



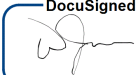
600 NE Grand Ave.  
Portland, OR 97232-2736  
oregonmetro.gov

## METRO SOLID WASTE FACILITY LICENSE

No. L-102-25

LICENSEE:	FACILITY NAME AND LOCATION:
Recology Portland, Inc. 4044 N Suttle Road Portland, OR 97217 Phone: 503-285-8777	Suttle Road Recovery Facility 4044 N Suttle Road Portland, OR 97217 Phone: 503-285-8777
OPERATOR:	PROPERTY OWNER:
Recology Portland, Inc. 4044 N Suttle Road Portland, OR 97217 Phone: 503-285-8777	Recology, Inc. 50 California St., 24 <sup>th</sup> Floor San Francisco, CA 94111 Phone: 415-875-1000

### ISSUED BY METRO:

DocuSigned by:  
  
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June 30, 2025

Warren Johnson, Policy and Compliance Program Director

Date



## TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	Issuance	3
2.0	Conditions and Disclaimers	3
3.0	Authorizations	4
4.0	Limitations and Prohibitions	8
5.0	Operating Conditions	9
6.0	Operating Plan	13
7.0	Fees and Rates	16
8.0	Record Keeping and Reporting	17
9.0	Insurance Requirements	18
10.0	Enforcement	19
11.0	Amendment, Suspension, Revocation and Termination	19
12.0	General Obligations	20



1.0	ISSUANCE	
1.1	<b>Corporate affiliation</b>	Recology, Inc. 50 California Street, 24 <sup>th</sup> Floor San Francisco, CA 94111
1.2	<b>Contact</b>	Ame LeCocq, Group Environmental Manager Phone: 503-285-8777 Email: <a href="mailto:alecocq@recology.com">alecocq@recology.com</a>
1.3	<b>Term</b>	July 1, 2025 to June 30, 2030 unless amended, suspended, revoked or terminated as provided in this license.
1.4	<b>Renewal</b>	The licensee may apply for a license renewal as provided in Metro Code Chapter 5.01.
1.5	<b>Facility name and mailing address</b>	Suttle Road Recovery Facility 4044 North Suttle Road Portland, OR 97217
1.6	<b>Facility premises description</b>	Tax Lot Identification No. 2N1E32D-01600, City of Portland, Multnomah County, State of Oregon.
1.7	<b>Permission to operate</b>	The parent company of the licensee is the property owner.

2.0	CONDITIONS AND DISCLAIMERS	
2.1	<b>Guarantees</b>	This license does not vest any right or privilege in the licensee to receive specific quantities of solid waste at the direction of Metro during the term of the license.
2.2	<b>Non-exclusive license</b>	This license does not limit Metro from granting other solid waste licenses within Metro's jurisdictional boundary.
2.3	<b>Property rights</b>	This license does not convey any property rights in either real or personal property.
2.4	<b>No recourse</b>	The licensee will have no recourse against Metro or its officials, agents or employees for any loss, costs, expense or damage arising out of any provision or requirement of this license or because of the enforcement of the license or in the event Metro determines that the license or any part thereof is invalid.
2.5	<b>Indemnification</b>	The licensee must indemnify Metro, the Metro Council, the Chief Operating Officer and any of their employees or agents and save them harmless from any and all loss, damage, claim, expense including attorney's fees, or liability related to or arising out of the granting of this



		license or the licensee's performance of or failure to perform any of its obligations under the license or Metro Code Chapter 5.01, including without limitation patent infringement and any claims or disputes involving subcontractors.
<b>2.6</b>	<b>Waivers</b>	To be effective, a waiver of any terms or conditions of this license must conform with Section 11.0 and be in writing and signed by Metro.
<b>2.7</b>	<b>Effect of waiver</b>	Waiver of a term or condition of this license does not waive nor prejudice Metro's right otherwise to require subsequent performance of the same term or condition or any other term or condition.
<b>2.8</b>	<b>Enforceability</b>	If a court of competent jurisdiction determines that any provision of this license is invalid, illegal or unenforceable in any respect, the validity of the remaining provisions contained in this license will not be affected.
<b>2.9</b>	<b>License not a waiver</b>	This license does not relieve any owner, operator or the licensee from the obligation to obtain all required permits, licenses or other clearances and complying with all orders, laws, regulations, reports or other requirements of other regulatory agencies.
<b>2.10</b>	<b>License not limiting</b>	This license does not limit the power of a federal, state or local agency to enforce any provision of law relating to the facility.
<b>2.11</b>	<b>Definitions</b>	<ol style="list-style-type: none"> <li>1. "Mixed Non-Putrescible Waste" means a mixture of more than one type of non-putrescible waste, including commingled recyclables other than residential curbside recyclable material. This category includes construction and demolition waste but excludes cleanup material, source-separated recyclable material, special waste, land clearing debris and yard debris.</li> <li>2. "Residential Food Waste" means source-separated yard debris mixed with residential food waste from an approved local government program.</li> <li>3. Unless otherwise specified, all other terms are as defined in Metro Code Chapter 5.00.</li> </ol>

<b>3.0</b>	<b>AUTHORIZATIONS</b>	
<b>3.1</b>	<b>General conditions on solid waste</b>	The licensee is authorized to accept at the facility only the solid wastes described in Section 3.0. The licensee is prohibited from knowingly receiving any solid waste not authorized in this section.
<b>3.2</b>	<b>General conditions on activities</b>	The licensee is authorized to perform at the facility only those waste-related activities that are described in Section 3.0.



