

**Business and School Requirements**

**Managing Items Banned from the Trash**

To reduce waste and greenhouse gas emissions, protect public health, and conserve resources and landfill space, Vermont law bans certain items from the trash. **Your local waste management experts can provide no-cost advice and training.** They can also help you figure out ways to reduce waste, which can save you money. Find your local experts at [802recycles.com](http://802recycles.com).

**State law requires everyone in Vermont to recycle clean and dry:**



- Uncoated paper, boxboard, and cardboard
- Containers: from food and drinks, empty and rinsed
  - Metal cans
  - Glass bottles and jars
  - Plastic bottles and containers labeled #1 and #2  
(ask your recycler what else is accepted locally)



**Tips for recyclables:**

- 1) Learn more about what to recycle at [VTrecycles.com](http://VTrecycles.com). If you don't have recycling, ask your trash hauler for recycling service, and set up containers to collect recyclables where they're produced.
- 2) Label your recycling bins with [signs](#) that describe what can be recycled.
- 3) Teach your staff to recycle properly. Make sure they follow through, and coach them frequently.

**State law requires everyone in Vermont to manage their food scraps separately from the trash.**



**Tips for leftover food and food scraps:**

- 1) Donate quality food to staff or a local food shelf.
- 2) Find food scrap haulers or learn about drop-offs and on-site composting at [VTrecycles.com](http://VTrecycles.com).
- 3) Track excess food and food that goes bad so you can modify purchasing, preparation, and storage to save money by having less excess and less waste.

**How food scrap management works:**

- Haulers often provide collection bins and tell you what can go in them.
- Collect food scraps in easily washable containers, like 5-gallon buckets, and empty them into the larger bins. Clean the buckets regularly.
- Teach staff to separate food scraps properly. Keep trash, like produce stickers and silverware, out of the food scraps.



**Hazardous and hard-to-manage items must be collected separately.**



Find a special recycling drop-off near you at [VTrecycles.com](http://VTrecycles.com) for these items:

- Batteries and Cell phones
- Electronics
- Paint
- Fluorescent Lightbulbs
- Mercury Thermometers, Switches, and Thermostats (have glass vial behind the cover)

**These items are banned from the trash or dangerous:** Ask your local waste experts or transfer station where to bring them (find local info at [802recycles.com](http://802recycles.com)).



- Large Appliances and Scrap Metal
- Tires, Used Oil, Filters, Auto Fluids
- Clean Wood: not pressure treated/painted
- Explosives, Fireworks, Gasoline, Pesticides, Pool Chemicals, Propane Tanks/Cylinders
- Hazardous Wastes (cleaners, degreasers, etc.)

Learn more at [VTrecycles.com](http://VTrecycles.com) or by calling VT DEC at 802-828-1138.



# WASTE NOT GUIDE



## WHAT TO DO WITH ITEMS THAT ARE BANNED FROM THE TRASH

### RECYCLE ANYWHERE\*: Drop-off or with your hauler



Plastic #1 and #2

Glass jars, bottles

Cans and foil

Cardboard, mixed paper, newspaper



### COMPOST: At home, drop-off, or with a hauler

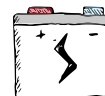


Leaf and yard debris, grass clippings, branches, etc.

Food scraps, coffee grounds, egg shells, etc.



### BANNED & SPECIAL RECYCLING: Find collection locations at [VTrecycles.com](http://VTrecycles.com).



Mercury-containing bulbs, thermostats, switches, thermometers, etc.

Paint, stain, and varnish

Computers and accessories, phones, TVs, MP3 players, VCRs/DVDs, etc.

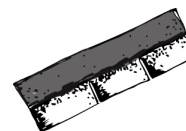
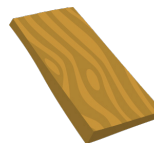
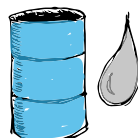
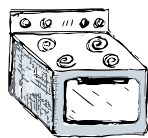
Lead-acid, rechargeable, and other batteries

\*Contact your local solid waste entity at [802recycles.com](http://802recycles.com) to learn what else can be recycled in your area.

