

Community Collection Events

Important Changes to the Disposal Voucher Program and Frequently Asked Questions (FAQ)

As of January 1, 2017 Metro changed their role for Portland's Community Collection Events (CCE). While Metro will continue to provide sponsorship through the Bureau of Planning and Sustainability (BPS), they are discontinuing the Disposal Voucher Program *for Portland events*. This means the City will administer both the financial reimbursement of the collection events *and* the financial support of the disposal aspect of the program. Because BPS does not run the transfer stations where waste is disposed, a new process for payment of disposal will be necessary. Instead of disposal vouchers that cover tipping fee costs, drop boxes from collection events will be charged the same fees as the general public transfer station customers and BPS will be responsible for reimbursing these tipping fees.

While BPS did not initiate these changes, we are hopeful that their implementation may provide some efficiencies and more streamlined communication. Regarding all collection event related activities, Coalition offices will now work directly only with BPS, rather than both BPS and Metro. As always, event coordinators will work with their Coalition office.

This document is to inform you of the changes and address key questions for Spring 2017 events.
More detailed program tools will follow.

Program elements	How it used to work	How it will work
Coalition office hosts event coordinators kick off meeting	BPS encouraged all Coalitions to host event coordinator meeting	BPS strongly encourages that Coalitions host meetings with coordinators because of program changes
Disposal Voucher Program application	Disposal Voucher application was due to Metro 14 days in advance of an event	<i>No Disposal Voucher application</i>
Event information submitted to BPS	"Template" due to BPS first Tuesday/March; Coalitions submit spring schedule to BPS with detailed CCE information	Spring events schedule due to BPS first Tuesday/March (March 7, 2017); Coalitions submit to BPS detailed CCE information, with the following additions: <i>secured</i> partners for recycling, reuse, hauling; total number of drop boxes ordered; confirmation from Coalition representatives that prohibited materials will be included on all event marketing
Payment for disposal	Haulers use voucher at Metro transfer stations	Hauler will invoice the customer (Coalition/association/community group) and include tipping fees, along with drop box charges

CCE reimbursement	Coalition submits invoice to BPS for reimbursement for CCE costs within 30 days of event or by June 1	Coalition can invoice for reimbursement up to two times per event, including hauler invoices with tipping fees, to be expedited for payment; Coalition submits final invoices with admin fees to BPS for reimbursement by June 1
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What are Community Collection Events (CCE)?

Community Collection Events (formerly Neighborhood Cleanups) are a partnership between Neighborhood Coalitions, the City of Portland, and Metro in order to build capacity and invest in community, including to advance equity, waste reduction and reuse. They are organized to offer a wide range of Portland residents, including seniors and people with disabilities, with proper disposal of household bulky waste that often accumulates in the home and may otherwise be disposed inappropriately. The events prioritize recycling and reuse over disposal.

How do the roles change?

Metro: Metro previously offered the Disposal Voucher Program (DVP) to waive tipping fees. Because Metro owns and operates two transfer stations where materials are taken, the agency will now bill the hauler (garbage and recycling company) for the tipping fee like they do for most customers.

Metro is allocating an additional \$32,000 to BPS to cover disposal reimbursement costs. The City of Portland will distribute funds through Coalitions for calendar years 2017 and 2018 to cover the tipping fees.

Metro still works with BPS as a fiscal sponsor, providing funding to CCE, including disposal and other costs.

Because of this co-funding, Metro must continue to be acknowledged by name and logo on marketing materials, along with BPS. Coalition representatives and event coordinators **will no longer contact Metro** for any reason.

City of Portland Bureau of Planning and Sustainability (BPS): Along with Metro, BPS is a fiscal sponsor, providing funding to Coalitions for CCE expenses through a two-year Grant Agreement (and NPNS Interagency Agreement). The role of BPS will now include the direct reimbursement for tipping fees. BPS will be responsible for distributing Metro’s funding through an invoice and reimbursement process. **BPS will not pay fines** incurred should a load include prohibited materials (*see below**).

Current two-year Grant Agreements between Coalitions and BPS continue until June 30, 2017. BPS will provide an update on amending these at a later date, including the distribution of Metro’s \$32,000.

