



# Disposal Voucher Program APPLICATION

*Due to Metro at least 14 days in advance of event date*

**Metro** contributes to the livability of the region by supporting community cleanups and other activities that enhance the appearance and safety of neighborhoods. In support of these goals, Metro may waive disposal fees on mixed solid waste for community clean-up events coordinated by public agencies, local governments and non-profit entities within the Metro region. In order to be eligible to receive disposal vouchers, **the coordinating agency must meet the qualifying requirements (see last page of application.)** This program waives only transfer station tipping fees (not drop box and hauling fees.)

**ALL VOUCHER REQUESTS ARE SUBJECT TO FUND AVAILABILITY**

### Type of event and sections to complete

Neighborhood  
Sections I-V

Natural area  
Section I-V

### Section I: Contact & Event Information

Organization: \_\_\_\_\_ Date of event: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Location: \_\_\_\_\_

### Section II: Planned Promotions

E-newsletter

Door to door

Advertisement

Flyer

***Please acknowledge that Metro is providing free disposal of waste when promoting the event, and at the event location. Metro logos can be emailed to you for use on signs and in newsletters.***

- 1) Attach an example of your marketing materials that include Metro acknowledgement.
- 2) Does your organization have a media-worthy (local hero) element in your promotion plan?

If yes, please explain: \_\_\_\_\_

- 3) Explain how this event benefits the community at large? \_\_\_\_\_

**Section III: Waste Disposal & Transport**

If commercial hauler is transporting waste, provide company name: \_\_\_\_\_

If other (such as volunteers using own vehicle), please describe: \_\_\_\_\_  
 \_\_\_\_\_

- Waste delivered to:  Metro South Transfer Station (Oregon City)  
 Metro Central Transfer Station (Northwest Portland)  
 Other (please specify) \_\_\_\_\_

Estimated:  
 \_\_\_\_\_ Loads/drop boxes (**Number of vouchers needed**)  
 \_\_\_\_\_ Size of drop boxes  
 \_\_\_\_\_ Number of households served

**Section IV: Material Collection\*\***

In the chart below check all materials you anticipate collecting at your event. Then, for the materials you plan to recycle or reuse, indicate how this will be accomplished. List the name of the business(es) who will receive each of the materials. Metro disposal vouchers will only cover the disposal costs for mixed waste, not recyclables. If you need assistance finding a recycling company for specific materials or recycling literature, go to Metro’s website, [www.oregonmetro.gov](http://www.oregonmetro.gov), and click on “**Find a Recycler**,” or call the Recycling Information Center at (503) 234-3000. Metro can also assist in finding Thrift organizations.

	<b>Material</b>	<b>Location</b> <i>(name of recycling or disposal facility)</i>
	<b>Example-</b> Plastics: old car seats and broken	AgriPlas
	<b>Example-</b> Wood: reuse building supplies	Rebuilding Center
	Mixed waste	
	Scrap metal	
	Tires (limit of 15 tires per load)	
	Furniture	
	Bicycles	
	Appliances	
	Paper	
	Mattresses	
	Electronics	
	Foam packaging	
	Donated clothing, shoes	
	Reuse items	
	Other	

**\*\* Materials not covered by Metro’s voucher program:** hazardous waste, kitchen garbage, residential yard debris and trimmings, waste and recyclables collected curbside, commercial landscaping, construction debris, roofing, and waste not allowed at a regional transfer station. If you have questions about what those materials are, please call Metro’s Recycling Information Center at 503-234-3000.

**\*\* If scrap wood is being collected, please use a separate drop box.**

**Section V: Application**

Through the signature set forth below, agreement is made to:

**Application**

1. Attach copy of non-profit status from Oregon Secretary of State <http://egov.sos.state.or.us>.
2. Recycle all possible materials.
3. Work with a non-profit organization or thrift that will collect household furnishings for reuse.
4. Be responsible for the distribution of all disposal vouchers for the event.
5. Sign and return this form to Metro at least fourteen (14) days prior to the event.