<p><b>3.3</b></p>	<p><b>Acceptance and management of residential food waste</b></p>	<ol style="list-style-type: none"> <li>1. The licensee is authorized to:                             <ol style="list-style-type: none"> <li>(a) Accept residential food waste for reloading to an authorized facility for composting or other useful purpose as described in an operating plan and approved in writing by Metro;</li> <li>(b) Remove incidental amounts of contaminants from residential food waste provided that the contaminants can be easily separated from the remainder of the load; and</li> <li>(c) Mix residential food waste with other source-separated compost feedstocks such as clean, unpainted or untreated wood chips and source-separated yard debris, as described in the operating plan required in Section 6.0.</li> </ol> </li> <li>2. The licensee must:                             <ol style="list-style-type: none"> <li>(a) Receive, store, reload, and transfer all residential food waste on an impervious surface, for example asphalt or concrete, and inside a roofed building that is enclosed on at least three sides unless otherwise described in an operating plan and approved in writing by Metro;</li> <li>(b) Ensure residential food waste is kept separate from commercial food waste at all times unless otherwise described in an operating plan and approved in writing by Metro; and</li> <li>(c) Reload and transport all residential food waste to a Metro-approved facility within 48 hours of receipt, or sooner, as described in the operating plan required in Section 6.0;</li> </ol> </li> </ol>
<p><b>3.4</b></p>	<p><b>Acceptance and management of commercial food waste</b></p>	<ol style="list-style-type: none"> <li>1. The licensee is authorized to:                             <ol style="list-style-type: none"> <li>(a) Accept commercial food waste for reloading to an authorized facility for composting or other useful purpose as described in an operating plan and approved in writing by Metro;</li> <li>(b) Remove incidental amounts of contaminants from commercial food waste provided that the contaminants can be easily separated from the remainder of the load without processing the material.</li> </ol> </li> <li>2. The licensee must:                             <ol style="list-style-type: none"> <li>(a) Receive, store, reload, and transfer all commercial food waste on an impervious surface, for example asphalt or concrete, and inside a roofed building that is enclosed on at least three sides unless otherwise described in an operating plan and approved in writing by Metro;</li> <li>(b) Ensure commercial food waste is kept separate from residential food waste at all times unless otherwise described in an operating plan and approved in writing by Metro; and</li> </ol> </li> </ol>



		(c) Reload and transport all commercial food waste within 24 hours of receipt, or sooner, as described in an operating plan and approved in writing by Metro.
<b>3.5</b>	<b>Acceptance and management of mixed non-putrescible solid waste</b>	<ol style="list-style-type: none"> <li>1. The licensee is authorized to accept mixed non-putrescible solid waste from all customers including public self-haul for the purpose of conducting material recovery.</li> <li>2. The licensee must receive, sort, store, reload and transfer all mixed non-putrescible waste on an impervious surface, for example asphalt or concrete, and inside a roofed building that is enclosed on at least three sides. Unusually large vehicles, for example 30-foot tippers, may tip wastes outside, provided the tipped wastes are moved under cover prior to processing, within 12 hours of receipt, or by the end of the business day, whichever is earlier.</li> <li>3. The licensee must keep all mixed non-putrescible solid waste physically separated from and not mixed or commingled with source-separated recyclable materials, including wood waste, yard debris and other recyclables.</li> </ol>
<b>3.6</b>	<b>Management of processing residual from material recovery</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Store, reload and transfer all non-putrescible waste processing residual on an impervious surface, for example asphalt or concrete, inside a roofed building that is enclosed on at least three sides or alternatively, inside watertight, covered containers or within covered transport trailers; and</li> <li>2. Keep all non-putrescible waste-processing residual physically separated from and not mixed or commingled with source-separated recyclable materials, including wood waste, yard debris and other recyclables.</li> </ol>
<b>3.7</b>	<b>Acceptance of yard debris</b>	<ol style="list-style-type: none"> <li>1. The licensee is authorized to accept source-separated yard debris that has not reached a state of decomposition sufficient to produce odors detectable beyond the boundaries of the facility. The licensee may accept yard debris for grinding and reloading to authorized facilities for composting, the production of mulch, use as hogged fuel or other useful purposes as described in an operating plan and approved in writing by Metro.</li> <li>2. Yard debris must not be stored on-site for more than seven days.</li> </ol>
<b>3.8</b>	<b>Acceptance of land clearing debris</b>	The licensee is authorized to accept source-separated land clearing debris (e.g., brush and stumps) for grinding and reloading to authorized facilities for composting, use as hogged fuel or other useful purposes as described in an operating plan and approved in writing by Metro.
<b>3.9</b>	<b>Acceptance of untreated wood</b>	The licensee is authorized to accept source-separated, untreated and unpainted wood waste (e.g., untreated lumber and wood pallets) for grinding and reloading to authorized facilities for composting, use in



