



ENDING WASTE FOR GOOD™

ADDITIONAL RECYCLING SPECIFICATIONS MANUAL

Detailed instructions for school staff regarding the transfer of additional recyclable materials to the Additional Recyclables Collection Center with the Central Vermont Solid Waste Management District.

Updated July 2024

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General Specifications

Central Vermont Solid Waste Management District (CVSWMD) is committed to the safe and efficient handling of hard-to-recycle items through our Additional Recyclables Collection Center (ARCC) (www.cvswwd.org/arcc). Paint, mercury-containing bulbs, some battery types, and certain electronics are **banned from the landfill**. CVSWMD can facilitate the transfer of these and other materials from member schools to the ARCC. For each different type of material to be recycled, refer to the Specification Sheet (see table of contents) for detailed instructions on prepping, coordinating transfers, and fees that may apply. **For the most efficient and safe transfer of materials to the ARCC, and to ensure your school does not incur any additional charges, please carefully adhere to the following procedures:**

Procedure for Recycling Your Materials Through the ARCC:

1. Consult the Specification Sheets for the types of materials (see table of contents) you have to recycle.
2. For fees that may apply to the materials you have to be recycled, reference **the ARCC page** (cvswwd.org/arcc) of the CVSWMD website
3. Contact the **Operations Manager (OM)** (see pg. 2) to initiate the process and ask any questions you have.* The OM will collect needed information from you, including:
 - Contact information
 - The type and quantity of materials you have to recycle
 - A day/time for transport of your materials (whether your school is transporting your materials to the ARCC or ARCC staff are picking materials up at your school)
 - The OM may also request pictures of the materials you have to be recycled
4. Prior to the transfer of your materials to the ARCC, ensure they are sorted and safely packed, according to the Specification Sheet for each particular material. If ARCC staff are picking up materials from your school for transfer to the ARCC, make arrangements for school staff to be available to load your materials onto the CVSWMD vehicle that picks up your materials.

*Mimimum Timeframes to Contact the ARCC in Advance to Initiate Material Transfers	
Transfer of Materials to the ARCC	Amount of advanced notice for the ARCC
For a school to schedule a pick-up of materials by ARCC staff	Mimimum of 7 days
For a school to drop-off materials at the ARCC	Mimimum 48-hrs, but reaching out sooner is reccomended

No materials should be brought to the ARCC by school staff without following the procedures listed above. Schools that bring materials to the ARCC without making prior arrangements may be turned away.

Associated Fees:

There is a \$100 fee per pickup of materials from your school by ARCC staff.

Also, if instructions listed on the enclosed spec sheets are not reasonably followed, your school may be assessed a fee of \$75 to account for ARCC staff time, as per the MOU on file with your school.

After materials have been transported to our facility, an invoice will be sent that includes the pickup fee (if applicable) and any additional material recycling fees (if applicable) outlined on **the ARCC page** (www.cvswwd.org/arcc) of the CVSWMD website.

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See Contact Information on next page



Contact Information:

Material Transfers to the ARCC: Lachlan Pinney, Operations Manager, operations@cvswwmd.org or call the ARCC at 802-476-1900.

Hazardous Waste Disposal: Including registering as a VSQG or other haz waste-related questions: Charen Fegard, HHW Program Coordinator, HWcoordinator@cvswwmd.org or call the ARCC at 802-476-1900.

Additional Recyclables Collection Center: 540 N. Main Street, Barre, VT 05641 (Behind the Dollar General). 802-476-1900.

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CVSWMD Battery Recycling Specifications

What we accept:

- Single use batteries (Alkaline, Lithium Primary, etc.)
- Rechargeable batteries (Nickel Cadmium, Lithium Ion, Small Sealed Lead Acid, Nickel Metal Hydride, Nickel Zinc)
- Cell phones
- Lead Acid Car Batteries (please put cardboard between, if you have multiple, fees apply)

NOT accepted:

- Damaged or swollen batteries. **DANGEROUS – please cover with sand or kitty litter in a sealed metal container marked “Hazardous Waste”, store outdoors, and contact the ARCC Facility Operations Manager (see page 2 for contact info). Do not place in trash!**
- Non-alkaline batteries not taped or bagged (see below, under “Procedure”, from more info).

Procedure:

See page 1 and adhere to the following as well:

For the following types of batteries, the **contacts must be covered with clear tape, or the batteries must be individually bagged:**

- Any rechargeable batteries
- Any Lithium batteries (rechargeable and non-rechargeable)
- Any battery not clearly identified as to whether or not it contains lithium (i.e., if you are uncertain, tape it to be safe)

More Info:

Battery materials are recycled into new batteries, raw metals like steel, metal items like golf clubs and silverware, asphalt aggregate, and even sunscreen.