Neighborhood Coalitions: Coalitions continue to be the main contact for event coordinators for this program. Coalitions are expected to collect data about all CCE and provide one-on-one customer service to event coordinators and assist with applications, reports and outreach. They allocate and distribute the financial reimbursement for approved CCE related expenses. Coalitions can also provide liability insurance for event sites. Coalitions will submit event schedules to BPS with additional information: *secured* partners for recycling, reuse, hauling; total number of drop boxes ordered; confirmation from Coalition representatives that prohibited materials will be included on all event marketing (due March 7, 2017).

Without disposal vouchers, how does this process work?

Event coordinators will be billed by the hauler for tipping fees, along with the usual charges for drop boxes. The hauler invoice must include information related to the cost of drop boxes, tonnage collected and tipping fees. Coalitions, associations and/or community groups must pay hauler fees in advance and BPS will reimburse costs up to established caps.

BPS will communicate caps per Coalition based on a combination of available data sources:

- 1) current FY amounts if 2016 events took place
- 2) averages from previous years for hauler drop boxes/weights (up to three years and/or what's available)

BPS will communicate with haulers about invoice expectations prior to the Spring 2017 season.

How will Metro's money be distributed to Coalitions?

Metro is allocating \$32,000 to BPS for use in each calendar year 2017 and 2018. This is equivalent to the value of the disposal vouchers used by Portland events in fiscal year 2015-2016.

BPS will reimburse Coalitions, associations and/or community groups for disposal expenses and require documentation like other event expenses.

If expedited payment is necessary, Coalitions can submit up to two invoices per event - one just for the hauler bill (equipment, labor and tip fee) and one for the other remaining reimbursable expenses.

How much are the tipping fees?

As of July 1, 2016, the garbage tipping fee is \$96.25 per ton, plus a \$12 administrative fee per load.

BPS will work with Coalition representatives to estimate anticipated tipping fees based on previous years' weights. BPS encourages Coalitions to share this information with event coordinators to offer transparency of potential fees and alleviate discrepancies.

What other information do Coalitions need to provide for CCE?

BPS still requires the Spring 2017 Event Schedule as part of the two-year Grant Agreement (due March 7, 2017). As part of this schedule, newly required information includes *secured* partners for recycling, reuse, hauling and total number of drop boxes ordered. Additionally, BPS will continue to require Coalition representatives to share language regarding materials prohibited at Metro transfer stations to event coordinators and confirm receipt of information per event. Information regarding prohibited materials *must be included* on all event marketing. Coalition offices can use a pre-application to obtain event information from coordinators if one exists or use the updated Spring 2017 Event Schedule from BPS.

Required fields (new in red):

- Neighborhood association/Community organization
- Event location
- Address of location
- Date
- Time
- Contact name
- Contact phone
- Contact email
- Cost per load (for attendees to dispose)
- Materials accepted

- Recycling efforts
- Reuse efforts (on-site, resale, swap)
- Name of partner organizations
- Name of hauler
- Waste delivered to:
- If using other delivery methods (such as volunteers using own vehicle), describe:
- Other location:
- Estimated waste collection loads/drop boxes:
- Scrap metal will be taken to:
- Tires will be taken to:
- Furniture will be taken to:
- Bicycles will be taken to:
- Appliances will be taken to:
- Paper will be taken to:
- Mattresses will be taken to:
- Electronics will be taken to:
- Foam packaging will be taken to:
- Donated clothing or shoes will be taken to:
- Reuse items will be taken to:
- Other items will be taken to:
- Requirement: Coalitions agree that the *prohibited materials list* must be included on all marketing materials produced for events receiving this information.

What is on the prohibited list for Metro Transfer Stations?

The prohibited material list enforced by Metro in Spring 2016 changes in April 1, 2017, when it expands to include a greater number of construction, demolition and remodeling debris materials.

***Prohibited materials**

- hazardous waste
- construction, demolition and remodeling debris
- kitchen garbage
- residential yard debris and trimmings
- waste and recyclables collected curbside
- commercial landscaping
- roofing
- waste not allowed at a regional transfer station

EXAMPLES OF HIGH RISK MATERIALS SUSPECTED OF CONTAINING ASBESTOS:

- **Flooring:** vinyl tiles, vinyl sheet, mastic
- **Walls:** plaster, decorative plaster
- **Siding:** cement siding shingles "Transite"
- **Ceilings:** acoustical tiles, "popcorn" and spray-on texture
- **Insulation:** spray-applied, blown-in, vermiculite, pipe, HVAC and lagging
- **Electrical:** wire insulation, panel partitions
- **Other:** fire doors, fire brick, fire proofing