		paper production, use as hogged fuel or other useful purposes as described in an operating plan and approved in writing by Metro.
<b>3.10</b>	<b>Acceptance of painted and treated wood</b>	The licensee is authorized to accept painted and treated wood waste for grinding and reloading to authorized facilities for use as hogged fuel or other useful purposes as described in an operating plan and approved in writing by Metro. The licensee must not use or incorporate painted and treated wood into mulch, animal bedding, compost feedstock or any other landscaping or agricultural products unless otherwise described in an operating plan and approved in writing by Metro.
<b>3.11</b>	<b>Production of hogged fuel</b>	<ol style="list-style-type: none"> <li>1. The licensee is authorized to accept and process only yard debris, land clearing debris, untreated wood, painted wood and incidental quantities of treated wood for delivery to facilities with industrial boilers for use as hogged fuel.</li> <li>2. The licensee is prohibited from mixing any other solid waste with the wastes described in this section for the production of hogged fuel.</li> </ol>
<b>3.12</b>	<b>Acceptance and management of electronics devices</b>	The licensee is authorized to accept source-separated electronic devices for the purpose of sorting, classifying, consolidating, baling, temporary storage, transfer and other similar functions related to preparing these materials for reuse and recycling.
<b>3.13</b>	<b>Acceptance and management of appliances</b>	The licensee is authorized to accept appliances, such as refrigerators, freezers and air conditioners, for the purpose of classifying, consolidating, temporary storage, transfer and other similar functions related to preparing these materials for reuse and recycling as described in an operating plan and approved in writing by Metro.
<b>3.14</b>	<b>Acceptance of source-separated recyclable materials</b>	The licensee is authorized to accept source-separated recyclable materials for the purpose of sorting, classifying, consolidating, baling, temporary storage, transfer and other similar functions related to preparing these materials for reuse or recycling.
<b>3.15</b>	<b>Acceptance of clean fill</b>	The licensee is authorized to accept clean fill such as clean concrete, asphalt, rock and dirt for processing and reuse.
<b>3.16</b>	<b>Acceptance and management of special waste</b>	The licensee is authorized to accept certain types of source-separated special waste, as described in an operating plan and approved in writing by Metro, for the purpose of sorting, classifying, consolidating, baling, temporary storage, transfer and other similar functions related to preparing these materials for reuse or recycling.
<b>3.17</b>	<b>Material recovery required</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Perform material recovery on mixed non-putrescible waste at no less than the minimum level stipulated in Metro Code Chapter 5.01 or must reload and transport such to a facility authorized by Metro to perform materials recovery; and</li> </ol>



		2. Ensure that the facility is designed and operated so that materials are recovered in a timely manner and that the reloading and transport of non-putrescible waste to a Metro authorized materials recovery facility is conducted rapidly and efficiently while protecting the quality of non-putrescible waste that has not yet undergone material recovery.
3.18	Facility capacity	The licensee must maintain sufficient capacity to adequately receive, process, store, and otherwise manage all of the materials that are received and generated at the facility.

4.0	<b>LIMITATIONS AND PROHIBITIONS</b>	
4.1	Pile size limitation	In accordance with Oregon Fire Code, no material stockpile may exceed 25-feet in height, 150-feet in width and 250-feet in length.
4.2	Prohibited waste	The licensee must not knowingly receive, process, reload or dispose of any solid waste not authorized in this license. The licensee must not knowingly accept or retain any material amounts of the following types of wastes: putrescible waste or special waste other than that specifically allowed in Section 3.0; creosote-treated wood; materials contaminated with or containing asbestos; lead acid batteries; liquid waste for disposal; vehicles; infectious, biological or pathological waste; radioactive waste; hazardous waste; explosives; or any waste prohibited by DEQ.
4.3	Prohibition on mixing	The licensee must not mix source-separated recyclable material with any waste unless such mixing is described in an operating plan and approved in writing by Metro.
4.4	Prohibition of size reduction on non-putrescible waste	The licensee must not crush, grind or otherwise reduce the size of non-putrescible waste except when such size reduction constitutes a specific step in the facility's material recovery operations, reload operations, processing residual consolidation or loading operations, and such size reduction is described in an operating plan and approved in writing by Metro.
4.5	No disposal of recyclable materials	The licensee must not transport source-separated recyclable materials to a disposal site, including landfills and incineration facilities, without written permission from Metro and DEQ.
4.6	Composting prohibited	The licensee must not keep yard debris on site long enough for more than negligible biological decomposition to begin.
4.7	Limits not exclusive	This License does not limit, restrict, curtail or abrogate any limitation or prohibition contained elsewhere in this license document, in Metro Code or in any federal, state, regional or local government law, rule, regulation, ordinance, order or permit.





