CT DEEP's SMART Implementation Checklist

Sustainable CT's Action 7.6 Implement Save Money and Reduce Trash (SMART) Program can earn your municipality a range of 5-30 points, and an additional 5 points for Action 7.5.1 Report Materials Management Data and Reduce Waste. Please see below for DEEP's recommended process for implementing a SMART program, correlating with each step under Actions 7.5 and 7.6.

Checklist	SustainableCT Resources
☐ Join Sustainable CT. If your municipality is not already part of Sustainable CT, joining could help build community support for the SMART initiative. Additionally, the municipal effort towards implementing a SMART program would earn points toward Sustainable CT certification.	Learn more about joining Sustainable CT.
☐ Calculate your municipality's per capita solid waste disposal. It's important to know how your municipality is doing with respect to waste generation. Whether you are part of Sustainable CT or not, you can follow Action 7.5 Report Materials Management Data and Reduce Waste to determine the average number pounds per capita of residential trash generated in your community. This will show how your municipality is doing compared to peer CT communities and to SMART communities in the region.	Earn 5 points for completing the worksheet for Sustainable CT Action 7.5.1.
☐ Create or designate a task force to lead the SMART initiative. It's important to designate a person, agency, or committee to analyze SMART and make an official recommendation to your Council, Select Board, or Board of Aldermen. The process could be in phases if you choose. For example, Phase 1 could involve vetting the concept and making a recommendation to apply for grant or budget funds to hire a professional to design a SMART program. Phase 2 could include the final program design and official recommendation. **Make sure that you have support from the Department of Public Works and or at least one elected official before convening the task force**. SMART programs can be politically controversial and this initial support is crucial to moving forward. In addition, reach out to the Connecticut Department of Energy & Environmental Protection (DEEP) for guidance and support. DEEP can provide an in-person or phone consultation to explain SMART in detail and provide your municipality with the latest information. DEEP may also be able to provide hands-on support or resources.	Earn 5 points for completing this step under Sustainable CT Action 7.6.1. Review Sustainable CT Action 7.6 for SMART Taskforce Worksheets

☐ Conduct an analysis to begin building a case for SMART.	Earn 5 points for completing all steps under Sustainable CT Action 7.6.2.

☐ **Conduct an analysis to begin building a case for SMART.**

Divide up the following tasks among task force members. For example, if you have someone with a finance or accounting background, then put them in charge of the financial analysis and projections.

    a. **Analyze your current situation**

        Gather and assess information on your municipality's current solid waste situation. This includes collection methods, hauler requirements, budget information, annual solid waste and recycling tonnages, tipping fees, contract expiration dates, the distance municipal waste is being hauled, and the cost structure for collection.

    b. **Calculate projected savings of SMART program.**

        Calculate the projected impacts on waste and recycling tonnage, as well as the cost savings or new municipal revenue you would realize as a result of implementing a SMART program. Check with DEEP to verify projections from the analysis.

    c. **Research other SMART communities**

        Research how other communities have implemented SMART, including at least one visit to a SMART community. Check with DEEP for a list of communities and contact names with whom committee members may have phone conversations. It's important that committee members have these conversations, as they will provide direct insights from people that have been through this process. The conversations will help committee members gain confidence in the program.

    Research Other Waste Reduction Programs

        Stakeholders many think there is something else that can be done to reduce waste just as much as SMART. However, hundreds of communities' data shows that SMART is the single most effective means of reducing residential trash. Using residential solid waste generation per capita as a benchmark, compare SMART to other waste reduction strategies. Research the results from education campaigns or rewards programs. See the FAQ document created by DEEP. You can also check with DEEP if you need more information on the effectiveness of any other programs that you may find.

    d. **Educate elected officials.**

        Educate all elected officials in small groups (not a forum) to explore internal support for SMART.

☐ Create a plan. After engaging with elected officials and gathering all the appropriate information, develop a high-level plan for SMART. Reach out to DEEP for assistance in fine tuning the plan, including considering best management practices, so that it is ready for recommendation to Council / Selectmen or Aldermen.	Review Sustainable CT Action 7.6 for SMART criteria.
☐ Engage with key stakeholders. Educate key stakeholders on the need to reduce waste and SMART, as well as gather their input. These stakeholders might include municipal boards (such as the Board of Finance, Board of Public Works, etc.), local environmental groups, senior citizen groups, or key commissions. It's important to get statements of support in writing to go with the final recommendation. Urge group members to speak positively about the concept if approached by friends or neighbors.	
☐ Issue a formal recommendation on SMART or a one-year SMART pilot. Issue a formal recommendation regarding SMART to your municipality's governing body.	
☐ Adopt SMART. By municipal resolution, ordinance, or another implementation mechanism, adopt a SMART program.	Earn 20 points for completing this step under Sustainable CT Action 7.6.3.