Vermont Waste Management & Prevention Division  
[\(802\) 828-1138](tel:8028281138) | [VTrecycles.com](http://VTrecycles.com)



### OTHER BANNED OR DANGEROUS ITEMS: Contact your local solid waste entity for guidance—at [802recycles.com](http://802recycles.com).



Large appliances & scrap metal

Used Oil, filters, auto fluids

Tires

Clean Wood

Asphalt shingles, plywood, OSB, and drywall from large projects within 20 miles of a C&D recycling facility



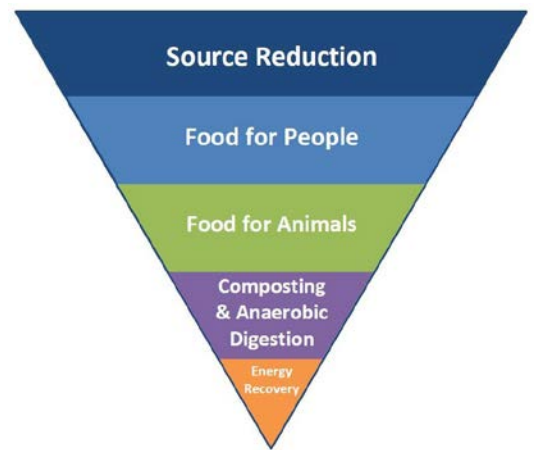
Explosives, fireworks, gasoline, pesticides, pool chemicals, propane cylinders

## 8 Steps to Separate and Manage Food Scraps

- 1. Identify all areas of your facility or business where food scraps are produced.** Food scraps (any food that is unwanted, spoiled, partially-eaten, etc. and is considered “waste”) can be generated in the kitchen and anywhere food is eaten, including dining areas and break rooms.
- 2. Track what food is wasted.** Conduct a waste audit to learn about your food scrap baseline. Keeping track of what and how much food is wasted will help identify the greatest opportunities for savings, and help you plan the right number of bins and collection frequency.

### Follow the Vermont Food Recovery Hierarchy:

- 3. Identify ways to reduce food waste at your facility.** For example, careful purchasing, using “full-use” recipes, finding creative uses for left-overs, giving smaller portions, or offering an a la carte menu can prevent waste.
- 4. Donate unsold food or close-dated/soon-to-expire food to a local food shelf or food bank.** Donating safe, edible food that may otherwise go to waste helps hungry Vermonters and families in need. For information on food donation or to find a food shelf, contact the Vermont Foodbank or search ANR’s Materials Management Map: [anrmaps.vermont.gov/websites/Organics/default.html](http://anrmaps.vermont.gov/websites/Organics/default.html).
- 5. Separate what cannot be donated for animal feed or compost.** Keep your food scraps free of trash (PLU stickers, twist ties, wrappers, etc.). Ask if your hauler provides food scrap collection services; organics haulers operate in most of the state, and all waste haulers must offer this service by July 1, 2020. You may haul your own food scraps to a transfer station, compost facility, digester, or farm. Ask what is accepted—facilities may not accept napkins, and many do not accept “compostable” serviceware. Visit [VTrecycles.com](http://VTrecycles.com) for a list of food scrap haulers.
- 6. Train all staff.** Meet with staff to devise a system for food waste separation. Train EVERYONE on collecting and managing food scraps, and on the critical importance of keeping trash, silverware, and other non-organic materials out of food scrap containers.
- 7. Schedule recurring trainings.** Train all new staff, and re-train existing staff on proper procedures for food scrap management at least once a year, or as needed if issues arise.
- 8. Request assistance.** Contact your local Solid Waste Management Entity or town—find yours at [802recycles.com](http://802recycles.com). Or, contact the Department of Environmental Conservation at (802) 828-1138.



**SHARING TABLES** are an effort to reduce the amount of wasted food and encourage the consumption of food served at schools. Children can place unconsumed food and beverage items they choose not to eat or drink on the table. This provides other children the opportunity to take additional helpings of food or beverages at no extra cost. Use these guidelines to help your school start a sharing table program. The Vermont Department of Health can help you plan your program.

## Sharing Table Checklist

- The table should be close to the cashier or wherever students exit the food service line.
- The sharing table must be monitored by any employee other than the cashier.
- Food or beverages that must be under temperature control (e.g., milk, cut fruit) must be placed in a small refrigerator, cooler or ice bath.
- Recovered food and beverages should be clearly labeled and not mixed with unsold foods.