5.0	OPERATING CONDITIONS	
5.1	<b>General performance standards</b>	<p>The licensee must operate in a manner that meets the following general performance standards:</p> <ol style="list-style-type: none"> <li>1. Environment. The licensee must design and operate the facility to avoid undue threats to the environment including, but not limited to, stormwater or groundwater contamination, air pollution and improper acceptance and management of hazardous waste, asbestos and other prohibited wastes.</li> <li>2. Health and safety. The licensee must design and operate the facility to avoid conditions that may degrade public health and safety including, but not limited to, fires, vectors, pathogens and airborne debris.</li> <li>3. Nuisances. The licensee must design and operate the facility to avoid nuisance conditions including, but not limited to, litter, dust, odors and noise.</li> </ol>
5.2	<b>Qualified operator</b>	<ol style="list-style-type: none"> <li>1. The licensee must, during all hours of operation, provide an operating staff employed by the facility that is qualified and competent to carry out the functions required by this license and to otherwise ensure compliance with Metro Code Chapter 5.01.</li> <li>2. Facility personnel, as relevant to their job duties and responsibilities, must be familiar with the relevant provisions of this license and the relevant procedures contained within the facility's operating plan.</li> <li>3. A qualified operator must be an employee of the facility with training and authority to reject prohibited waste that is discovered during load checks and to properly manage prohibited waste that is unknowingly received.</li> </ol>
5.3	<b>Fire prevention</b>	<p>The licensee must provide fire prevention, protection and control measures including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Adequate water supply for fire suppression; and</li> <li>2. The isolation of potential heat sources and/or flammables from the processing and storage areas.</li> </ol>
5.4	<b>Adequate vehicle accommodation</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Provide access roads of sufficient capacity to adequately accommodate all on-site vehicular traffic. The licensee must maintain access roads to allow the orderly egress and ingress of vehicular traffic when the facility is in operation, including during inclement weather;</li> <li>2. Take reasonable steps to notify and remind persons delivering solid waste to the facility that vehicles must not park or queue on public streets or roads except under emergency conditions or as provided by local traffic ordinances; and</li> </ol>



		3. Provide adequate off-street parking and queuing for vehicles, including adequate space for on-site covering and uncovering of loads.
5.5	<b>Maintenance of food waste receiving areas</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Ensure that all food waste receiving areas, push walls and adjacent truck receiving bays are cleaned to remove all food waste residue and leachate at least once each week (every seven days) or more frequently, as described in the operating plan required in Section 6.0;</li> <li>2. Ensure that all equipment that comes into contact with food waste is regularly cleaned and maintained in manner that prevents the accumulation of food waste residue and leachate, as described in the operating plan required in Section 6.0; and</li> <li>3. Ensure that the flood drains in the food waste receiving and reloading areas are regularly cleaned and maintained in manner that prevents the accumulation of food waste residue and leachate, as described in the operating plan required in Section 6.0.</li> </ol>
5.6	<b>Managing prohibited wastes</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Reject prohibited waste that is discovered upon receipt.</li> <li>2. Implement a load-check program to prevent the acceptance of prohibited waste. This program must include at a minimum: <ol style="list-style-type: none"> <li>(a) Visual inspection. As each load is tipped, a qualified operator must visibly inspect the load to prevent the acceptance of waste that is prohibited by the license.</li> <li>(b) Containment area. A secured or isolated containment area for the storage of prohibited wastes that are unknowingly received. Containment areas must be covered and enclosed to prevent leaking and contamination.</li> <li>(c) Record maintenance. The licensee must maintain records of the training of personnel in the recognition, proper handling and disposition of prohibited waste and must make those records available for review by Metro.</li> </ol> </li> <li>3. Remove all wastes upon discovery when unknowingly received and manage the waste in accordance with DEQ requirements and procedures established in the operating plan. All such wastes the licensee unknowingly receives must be removed from the site and transported to an appropriate destination within 90 days of receipt, unless required to be removed earlier by DEQ or a local government.</li> </ol>
5.7	<b>Storage and exterior stockpiles</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Manage, contain, and remove, at sufficient frequency, stored materials and solid wastes to avoid creating nuisance conditions, vector or bird attraction or harborage, or safety hazards;</li> </ol>



		<ol style="list-style-type: none"> <li>2. Maintain storage areas in an orderly manner and keep the areas free of litter;</li> <li>3. Position exterior stockpiles within footprints identified on the facility site plan or operating plan; and</li> <li>4. Not stockpile recovered or source-separated non-putrescible materials for longer than 180 days (6 months).</li> </ol>
<b>5.8</b>	<b>Dust, airborne debris and litter</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Operate the facility in a manner that controls and minimizes the generation and migration of dust, airborne debris and litter beyond property boundaries;</li> <li>2. Take reasonable steps, including signage, to notify and remind persons delivering solid waste to the facility that all loads must be suitably secured to prevent any material from blowing off the load during transit;</li> <li>3. Maintain and operate all vehicles and devices transferring or transporting solid waste from the facility to prevent leaking, spilling or blowing of solid waste on-site or while in transit;</li> <li>4. Maintain and operate all buildings used for waste receiving, processing, storage, and reloading in such a manner as to prevent the leaking, spilling or blowing of solid waste from the roof or side enclosures;</li> <li>5. Maintain and operate all access roads and receiving, processing, storage and reload areas in such a manner as to control and minimize dust and debris generated on-site and prevent such dust and debris from blowing or settling off-site;</li> <li>6. Keep all areas within the site and all vehicle access roads within ¼ mile of the site free of litter and debris generated directly or indirectly as a result of the facility's operation;</li> <li>7. Maintain on-site facility access roads to control and minimize dust and the tracking of mud, gravel or other debris off-site; and</li> <li>8. Provide access to the facility for the purpose of uncovered load enforcement. During all times that solid waste is being accepted, authorized representatives of Metro, including law enforcement personnel on contract to Metro, must be permitted access to the premises of the facility for the purpose of making contact with individuals they have observed transporting uncovered loads of solid waste on a public road right-of-way in violation of Metro Code Chapter 5.09.</li> </ol>
<b>5.9</b>	<b>Odor</b>	<ol style="list-style-type: none"> <li>1. The licensee must: <ol style="list-style-type: none"> <li>(a) Operate the facility in a manner that controls and minimizes the generation of odors that are detectable off-site; and</li> </ol> </li> </ol>



