater) of businesses and institutions within jurisdiction per year on proper disposal and waste reduction information, ensuring that at a minimum 10% of the business and institutions are reached by the end of the SWIP term. |

**H4**

| Description of plan for each year: | Year 1: Establish a minimum of 2 HHW/CEG events per year, or access to a permanent facility.  
Year 2: Demonstrate that year-round HHW/CEG collection exists for additional MMP-specified materials, provide 2 HHW/CEG events per year or access to a permanent facility for items not listed.  
Year 3: Demonstrate that year-round HHW/CEG collection exists for additional MMP-Specified materials, provide 3 HHW/CEG events per year or access to a permanent facility for products not listed.  
Year 4: Demonstrate that year-round HHW/CEG collections exist for additional MMP-Specified materials, provide a minimum of 3 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.  
Year 5: Demonstrate that year-round HHW/CEG collections exist for additional MMP-Specified materials, provide a minimum of 4 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.  
Ensure that minimum requirements outlined in MMP under Convenience are met each year. |

CSWD already meets this performance standard and will continue to operate the Environmental Depot, its permanent collection program for HHW and CEG waste and its mobile HHW collection program, the Rover throughout the 5-year SWIP period. The Environmental Depot is open year-round. Households can drop off material during regular hours of operation four days per week (Wednesday-Saturday, 6 hours each day during the week and 7½ on Saturday), and CEGs (including schools) can drop off hazardous waste by appointment five days per week (Tuesday – Saturday). CSWD’s mobile HHW collection program, the Rover, provides an additional collection service for households every Saturday from early April through late October. The Rover travels to all areas in Chittenden County including the towns that are greater than 15 miles from the Environmental Depot. Residents of Chittenden County can participate at any Rover event which provides all residents in Chittenden County access to HHW collection within a 15-mile radius four times per year. The Rover operates 4 to 7½ hours per event, depending on location. The Rover does not accept CEG waste with the exception of universal waste.

Materials accepted year-round at the Environmental Depot include batteries, mercury-containing lamps, mercury thermostats, 1- and 20-pound propane tanks, electronics, paint, used oil, and all other HHW products as well as hazardous waste from CEGs.

The hazardous waste program is staffed by three permanent employees and several part-time temporary employees. The Depot is open on average 255 days per year. There are 17 Rover events per year. The programs serve an average of 660 businesses and 9,000 households per-year.

In addition to CSWD’s HHW/CEG collection program, some universal wastes are accepted at CSWD’s drop-off centers. Specifically, used motor oil, mercury-containing lamps, mercury-containing devices including thermostats, lead acid batteries, primary and rechargeable batteries, oil filters, ballasts, and capacitors are collected. CSWD drop-off centers also collect 1- and 20-pound propane tanks. These materials may be dropped off in limited quantities by households and businesses year-round. Retailers in the community also accept some types of hazardous materials from residents and businesses under extended producer responsibility programs. Currently this includes paint, rechargeable batteries, mercury-containing thermostats, and mercury-containing lamps.

CSWD has been tracking participation and material data for its hazardous waste programs since the Rover opened in 1991. Staff at the Environmental Depot maintain a database on household and CEG participation, costs, materials managed, and the reuse program.
Year 1: Establish a minimum of 2 HHW/CEG events per year, or access to a permanent facility.

Year 2: Demonstrate that year-round HHW/CEG collection exists for additional MMP-specified materials, provide 2 HHW/CEG events per year or access to a permanent facility for items not listed.

Year 3: Demonstrate that year-round HHW/CEG collection exists for additional MMP-Specified materials, provide 3 HHW/CEG events per year or access to a permanent facility for products not listed.

Year 4: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 3 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.

Year 5: Demonstrate that year-round HHW/CEG collections exists for additional MMP-Specified materials, provide a minimum of 4 HHW/CEG events per year or access to a permanent facility for products not listed, ensure households have access to HHW/CEG event or permanent facility within 15 miles.

Ensure that minimum requirements outlined in MMP under Convenience are met each year.

Expected Timeframe: CSWD currently meets and will continue to meet this performance standard.