## Food Safety Checklist

- Students should place their unwanted food onto the sharing table before sitting down to eat. This will prevent any potential contamination.
- The monitor should identify any food, beverage, or condiment to make sure it has not been contaminated (e.g., opened, partially eaten, etc.) and the original packaging is in sound condition.
- Unused food should be donated rather than thrown away. USDA regulations allow donations, such as packaged foods, whole fruits and vegetables, and milk nearing expiration, to 501c3 non-profit organizations.
- Students may not be allowed to put items brought from home on the sharing table.

## Questions?

### Starting a Food Sharing Table Program and Food Safety

Contact the Vermont Department of Health, Food and Lodging Program at 802-863-7221 or visit [healthvermont.gov](http://healthvermont.gov)

### Vermont's Universal Recycling and Composting Initiative

Contact the Vermont Agency of Natural Resources, Solid Waste Management Program at 802-828-1138 or visit [www.recycle.vt.gov](http://www.recycle.vt.gov)

### School Meals Program

Contact the Vermont Agency of Education, Child Nutrition Programs at 802-479-1360 or [education.vermont.gov/nutrition](http://education.vermont.gov/nutrition)



- Develop Standard Operating Procedures in the school's Food Safety HACCP Plan.

## Allowable Products

- Non-temperature-controlled, pre-packaged products like food bars, drinks, crackers and cereal packs
- Wrapped fruit and vegetables or fruit with a thick skin, like bananas and oranges
- Temperature-controlled, pre-packaged products like cheese and milk as long as they are placed in a cooler, refrigerator, or ice bath

## Best Practices

- Use Sharing Tables in combination with Offer Versus Serve and careful portion control to combat excess waste on trays.
- For more information about Offer Versus Serve, visit [www.fns.usda.gov/school-meals/guidance-and-resources](http://www.fns.usda.gov/school-meals/guidance-and-resources) or call the Vermont Agency of Education, Child Nutrition Programs at 802-479-1360.
- Other ways to minimize wasted food include:
  - Marketing the sharing table program
  - Increasing food choices
  - Changing food presentation
  - Allowing appropriate time for meals
  - Implementing recess before lunch





# Universal Recycling

# Guidance for Food Donation

Vermont’s Universal Recycling Law bans throwing food and food scraps into landfills. Donating surplus food to local food rescue organizations allows your business to:

- Follow the Universal Recycling law by not throwing food into the trash
- Support your community by helping the one in four Vermonters who are in need of food
- Potentially lower trash disposal and diversion costs
- Possible federal tax deductions (ask your accountant for details)



You are protected from liability by Federal Law, under the Bill Emerson Good Samaritan Food Donation Act, when donating properly handled food.

Extra food can only be donated to food rescue organizations if it was **handled properly** and **not previously served**. When creating a program to donate food, follow these guidelines.

## DONATING FOOD SAFELY AND SAFE FOOD HANDLING GUIDE

### TIME & TEMPERATURE CONTROLS

The temperature of potentially hazardous foods, including prepared foods, meat, poultry, dairy, fish, seafood, tofu, eggs, and cut produce, must be managed for safety. Foods kept in the **temperature danger zone**, which is **between 41°F and 135°F**, can spoil, grow bacteria, and may cause people to become sick.