		<p>(b) Establish and follow procedures in the operating plan for minimizing odor at the facility.</p> <p>2. If Metro determines that the odor management procedures are inadequate, the licensee must implement additional odor control measures that may include, but are not limited to, the installation of an effective negative ventilation system for the food waste tipping and reloading areas so that any odorous air can be quickly vented through a biofilter specifically designed and constructed to remove odors.</p>
<b>5.10</b>	<b>Vectors (e.g. birds, rodents, insects)</b>	<p>1. The licensee must:</p> <p>(a) Operate the facility in a manner that is not conducive to the harboring of rodents, birds, insects or other vectors capable of transmitting, directly or indirectly, infectious diseases to humans or from one person or animal to another; and</p> <p>(b) Implement vector control measures if vectors are present or detected at the facility. The licensee must ensure that such vector control measures will not harm or have adverse impacts on the resident wildlife in the nearby natural areas.</p> <p>2. The licensee must not classify or consider wildlife from the nearby natural areas as a vector problem. In particular, coyotes must not be considered, classified or treated as a vector control issue. If coyotes and other wildlife become attracted to the facility, the facility must report such occurrence to Metro within 24 hours of such discovery to discuss the implementation of additional management practices that will prevent the facility from attracting coyotes and other wildlife.</p>
<b>5.11</b>	<b>Noise</b>	<p>The licensee must operate the facility in a manner that:</p> <p>1. Controls and minimizes any noise sufficient to cause adverse off-site impacts; and</p> <p>2. Meets applicable regulatory standards and land-use regulations.</p>
<b>5.12</b>	<b>Water contaminated by solid waste and solid waste leachate</b>	<p>The licensee must:</p> <p>1. Operate the facility consistent with an approved DEQ stormwater management plan, or equivalent;</p> <p>2. Operate and maintain the facility to prevent contact of solid wastes with storm water runoff and precipitation; and</p> <p>3. Dispose of or treat water contaminated by solid waste generated onsite in a manner complying with local, state, and federal laws and regulations.</p>
<b>5.13</b>	<b>Access control</b>	<p>The licensee must:</p> <p>1. Control access to the facility as necessary to prevent unauthorized entry and dumping; and</p>



		2. Maintain a gate or other suitable barrier at potential vehicular access points to prevent unauthorized access to the site when an attendant is not on duty.
<b>5.14</b>	<b>Signage</b>	<p>The licensee must post signs at all public entrances to the facility. The signs must comply with local government signage regulations. These signs must be easily and readily visible and legible from off-site during all hours and must contain at least the following information:</p> <ol style="list-style-type: none"> <li>1. Name of the facility;</li> <li>2. Address of the facility;</li> <li>3. Emergency telephone number for the facility;</li> <li>4. Operating hours during which the facility is open for the receipt of authorized waste;</li> <li>5. Fees and charges;</li> <li>6. Metro's name and telephone number (503) 234-3000;</li> <li>7. A list of authorized and prohibited wastes;</li> <li>8. Vehicle / traffic flow information or diagram;</li> <li>9. Covered load requirements; and</li> <li>10. Directions not to queue on public roadways.</li> </ol>
<b>5.15</b>	<b>Complaints</b>	The licensee must respond to all complaints as described in the operating plan.
<b>5.16</b>	<b>Access to license document</b>	The licensee must maintain a copy of this license on the facility's premises in a location where facility personnel and Metro representatives have ready access to it.
<b>5.17</b>	<b>Employment standard</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Comply with Oregon's "ban the box" law (ORS 659A.360) which makes it unlawful for an employer to inquire about criminal convictions before the interview stage of hiring; and</li> <li>2. Maintain a copy of the facility's employment application on the facility premises and in a location where facility personnel and Metro representatives have ready access to it.</li> </ol>

<b>6.0</b>	<b>OPERATING PLAN</b>	
<b>6.1</b>	<b>Plan compliance</b>	The licensee must operate the facility in accordance with an operating plan approved in writing by Metro. The operating plan must include sufficient detail to demonstrate that the facility will be operated in compliance with this license. The licensee may amend or revise the operating plan from time to time, subject to written approval by Metro.