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Battery Recycling Through Call2Recycle

Schools are strongly encouraged to sign-up for a Call2Recycle battery collection kit, which includes a collection box with a flame-retardant liner.

There is no cost to your school to participate in the Call2Recycle program.

Batteries, particularly lithium-containing batteries, can present a fire hazard. Proper handling and storage are essential to minimize the risk of a battery-generated fire (i.e. a battery “thermal event”).

Through their battery recycling program, Call2Recycle offers free battery collection kits, which feature a collection box with a flame-retardant liner. Combined with proper taping/bagging of collected batteries and other safety measures, these lined collection boxes lower the risk of a battery-generated thermal event occurring and spreading beyond the box.

In addition to being an important safety measure you can employ at no cost, having a Call2Recycle battery collection box offers the additional benefit of providing a focal point for battery recycling in your school. These boxes can be obtained at no cost from Call2Recycle.

When the weight of a box reaches 66 pounds OR a year has passed since you received a box and started putting batteries into it, at that point, the box should be shipped out for recycling. Boxes are pre-labeled for UPS pick-up, shipping is free, and an empty, replacement box will be delivered to your school.

Note: When placed in a school, a Call2Recycle battery collection box is intended for use by ***school staff only*** to recycle batteries from home and batteries used in school. This is **not an appropriate battery collection program for your student population to participate in**, due to the potential fire risk associated with students transporting batteries, particularly lithium-containing batteries, from home to school. With this in mind, please store your Call2Recycle box away from areas with student traffic.

To register to obtain a battery recycling kit, including a flame-retardant-lined box for use by your school staff, contact: Tyrone Biljan at Call2Recycle: tbiljan@call2recycle.org

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CVSWMD Bulb Recycling Specifications

What we accept:

- Fluorescent lamps (single tube style)
- Compact fluorescent lights (CFL), circular and u-shaped
- LEDs, halogens, incandescent, and ultraviolet lights (fee applies)

Procedure:

1. See page 1 and adhere to the following:
2. Carefully store bulbs in boxes that will accommodate the full length of all used bulbs. Using the original box that bulbs came in is suitable for this. Securely tape boxes shut.
3. Do **not** tape fluorescent lamps together (this creates a potential hazard, because lamps may break when tape is removed).
4. If needed, CVSWMD staff will help school staff box lamps in approved containers during pick up.
5. Arrangements can also be made in advance for a school to obtain bulb boxes from the ARCC to pack bulbs into.

Broken mercury-containing lamps – follow [these procedures](#) or search “US EPA Cleaning Up a Broken CFL”. Once it is double-bagged, a broken lamp can be brought to a seasonal CVSWMD Household Hazardous Waste Collection event or disposed of at the Chittenden Environmental Depot at 802-863-0480 (**call in advance**).

Associated Fees:

See the ARRC page (www.cvswwd.org/arcc) of the CVSWMD website for fees for disposal of different types of mercury-containing bulbs.

Notes:

Within 365 days of removal date, bulbs should be properly disposed of.

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CVSWMD Clothing & Footwear Recycling Specifications

What we accept:

- Any clean, dry, usable
 - clothing (Minor rips or stains are OK)
 - footwear - please **box separately**
 - backpacks or duffle bags
 - hats, gloves, and scarves

NOT accepted:

- Scrap fabric bits and pieces
- Fabric yardage
- Wet, moldy, dirty or mildewed materials
- Pillows/cushions
- Stuffed animals
- Rugs

Procedure:

See page 1.

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CVSWMD Covered Electronics Recycling Specifications

“Covered” electronics are **banned** from the landfill. These include computers (tablets, laptops, etc.), televisions, and related peripherals, which are all recyclable. Other types of electronic waste are also recyclable – refer to “Non-Covered Electronic Waste” (pg. 8) for more info.

What we accept:

- Computers, tablets, laptops
- Computer peripherals: monitors, desktop printers, keyboards, mice, desktop scanners, computer speakers
- Televisions: all types and sizes, remote that goes with TV
- Wires, cables, cords and adaptors for these devices.

Procedure:

See page 1.

Fees:

Along with other states, Vermont requires manufacturers that sell televisions, computers, monitors, desktop printers and computer peripherals, such as computer speakers, mice, keyboards and modems in VT, to pay the costs of recycling those electronics. As a result, there is **no fee** to Vermont residents, small businesses (some limits may apply), public schools, and 501c3 nonprofits for the disposal of these specific, covered electronic devices at state-certified permanent collection sites, including the CVSWMD ARCC facility.