Food Type	Storage Requirements	Foods that Cannot be Donated
Prepared Foods	Stored at 41°F or below Frozen at 0°F or below	<ul style="list-style-type: none"> <li>• Foods kept in the danger zone for more than 2 hours</li> <li>• Previously reheated foods</li> <li>• Previously served foods</li> </ul>
Chilled Perishable, Prepackaged Foods (e.g. dairy, juice)	Stored at 41°F or below	<ul style="list-style-type: none"> <li>• Foods kept in the danger zone for more than 2 hours</li> <li>• Damaged or bulging packaging</li> <li>• Foods stored in non-food grade packaging</li> </ul>
Meat, Poultry, Fish (Unfrozen)	Stored at 41°F or below	<ul style="list-style-type: none"> <li>• Foods kept in the danger zone for more than 2 hours</li> <li>• Foods stored in non-food grade packaging</li> </ul>
Meat, Poultry, Fish (Frozen)	Frozen at 0°F or below	<ul style="list-style-type: none"> <li>• Foods kept in the danger zone for more than 2 hours</li> <li>• Severe freezer burn</li> <li>• Defrosted foods</li> </ul>
Fresh Produce (Whole)	Stored in a cool, dry, and clean area	<ul style="list-style-type: none"> <li>• Significant decay</li> </ul>
Fresh Produce (Cut)	Stored at 41°F or below	<ul style="list-style-type: none"> <li>• Foods kept in the danger zone for more than 2 hours</li> <li>• Color change or decay</li> </ul>
Baked Goods	Stored in a cool, dry, and clean area	<ul style="list-style-type: none"> <li>• Foods stored in non-food grade packaging</li> <li>• Moldy or stale products</li> </ul>
Canned/Boxed Foods	Stored in a cool, dry, and clean area	<ul style="list-style-type: none"> <li>• Damaged or bulging packaging</li> <li>• Home-canned products</li> </ul>

LABELING FOOD FOR DONATION

Food service facilities must properly label the food they are donating. **All donated food must be kept in food-grade packaging at all times.**

**ALLERGEN LABELING**

Each year, millions of Americans have allergic reactions to food. It is strongly recommended that foods for donation be labeled with ingredients so people with food allergies are aware of what is in the food. Eight major foods account for 90% of food allergic reactions and are important to label: *milk, eggs, fish (e.g., bass, salmon), shellfish (e.g., crab, shrimp), tree nuts (e.g., almonds, walnuts), peanuts, wheat, and soybeans.*

**DATE MARKING**

Vermont Department of Health food service regulations require date marking for prepared foods. Prepared food must be discarded **after seven days**. Mark the date when food is prepared and the date when food must be discarded (the day food is prepared + six days = seven days).

**Prepared Foods**

- Label the packaging with the food name, the date it was prepared, and the seven-day expiration date.
- Food that has been refrigerated for seven days or more should not be donated.
- Foods that are frozen, thawed, and then refrozen should not be donated.

- Food that will be donated can be frozen prior to donation to “stop the clock” and prevent the growth of bacteria. Label the packaging with the date it was frozen.
- Store foods in a designated area of a refrigerator or freezer while waiting for pick-up.

**Non-Perishable Foods** (*baked goods and canned/boxed foods*)

- “Best by,” “sell by,” and “use by” dates on food packaging are dates marked by the manufacturer. They indicate the time period the product will have the highest quality, not the date at which the food is no longer safe to eat.
- Store foods in a designated area while waiting for pick-up.

**RECOMMENDATIONS FOR TRACKING DONATIONS**

Facilities are encouraged to keep logs documenting that food is handled and served properly within the facility. Here is an example of a food donation log:

Date	Name of Food Donated	Temperature (°F)	Name of Food Rescue Agency

Food rescue agencies receiving donations should have the equipment to maintain proper food temperatures by keeping foods hot or cold during transportation, receiving, and storage.

QUESTIONS?

**Food Safety and Handling**

Contact the Vermont Department of Health at 802-863-7221 or visit [healthvermont.gov](http://healthvermont.gov).

**Food Donation and Vermont’s Universal Recycling and Composting Initiative**

Contact the ANR Solid Waste Management Program at 802-828-1138 or visit [VTrecycles.com](http://VTrecycles.com).

**Food Donation Locations**

Visit the Materials Management Map and zoom in to the purple apples: [anrmaps.vermont.gov/websites/Organics/default.html](http://anrmaps.vermont.gov/websites/Organics/default.html)



# A Vermonter's Guide to Recycling



## PAPER

clean & dry



copy paper, mail & magazines

cardboard & boxboard

## CONTAINERS

empty & rinsed clean



metal



glass bottles & jars



plastic bottles, tubs & packaging



MINIMUM SIZE  
2 inches

MAXIMUM SIZE  
2 feet

MORE INFO  
(802) 828-1138  
VTrecycles.com

 VERMONT  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

# Leave 'em out.

These items don't belong in the recycling bin.