<b>6.2</b>	<b>Plan maintenance</b>	The licensee must revise the operating plan as necessary to keep it current with facility conditions, procedures and requirements. The licensee must submit revisions of the operating plan to Metro for written approval prior to implementation.
<b>6.3</b>	<b>Access to operating plan</b>	The licensee must maintain a copy of the operating plan on the facility premises in a location where facility personnel and Metro representatives have ready access to it.
<b>6.4</b>	<b>Procedures for inspecting loads</b>	<p>The operating plan must include:</p> <ol style="list-style-type: none"> <li>1. Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes;</li> <li>2. Procedures for identifying and rejecting incoming loads of commercial food waste that contain more than incidental amounts of contaminants;</li> <li>3. Procedures for identifying incoming and outgoing loads for waste classifications;</li> <li>4. A set of objective criteria for accepting and rejecting loads; and</li> <li>5. An asbestos testing protocol for all material that appears as if it may contain asbestos.</li> </ol>
<b>6.5</b>	<b>Procedures for processing and storage of loads</b>	<p>The operating plan must establish procedures for:</p> <ol style="list-style-type: none"> <li>1. Processing authorized solid wastes;</li> <li>2. Reloading and transporting authorized solid wastes;</li> <li>3. Managing stockpiles to ensure that they remain within the authorized limits;</li> <li>4. Storing authorized solid wastes;</li> <li>5. Minimizing storage times and avoiding delay in processing of authorized solid wastes;</li> <li>6. Maintaining separation between commercial food waste and residential food waste;</li> <li>7. A contingency plan for transporting reloaded commercial or residential food waste to a transfer station if licensee is unable to transport the commercial or residential food waste to a Metro authorized compost facility; and</li> <li>8. Performing facility cleaning and maintenance. Such procedures must include an established day and time for the facility to perform its cleaning activities for the purpose of meeting the cleaning and maintenance requirements described in Section 5.5.</li> </ol>
<b>6.6</b>	<b>Procedures for managing prohibited wastes</b>	The operating plan must include procedures for:



		<ol style="list-style-type: none"> <li>1. Managing, reloading and transporting to appropriate facilities or disposal sites any prohibited or unauthorized wastes if they are discovered at the facility; and</li> <li>2. Notifying generators not to place hazardous wastes or other prohibited wastes in drop boxes or other collection containers destined for the facility.</li> </ol>
<b>6.7</b>	<b>Procedures for controlling and minimizing off-site impacts</b>	<p>The operating plan must include procedures for:</p> <ol style="list-style-type: none"> <li>1. Controlling and minimizing off-site impacts from the facility from being detected off the premises of the facility, including, but not limited to, odor, dust, litter, noise and vectors.</li> <li>2. Monitoring and managing:               <ol style="list-style-type: none"> <li>(a) Odors of any derivation including odorous loads delivered to the facility;</li> <li>(b) Dust and litter of any derivation;</li> <li>(c) Noise from facility operations and associated activities; and</li> <li>(d) Vectors.</li> </ol> </li> <li>3. Remedying promptly off-site impacts at the facility.</li> </ol>
<b>6.8</b>	<b>Procedures for emergencies</b>	<p>The operating plan must include procedures that the licensee will follow in case of fire or other emergency.</p>
<b>6.9</b>	<b>Procedures for complaints</b>	<p>The operating plan must include procedures for managing complaints. If the facility receives a complaint, the licensee must:</p> <ol style="list-style-type: none"> <li>1. Respond within one business day or sooner as circumstances may require.</li> <li>2. Record the following information for every complaint it receives:               <ol style="list-style-type: none"> <li>(a) Type of complaint (for example odor, dust, noise, litter, etc.);</li> <li>(b) Date the complaint was received;</li> <li>(c) Name, address and telephone number of the complainant; and</li> <li>(d) Description of the actions that the licensee took in response to the complaint, whether successful or unsuccessful.</li> </ol> </li> <li>3. Make the records required by this section available to Metro upon request. The licensee must retain each complaint record for a period of not less than one year.</li> </ol>
<b>6.10</b>	<b>Community outreach plan related to the food waste operations</b>	<ol style="list-style-type: none"> <li>1. The licensee must implement and maintain a community outreach plan with surrounding communities that may be impacted by the facility food waste operations.</li> <li>2. The community outreach plan must, at a minimum, describe how the licensee will solicit local input about facility operations and how the licensee will respond to any concerns.</li> </ol>



		<ol style="list-style-type: none"> <li>The licensee must submit a copy of the community outreach plan to Metro. If the licensee revises the plan, it must provide Metro with an updated plan within 15 days.</li> <li>The licensee must provide an annual written report to Metro on the status of the community outreach plan and its implementation, including, but not limited to, community concerns and actions taken by the licensee. The reports must be submitted to Metro by January 30 each year and include updates on the facility activities with respect to the community outreach plan during the previous calendar year.</li> <li>A copy of the community outreach plan must be kept on the facility's premises in a location where facility personnel and Metro representatives have ready access to it.</li> <li>The community outreach plan will not limit, or in any way restrict, Metro's ability to enforce the provisions of this license.</li> </ol>
<b>6.11</b>	<b>Closure protocol</b>	<ol style="list-style-type: none"> <li>The licensee must establish protocol for closure and restoration of the site in the event of a cessation of operations as provided in Metro Code Chapter 5.01.</li> <li>The plan must include protocol for: <ol style="list-style-type: none"> <li>Short-term closure (duration of time that is more than seven consecutive days but less than 30 consecutive days in length); and</li> <li>Long-term closure (duration of time that is 30 consecutive days or more in length).</li> </ol> </li> <li>The licensee must notify Metro within one business day of a short-term or long-term closure of the facility.</li> </ol>

