## Vermont Department of Environmental Conservation (802-828-1138)

## Business Outreach Checklist

|  |  |
| --- | --- |
| DEC Staff: | Date/Time: |
| Name and Physical Address of Business: | Manager/Owner/Corporate Contact:Person talked to: |
|  |
| Mailing Address: | Hauler(s): |
| Email: | Phone: |
| We do quick waste management check-ins at businesses so we can figure out what information or help you might need. What do you get rid of day to day and what do you do with it?  |
| Do you recycle: | Y/N | Back-haul or pick-up by hauler? |
| Paper? |  |
| Cardboard? |  |
| Steel/aluminum? |  |
| Glass? |  |
| Plastic containers 1&2? |  |
| How do you manage hazardous materials (batteries, chemicals, paint, fluorescent light bulbs, electronics thermostats, etc.)? Do you know about EPR free collection programs & HHW events? (Need factsheets or help?) |
| Do you divert any food scraps from the trash? Want more info on the following? |
| Do you compost: |  | Do you use any strategies to reduce food waste? |
| Post-Consumer (scraps)? |  |  |
| Pre-Consumer (prep)? |  |  |
| Coffee grounds? |  |  |
| Fry oil pick-up? |  | * Compost on Site
* Pickup by Hauler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drop off at Transfer Station
* Pickup by Farmer
* Drop off to Farmer
 |
| Packaged food? |  |
| Food Donation? |  |
| Feed to pigs? Meat/fish contamination? |  |
| Do you sell bottle bill drinks? Do you redeem the brands you sell?  |
|  |
| Do you provide plastic bags at point of sale? Plastic straws? Plastic stirrer sticks? Provide or sell Styrofoam (EPS)? Charge 10 cents for paper bags? Want more SUP Law info? |
|  |
| What are your biggest challenges with waste management? Is there anything specific we can help you with? (signs, training, etc.) |
|  |
|  |
| **What items do you throw away the most? Do you use single-use items that could be replaced with reusables? (Reusables save money and reduce waste!)** |
|  |
| **Can we look in your dumpster/trash bins to get a sense of what you might need help with?** |
|  |
|  WRAP-UP |
| * Explain what action is needed
* Leave handouts & card
* If potential violation, double-check mailing address
* Double-check contact info for person who makes decisions
* If doing excellent, ask if willing to do a testimonial
* If given permission, look inside dumpster/bin & discuss any contamination
* If evidence of violation, take photo of dumpster/bin
* In the car, go over full sheet and make sure everything is complete
 |
| FOLLOW-UP (check relevant boxes) |
| * No compliance issues
* Not recycling all required materials:
* Not composting
* Probable pig feed contamination
* No letter needed
* Need compliance letter to this location
* Need compliance letter to a corporate/regional location
 |