## NO PLASTIC BAGS

They wrap around sorting equipment & cause shutdowns.  
Instead: Bring clean, dry, and stretchy bags to a grocery or hardware store for special recycling. Otherwise put in trash.



## NO BATTERIES

They are the leading cause of fires at sorting facilities.  
Instead: Bring to a drop off location for special recycling.



## NO STUCK-ON FOOD/DRINK

It's gross—and it reduces the value of other recyclables.  
Instead: Rinse clean first.



## NO SCRAP METAL ITEMS

They can damage equipment.  
Instead: Bring to a drop off location for special recycling.



## NO CLOTHING

It gets wrapped around equipment and causes shutdowns.  
Instead: Donate for reuse, or bring to a drop off location for special recycling.



## NO ELECTRONICS

They break, damage equipment, and endanger workers.  
Instead: Bring to a drop off location for special recycling.



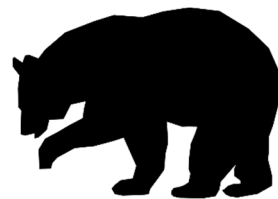
## NO HAZARDOUS CONTAINERS

They pose a risk to workers, even if empty (there's always residue).  
Instead: Take to hazardous waste event or facility, or trash if empty.

This is only a partial list. For more details, visit [VTrecycles.com](http://VTrecycles.com).

## Managing Food Scrap Carts in Bear Country

It is possible to collect food scraps for a hauler without attracting nuisance bears.



### Tips for bear-proofing food scrap totes:



1. **Minimize odors.** Bears have a strong sense of smell. To contain odors, cover food scraps with a thick layer of sawdust, straw, or another smell-capping compostable material. Ask your hauler what material they recommend.
2. **Keep things clean.** Ensure no food scraps spill on the ground or the outside of the tote.
3. **Store food scrap totes where bears cannot access them.** If space allows, store totes in a shed, garage, or shipping container, and bring them outside immediately before pick-up. Consider at least bringing totes inside at night when bears are most active.
4. **Connect with neighbors.** Ask neighbors to only feed birds when there is a foot of snow or more and to follow VT Fish & Wildlife's [Living with Black Bears](#) advice (secure garbage and bird seed, feed pets indoors, surround bees & chickens with electric fences, etc.).
5. **Keep totes away from forest edges.** Most bears do not like to cross open areas, like yards and parking lots. Keeping totes near buildings may deter bears.
6. **Latch totes closed.** Locks and other latches can keep bears (and other animals) out of totes. Make sure your hauler approves your latch system or undo latches for pick-up. These [instructions](#) explain how to install metal latches on plastic carts.
7. **If outside, strap totes to a tree or pole so they are harder to tip over.** This will help the latches hold.
8. **Surround totes with electric fencing.** Either top a wooden or chain-length fence with electric fencing or set up a ground-level electric fence. Consider baiting the electric lines with peanut butter or bacon grease; if a bear has a negative experience near your bin, it might be less likely to return.
9. **Install a motion-sensor alarm and/or light.** Bears may be deterred by bright lights and/or alarms that go off as they approach a tote. Some are solar and/or battery powered so they can be installed anywhere.
10. **Soak a rag in ammonia every 2-3 weeks.** Keep the smelly rag in a plastic tub next to the cart.
11. **Train staff.** Make sure all staff know the importance of following good practices to avoid attracting bears and what to do if a bear is spotted.
12. **If a bear is seen trying to get into a tote, try to scare it away** by banging pots together or shouting from a safe distance. If you are in a car, drive toward it (not too close!) slowly and blow the horn. Report all bear visits to VT Fish and Wildlife.



Contact VT Fish and Wildlife for more advice on deterring a bear **before** it becomes a problem. **Fill out this form to get in touch:** [Anrweb.vt.gov/FWD/FW/WildlifeBearReport.aspx](http://Anrweb.vt.gov/FWD/FW/WildlifeBearReport.aspx)



# Hazardous Waste Management and Reduction in Schools

Hazardous materials can harm human health and the environment, yet they often are part of daily life. This handout will help schools reduce the amount of hazardous materials on campus and properly manage those that are deemed necessary.