**Event Summary**

1. Return completed Event Summary form within 30 days of event.
2. Return any unused disposal vouchers with the completed Event Summary form.
3. Provide photos of recycling and reuse area with Event Summary form.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**SUBMIT APPLICATION**

Attn: Aidan Gronauer  
Metro Sustainability Center  
600 NE Grand Avenue  
Portland, OR 97232  
Fax: (503) 797-1849

Email: [aidan.gronauer@oregonmetro.gov](mailto:aidan.gronauer@oregonmetro.gov)

Questions? Call (503) 797-1651

**Submit all pages of this application to Metro at least 14 days in advance of the event date.**

**TO BE COMPLETED BY METRO STAFF:**

Date Application received: \_\_\_\_\_

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Qualified non-profit status | <input type="checkbox"/> Metro in promotional Info | <input type="checkbox"/> Application signed | <input type="checkbox"/> Qualified event |
|--|--|---|--|

- |  |   |
|--|---|
| <input type="checkbox"/> Approve application | <input type="checkbox"/> Deny application |
|--|---|

\_\_\_\_\_  
Signature - Program Manager

\_\_\_\_\_  
Date

Notes:

## Eligibility for disposal vouchers

- Your organization must be a local government, neighborhood association or a qualified nonprofit organization under Section 501(c)(3) of the United States Internal Revenue Code.
- You must apply for disposal vouchers at least 14 days prior to an event.
- Qualifying events must have a primary focus on community cleanup.
- Disposal vouchers may no longer be used for residential yard debris.
- Curbside cleanup events are no longer eligible.
- You must not contract with for-profit organizations to collect, process or sell used good.
- You must recognize Metro as a sponsor on all marketing materials.
- You must provide opportunities at your event for reuse and recycling.
- You cannot use Metro’s disposal vouchers to benefit any religious function of any religious group.
- You are required to complete and return the event summary form within 30 days of your event or be subject to a one-year disqualification from the program. Your summary should include the amount and types of waste collected and recycled at your events, samples of event publicity, photo of reuse and recycling station, and number of people served.
- You must use the vouchers by the expiration date, and return to Metro any unused vouchers no later than 30 days after your event.

### Additional information

Material	10 cy		20 cy		30 cy	
	Lbs	Tons	Lbs	Tons	Lbs	Tons
Aluminum cans	650	.325	1,300	.65	1,950	.975
Cardboard	1,000	.5	2,000	1	3,000	1.5
Concrete	27,000	13.75	55,000	27.5	82,500	41.25
Glass bottles	7,000	3.5	14,000	7	21,000	10.5
Office paper	6,000	3	12,000	6	18,000	9
Plastic bottles	320	.16	640	.32	21,000	10.5
YD/mulch	10,000	5	20,000	10	30,000	15

Drop Box Information	
Capacity	Dimensions
10 Yard	8'W x 12'L x 4'H
20 Yard	8'W x 18'L x 6'H
30 Yard	8'W x 20'L x 7'H

### Metro rates effective September 1, 2013

- **Mixed waste – uncovered loads**  
\$119.33 per ton plus a \$12 transaction fee. Minimum charge is \$32 for 340 pounds or less.
- **Mixed waste – covered loads**  
\$94.33 per ton plus a \$12 transaction fee. Minimum charge is \$28 for 340 pounds or less.
- **Yard debris and clean wood – uncovered loads**  
\$78.02 per ton plus a \$12 transaction fee. Minimum charge is \$25 for up to 340 pounds.
- **Yard debris and clean wood – covered loads**  
\$53.02 per ton plus a \$12 transaction fee. Minimum charge is \$21 for up to 340 pounds.
- **Compostable Organics (residential) – uncovered loads**  
\$56.67 per ton plus a \$12 transaction fee. Minimum charge is \$22 for up to 340 pounds.
- **Compostable Organics (residential) – covered loads**  
\$60.88 per ton plus a \$12 transaction fee. Minimum charge is \$22 for up to 340 pounds.  
Total fees will be rounded to the nearest dollar amount (e.g., \$30.49 is rounded to \$30; \$30.50 is rounded to \$31).
- **Car tires**  
Minimum charge is \$12 for first tire. Each additional tire is \$2 off rim or \$4 on rim. Tires 21 inches and larger not accepted. Bicycle tires, motorcycle tires and solid core tires are accepted as garbage at the garbage rate.  
Once the per tire fee exceeds the tip fee minimum (\$28), loads will be weighed and charged the mixed-waste rate. Limit of 15 tires per day per customer. The per-ton rate applies if tires are brought in with a garbage load.
- **Appliances**  
Air conditioners, freezers, refrigerators and other units built to contain coolant: \$30 (limit of five units). The per-ton rate applies if appliances containing coolant are brought in with a garbage load.