<b>7.0</b>	<b>FEES AND RATES</b>	
<b>7.1</b>	<b>Annual fee</b>	The licensee must pay an annual license fee, as established in Metro Code Chapter 5.01. Metro reserves the right to change the license fee at any time by action of the Metro Council.
<b>7.2</b>	<b>Rates not regulated</b>	Metro does not regulate the rates charged at the facility.
<b>7.3</b>	<b>Regional system fee and excise tax</b>	The licensee is liable for payment of the Metro regional system fee, as provided in Metro Code Title V, and the Metro excise tax, as provided in Metro Code Title VII, on all solid wastes transported to a disposal site.
<b>7.4</b>	<b>Community enhancement fee</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>Collect a community enhancement fee, as provided in Metro Code Chapter 5.06, in an amount equal to \$1.00 per ton for all residential and commercial food waste received at the facility.</li> </ol>





		2. Remit to Metro the community enhancement fees described in this section by the last day of each month for waste received in the preceding month.
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8.0	RECORD KEEPING AND REPORTING	
8.1	<b>Record keeping requirements</b>	For all solid waste the licensee is authorized to accept under Section 3.0, the licensee must keep and maintain accurate records of the amount of those materials that the licensee accepts, recovers, recycles, reloads and disposes. These records include the information specified in <u>Reporting Requirements and Data Standards for Metro Solid Waste Licensees, Franchisees, and Parties to Designated Facility Agreements</u> .
8.2	<b>Reporting requirements</b>	<ol style="list-style-type: none"> <li>1. The licensee must report to Metro the records required under Section 8.1 no later than fifteen days following the end of each month in the form and format prescribed by Metro. An authorized representative of the licensee must certify that the report is accurate.</li> <li>2. Notwithstanding Subsection 1, Metro may require the licensee to report the records required by Section 8.0 on a weekly or daily basis in the event of a significant disruption to the solid waste system.</li> </ol>
8.3	<b>Account number listing</b>	Within five business days of Metro's request, the licensee must provide Metro with a listing that cross-references the account numbers used in the transaction database with the company's name and address.
8.4	<b>Transactions based on scale weights</b>	Except for minimum fee transactions for small, lightweight loads, the licensee must record each transaction electronically based on actual and accurate scale weights using the licensee's on-site scales.
8.5	<b>DEQ submittals</b>	The licensee must provide Metro with copies of all correspondence, exhibits or documents submitted to the DEQ relating to the terms or conditions of DEQ permits or this license within five business days of providing such information to DEQ.
8.6	<b>Copies of enforcement actions provided to Metro</b>	The licensee must provide Metro with a copy of any notice of violation or non-compliance, citation or any other similar enforcement action issued to the licensee by any federal, state or local government (other than Metro) related to the operation of the facility within five business days of receipt.
8.7	<b>Unusual occurrences</b>	<p>The licensee must:</p> <ol style="list-style-type: none"> <li>1. Keep and maintain accurate records of any unusual occurrences (such as fires or any other significant disruption) encountered during operation and methods used to resolve problems arising from these events, including details of all incidents that required implementing emergency procedures;</li> </ol>



		<ol style="list-style-type: none"> <li>2. Notify Metro within 24 hours of any breakdown of the licensee's equipment if the breakdown will substantially impact the facility's ability to comply with this license, with Metro Code, or create off-site impacts;</li> <li>3. Notify Metro within 12 hours of any fires, accidents, emergencies and other significant incidents that occur at the facility; and</li> <li>4. Notify Metro of any long-term or short-term closures as provided in section 6.11.</li> </ol>
<b>8.8</b>	<b>Changes in ownership</b>	The licensee must notify Metro within 10 days if the licensee leases, assigns, mortgages, sells or otherwise transfers control of the license to another person, whether whole or in part, in accordance with Metro Code Chapter 5.01

<b>9.0</b>	<b>INSURANCE REQUIREMENTS</b>	
<b>9.1</b>	<b>General liability</b>	The licensee must carry the most recently approved Insurance Services Office (ISO) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence. The policy must include coverage for bodily injury, property damage, personal injury, death, contractual liability, premises and products/completed operations. The licensee's coverage will be primary as respects Metro.
<b>9.2</b>	<b>Automobile</b>	The licensee must carry automobile insurance with coverage for bodily injury and property damage with limits not less than a minimum of \$1,000,000 per accident or combined single limit.
<b>9.3</b>	<b>Additional insureds</b>	Metro, its elected officials, departments, employees, volunteers and agents must be named as ADDITIONAL INSURED on the Commercial General Liability policy. The licensee must include the additional insured endorsement along with the certificate of insurance.
<b>9.4</b>	<b>Worker's compensation insurance</b>	<ol style="list-style-type: none"> <li>1. The licensee, its subcontractors, if any, and all employers working under this license, are subject employers under the Oregon Workers' Compensation Law and must comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.</li> <li>2. The licensee must provide Metro with certification of workers' compensation insurance including employer's liability. If the licensee has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached in lieu of the certificate showing current workers' compensation insurance.</li> </ol>
<b>9.5</b>	<b>Certificate of insurance</b>	<ol style="list-style-type: none"> <li>1. The licensee must provide Metro with a certificate of insurance complying with Section 9.0.</li> </ol>