### Sludge, Septage and Residual Wastes

#### S1

Implement a public education and outreach campaign to inform residents and businesses of the quality and beneficial uses of Vermont’s biosolids and residual wastes to address public perceptions and to educate residents and businesses to not dispose of household hazardous wastes, pharmaceuticals, and other chemicals in wastewater and septic systems.

**Description of program:**
CSWD will continue to promote the proper disposal of hazardous wastes, pharmaceuticals, and other chemicals (avoiding wastewater and septic systems), as well as inform them about the beneficial uses of Vermont’s biosolids and residual wastes. CSWD will include the information where appropriate in its online and printed materials, ads, and promotions. CSWD helped plan and coordinate, and participated in the first Vermont Water Quality Day held on May 23, 2014. CSWD will continue to support this public outreach effort. Please see R2 for additional detail on future outreach efforts.

**Expected Timeframe:** Please see R2.

#### S2

SWMEs shall work with their respective municipalities, plant operators, and septic service providers to encourage the beneficial use of biosolids and septage.

**Description of program:**
The purpose of CSWD’s Biosolids Program is to provide effective, secure, and convenient management of member municipalities’ wastewater sludge in a manner that complies with all state and federal laws and rules as well to evaluate methods on biosolids management alternatives. Wastewater treatment plants currently participating in the program are Burlington East, Burlington Main, Burlington North, Essex Junction, Milton, Richmond, Shelburne #1, Shelburne #2, South Burlington Airport Parkway, South Burlington Bartlett’s Bay, and Winooski. The program also serves as a contingency management method for the Hinesburg wastewater treatment facility, the only other such facility located in CSWD.

Under a contract with Casella Organics, beginning January 1, 2015, at least 80% of residuals from
participating member municipality wastewater treatment plants will be shipped to the Grasslands Lime Stabilization Facility, a beneficial reuse processing facility, in Chateaugay, NY. In 2014, at least 70% of the District’s residuals in this program are being processed at Grasslands. Costs associated with the current biosolids management program are charged to participating members on a user fee basis.

Members, who do not commit all of their biosolids to the District’s management, and private sludge generators, develop their own biosolids management systems. Such alternative management systems, when intended for long-term use should provide for the beneficial reuse of biosolids as a primary means of management. Short-term or back-up methods of biosolids management may include lower end uses of the biosolids, such as landfilling or incineration.

Municipal members not served by wastewater treatment plants rely on private septage haulers for management of their waste. These companies deliver septage to one of the publicly owned wastewater treatment plants and/or, as in the case of P&P Septic Service, use land application as their management method. There are several wastewater treatment plants that currently accept septage from haulers.

| Expected Timeframe: | CSWD’s Biosolids Program will exceed ANR’s goal of 75% beneficial reuse of biosolids during the SWIP term. |
Check List

Please make sure all of the following items are included with the SWIP submittal. Further description of each requirement is included in the MMP.

☒ Tasks that will be undertaken to complete each performance measure as outlined in each chapter of the MMP (all components of the template above.)

☒ Timeline for each task, as well as the deadline for completing the performance measure.

☒ Disposal rate for the SWME area

☒ Solid Waste Facilities Siting Criteria

☒ Specify Facilities included in the plan.
Specify what existing solid waste facilities are “included in” the plan. Describe how proposed facilities will be reviewed for inclusion in the plan.

☒ Public Participation Plan
Describe the process used to ensure early and sustained public participation in development and implementation of the plan.

☒ Ordinances
  o Include copies of local ordinances pertaining to solid waste or materials management.

☒ Conformance with Other Plans
  o Demonstrate that the Implementation Plan is in conformance with any regional plan(s) adopted in accordance with 24 V.S.A Chapter 117.

☒ List of solid waste facilities and haulers that exist to take materials identified as banned in the Universal Recycling law as well as additional non-banned but MMP identified materials (ex: textiles)

☒ Contact information for all solid waste haulers and a list of services they provide within their region.

☒ Variable Rate Pricing Program description and plan for implementation and any passed or proposed ordinances related to the program.