More Info:

These electronics are banned from the landfill in Vermont, meaning it is illegal to place them with trash. More on the law can be found [here](#) at VT ANR’s “VT e-cycles” page and at the CVSWMD electronic waste information page (www.cvswwmd.org/electronics).

Notes:

Data security: Covered electronic items accepted at the ARCC are processed through a recycler that is federally certified to wipe any data from devices.

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CVSWMD Non-Covered Electronics Recycling Specifications

Non-covered Electronics refers to all electronics, except televisions, computers, or computer peripherals. Essentially, almost anything that runs on a plug or battery is an electronic device that should be disposed of properly at the end of its life. Recycling these items keeps them out of the landfill and benefits people and the environment.

What we accept for a fee:

- DVD players, stereos/speakers, VCR players, game consoles
- Microwaves, vacuums, and other small appliances
- Projectors/smartboards
- Phones, electronic readers, mp3 players, music devices, calculators, stereo speakers
- Most household/school electronics (items that use a plug or batteries)
- Almost any battery powered or electric device up to 50# in weight; call for information on heavier items.
- Air conditioners, dehumidifiers, mini-fridges

NOT accepted:

- Large kitchen appliances, like full size refrigerators, freezers, or stoves.

Procedure:

1. See page 1 and adhere to these additional guidelines:
2. If batteries are removable, remove and package separately (see pg. 3).
3. Separate electronics from other materials (batteries, books, bulbs) and box separately.
4. Please package all like items together, e.g.: all phones in one box, all projectors together, all remotes in a box, etc. This helps ARCC staff sort and process materials most efficiently.
5. Call to check for acceptance of any electronic device that weighs more than 50#.

Fees:

Fees for recycling non-covered electronics can be found on the ARCC page (www.cvswwmd.org/arcc) of the CVSWMD website.

More Info:

More on E-waste disposal can be found [here](#) at VT DEC & at <https://www.cvswwmd.org/electronics.html>. All materials are sent to vetted R2 recyclers, data destroyers, and/or refurbishers.

Notes:

Data security: CVSWMD does NOT guarantee data security on non-covered e-waste. If your non-covered e-waste stores sensitive information, you should consider destroying your data by a) physically breaking the hard drive disks, or b) permanently erasing it using disk wiping software. Do a web search for “how to permanently erase a hard drive/phone” or see [this article](#) to find out more.

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CVSWMD Paint Recycling Specifications

What we CAN accept:

Original, undamaged containers of architectural paint, stain and finish, no larger than 5 gallons of:

- Interior and exterior paints (latex, acrylic, water-based, alkyd, oil-based, enamel)
- Deck coatings, floor paints, field and lawn paints
- Primers, sealers, undercoats, stains, shellacs, lacquers, varnishes, urethanes
- Waterproofing concrete/masonry/wood sealers and repellents (**except tar and bitumen based**)
- Metal coatings, rust preventatives

What we CANNOT accept:

- ANYTHING leaking, unlabeled, not in original packaging, or missing a lid
- Paint thinners, mineral spirits, solvents
- Aerosol paints/spray paint (if you have these, please **contact us**)
- Auto, marine, traffic, and road marking paints
- Arts and crafts paints
- Caulk, epoxies, glues, adhesives
- Paint additives, colorants, tints, resins
- Wood preservatives (containing pesticides)
- Roof patch and repair materials
- Asphalt, tar, and bitumen-based products
- 2-component coatings
- Deck cleaners
- Industrial Maintenance (IM) coatings
- Original Equipment Manufacturer (OEM) shop application paints and finishes

Notes:

If you have any of the above items that we CANNOT accept at the ARCC, please refer to the Hazardous Waste Spec Sheet (pg. 10) for details on haz waste disposal, including how to register as a VSQG. For more information, see page 2 for contact information to reach the CVSWMD HHW Program Coordinator.

Procedure: See Page 1.

More Info: Paint collection is facilitated by [PaintCare](#) with oversight from [Vermont's Paint Stewardship Law](#). Click [here](#) for a PaintCare downloadable brochure.

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CVSWMD Hazardous Waste Specifications

CVSWMD does not accept Hazardous Waste (HW) at the ARCC at any time. However, if you have any of the materials listed below, or other HW not listed, we can guide you through the process of registering as a [Very Small Quantity Generator \(VSQG\)](#). Once registered, you may bring hazardous materials to a [CVSWMD seasonal HHW event](#) with proper notice and registration (see below). Another option, available year-round, is the Chittenden Solid Waste District's [Environmental Depot](#), Schools should call the Depot in advance at 802-865-4663. Fees will apply and the Depot may not be able to accept all materials a school has.