- 1. Create a team to manage hazardous waste (HW) at your school.** This team can be part of a waste reduction committee described in the [ANR School Waste Reduction Guide](#). Members should include:
  - a. A school Administrator,
  - b. Lead custodial staff, and
  - c. A Hazardous Materials Coordinator.
  - d. Optional: Students can be involved but should not handle hazardous waste.
- 2. Identify which hazardous materials are used and stored on school property.**
  - a. Commonly found materials: light bulbs, paints, fertilizers, printer toners, cleaning supplies, medical equipment, refrigerants, drain cleaners, pottery clear coating glaze, concentrated acids, aerosol cans, science department lab chemicals.
- 3. Inventory the hazardous materials entering the school and how they are being disposed.**
  - a. Develop a tracking sheet that includes columns for “chemical name of material”, “shortened name” (if there is one), “where it is stored”, “size of the container” (if applicable), and “number of containers”.
  - b. Create a schedule to update the inventory. Save previous inventory sheets as separate files from new ones if completing the document electronically so as to not save over documents.
  - c. Only individuals properly trained to manage hazardous waste should be permitted to handle and inventory the materials.
- 4. Create a plan to limit the use and storage of hazardous materials.** Work with your local [Solid Waste Management Entity \(SWME\)](#) and/or a private contractor to create a plan to limit hazardous materials purchased, used, and generated by the school.
  - a. Identify dangerous chemicals that should not be present or used.
  - b. Work with facility staff, repair personnel, science teachers, and art teachers to limit the use of dangerous chemicals. Educate staff on environmentally preferred alternatives to more hazardous materials.
  - c. Do not purchase more hazardous materials before auditing current supply. Include in audit: lab chemicals, art supplies, and facility maintenance materials such as cleaning products, paint, fluorescent light bulbs, etc. Plan for proper disposal of materials or waste not in use.
- 5. Create a storage plan for hazardous waste.**
  - a. Keep hazardous waste stored in as few locations as possible and follow hazardous waste storage requirements. Contact VT DEC [Hazardous Waste Program](#) with questions.

- b. Make sure the storage area is clean, dry, and free of obstructions.
6. **Create school-wide standardized procedures** for how, when, and where collection and disposal of hazardous waste will occur.
- a. Set up collection days for staff to go through their hazardous material and bring it to a designated consolidation area for proper packaging and removal by a Hazardous Waste Contractor or SWME. When possible, work with a SWME to access their services, Household Hazardous Waste (HHW) events, and/or HHW facility.
  - b. This may include creating a secured hazardous waste storage area.
  - c. Never dump unknown and untreated chemicals down the drain.
  - d. Train personnel on the procedures and review them on a recurring basis to evaluate if they need updates or revisions.
7. **Write and maintain a Hazardous Communication (HAZCOM) program for the hazardous chemical use at your school and a [Chemical Hygiene Plan](#) for hazardous chemical use among school laboratory environments**, as required by VOSHA. Contact Shawn Barth at [Project WorkSafe](#) for assistance with writing these plans.
8. **Educate Faculty.**
- a. Annually train teachers that handle hazardous materials.
  - b. Faculty and students who use these chemicals should learn and practice procedures necessary to minimize exposure to these substances.
9. **Educate Students.**
- a. Science teachers using hazardous materials, such as lab chemicals, must train students before use.
  - b. Explain the connection between hazardous materials and health and environmental issues.
  - c. Incorporate lessons about hazardous products and hazardous waste awareness.
  - d. Explain how hazardous materials can be reduced, reused, and disposed of properly.
  - e. Offer suggestions for use of non-hazardous products for both school and home.

## RESOURCES

- Healthy School Environments: Chemical Use & Management, US Environmental Protection Agency [epa.gov/schools/toolkit-safe-chemical-management-k-12-schools](https://www.epa.gov/schools/toolkit-safe-chemical-management-k-12-schools)
- Hazardous Waste Teaching Resources, King County Solid Waste Division, WA [kingcounty.gov/depts/dnrp/solid-waste/programs/education/hazwaste.aspx](https://www.kingcounty.gov/depts/dnrp/solid-waste/programs/education/hazwaste.aspx)
- Universal Recycling in Schools, Vermont Department of Environmental Conservation <https://dec.vermont.gov/waste-management/solid/universal-recycling/schools>