Examples of Hazardous Waste:

- Paint thinners, solvents
- Paints or stains WITHOUT identifiable labels intact on the cans.
- Cleaners that contain bleach — laundry products, bathroom cleaners
- Drain openers, oven cleaners, floor wax
- Tar, adhesives
- Pesticides, aerosols, moth balls
- Lead paint chips (Learn more at VT Dept. Health www.healthvermont.gov/environment/home/lead)
- Typically, anything labeled CAUTION, POISON, DANGER, or WARNING

Questions on Hazardous Waste at Your School?

See page 2 for contact info
for the CVSWMD
HHW Program Coordinator.

Seasonal Household Hazardous Waste Collections

CVSWMD holds seasonal (typically Saturdays, spring through fall) Household Hazardous Waste (HHW) Collections. These collections are designed to serve residents, but businesses, organizations, and **schools may also participate, but must register as a Very Small Quantity Generator (VSQG) at least two weeks prior to the event. Your waste will not be accepted at any collection events if you are not registered. To register as a VSQG, or for more information, see page 2 for contact information for the CVSWMD HHW Program Coordinator.**

Associated Fees:

Disposing of hazardous waste is costly and entails significant resources and specific procedures that must be adhered to reduce potential risks associated with HW disposal. Schools, like other VSQGs, are charged based on what is brought to a HHW collection event. When registering as a VSQG, we will provide you with an estimated cost to dispose of the materials you have at your school(s).

Lab Chemical Clean-outs:

Due to the nature and variety of chemicals a school lab clean-out can generate, CVSWMD is generally not able to accept these chemicals at seasonal HHW collection events. Other resources are available, including the [VT DEC Hazardous Waste Management for Schools web page](#). In particular, under "Recommendations for Schools", are resources, which are also highlighted in the table below:

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Resources for Schools for Haz Waste Management and Disposal (including chemistry lab clean-outs):

Topic	Contact	Source of Support (click on link to visit website)
Help writing and maintaining a Hazardous Communication (HAZCOM) program* for any hazardous chemical use at your school and a Chemical Hygiene Plan** for school chemistry labs.	Shawn Barth Industrial Hygiene Engineer VT Department of Labor 802-793-5072 Shawn.Barth@Vermont.gov	Project WorkSafe
Financial support in the form of both grants for the management and disposal of haz waste (including science lab chemical clean-outs) and scholarships for risk reduction trainings.	Heidi Joyce Risk Management Consultant VSBIT heidi@vsbit.org	Vermont School Boards Insurance Trust See “Safety Assistance” for grants & “School Management” For scholarships.
Assistance following state and federal guidelines in handling, transporting, storing, and disposing of hazardous materials, and referencing Safety Data Sheets (SDS).	Drew Youngs Environmental Analyst VT DEC Andrew.Youngs@vermont.gov	VT DEC Hazardous Waste Management Program
Help getting started with any aspect of Haz Waste Management at your school(s).	Mia Roethlein Environmental Analyst VT DEC mia.roethlein@vermont.gov	VT DEC Hazardous Waste Management for Schools
Outlet(s) for disposal of Haz Waste , including CVSWMD, CSWD, and otherwise.	Charen Fegard Program Coordinator CVSWMD HWCoordinator@cvswwmd.org	CVSWMD Household Hazardous Waste

*Having an updated HAZCOM program in place is a legal requirement for any school.

**Having an updated Chemical Hygiene Plan in place for a school chemistry lab is a legal requirement.

Storing Hazardous Waste

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The following are general guidelines for safe storage:

- Keep items **out of reach of children.**
- If possible, store items **away from populated spaces.**
- Make sure **all lids and caps are tight** to prevent the product and vapors/odors from leaking.
- **Keep items away from:** heat sources (for safety), freezing temperatures (to prolong product life), and

A FREE resource available for assessing and improving the health of indoor school environments:

1. Envision Program - Promoting Healthy School Environments, VT Department of Health.

The goal of the Envision Program is to identify and eliminate hazardous exposure in schools, with a focus on air quality. It's a broad program that offers tools, training, technical assistance and on-line resources. *Envision* can provide a school walk-through, which takes ~1 hour. [This short video](#) provides an example of what a walk-through looks like. The video also introduces you to their on-line walk-through/inspection, which you can perform yourself.

Contact: Michelle Thompson, Public Health Industrial Hygienist, envision@vermont.gov

Website: healthvermont.gov/envision.

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