		<p>2. The licensee must list Metro as the certificate holder.</p> <p>3. Upon insurance renewal, the licensee must submit an updated certificate of insurance and the additional insured endorsement to Metro.</p>
<b>9.6</b>	<b>Notification</b>	The licensee must give at least 30 days written notice to Metro of any lapse or proposed cancellation of insurance coverage.

<b>10.0</b>	<b>ENFORCEMENT</b>	
<b>10.1</b>	<b>Authority vested in Metro</b>	The power and right to regulate, in the public interest, the exercise of the privileges granted by this license is at all times vested in Metro. Metro reserves the right to establish or amend rules, regulations or standards regarding matters within Metro's authority, and enforce all such requirements against the licensee.
<b>10.2</b>	<b>No Enforcement Limitations</b>	This license may not be construed to and does not limit, restrict, curtail or abrogate any enforcement provision contained in Metro Code or administrative rules adopted pursuant to Metro Code Chapter 5.01, nor does this license limit or preclude Metro from adopting ordinances that regulate the health, safety or welfare of any person or persons within the Metro jurisdictional boundary, notwithstanding any incidental impact that such ordinances may have upon the terms of this license or the licensee's operation of the facility.
<b>10.3</b>	<b>Penalties</b>	Each violation of a license condition must be punishable by penalties as established in Metro Code Chapter 5.01. Each day that a violation continues constitutes a separate violation.

<b>11.0</b>	<b>AMENDMENT, SUSPENSION, REVOCATION AND TERMINATION</b>	
<b>11.1</b>	<b>Amendment, suspension or revocation by Metro</b>	<p>Metro may, at any time before the expiration date, amend, suspend or revoke this license in whole or in part, in accordance with Metro Code Chapter 5.01, for reasons including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Violation of the terms or conditions of this license, Metro Code or any applicable statute, rule, or standard;</li> <li>2. Changes in local, regional, state, or federal laws or regulations that should be specifically incorporated into this license, such as Metro actions to implement new requirements from the 2030 Regional Waste Plan or advance objectives of the Regional System Facilities Plan;</li> <li>3. Failure to disclose fully all relevant facts;</li> <li>4. A significant release into the environment from the facility;</li> </ol>



		<ol style="list-style-type: none"> <li>5. A significant change in the character of solid waste received or in the operation of the facility;</li> <li>6. Any change in ownership or control;</li> <li>7. A request from the local government stemming from impacts resulting from facility operations;</li> <li>8. A change of authorization request received from the licensee; and</li> <li>9. Compliance history of the licensee.</li> </ol>
<b>11.2</b>	<b>Termination</b>	Metro may, at any time before the expiration date, terminate this license upon request of the licensee or in the event of a long term closure of the facility as described in Section 6.11.

<b>12.0</b>	<b>GENERAL OBLIGATIONS</b>	
<b>12.1</b>	<b>Compliance with law</b>	The licensee must fully comply with all applicable local, regional, state and federal laws, rules, regulations, ordinances, orders and permits pertaining in any manner to this license, including all applicable Metro Code provisions and administrative rules, whether or not those provisions have been specifically mentioned or cited in this license. All conditions imposed on the operation of the facility by federal, state, regional or local governments or agencies having jurisdiction over the facility are deemed part of this license as if specifically set forth in this license. These conditions and permits include those cited within or attached as exhibits to the license document, any existing at the time the license is issued but not cited or attached, and any issued or amended during the term of the license.
<b>12.2</b>	<b>Transport waste to appropriate destinations</b>	The licensee must ensure that solid waste transported from the facility goes to the appropriate destinations under Metro Code Chapters 5.01 and 5.05, and under applicable local, state and federal laws, rules, regulations, ordinances, orders and permits.
<b>12.3</b>	<b>Right of inspection and audit</b>	<ol style="list-style-type: none"> <li>1. The licensee must allow Metro's authorized representatives to access the facility and premises at any time during business hours, with or without advanced notice. For non-business hours, the licensee must allow access to Metro's authorized representatives upon receiving advanced notice of not less than 24 hours.</li> <li>2. Authorized representatives of Metro may take photographs, collect samples of materials and perform such inspection or audit as Metro deems appropriate.</li> <li>3. Metro inspection reports, including site photographs, are public records subject to disclosure under Oregon Public Records Law. Subject to the applicable confidentiality provisions in Section 12.4, Metro's right to inspect includes the right to review all information from which all required reports are derived including all books, maps, plans, income tax returns, financial statements, contracts and other</li> </ol>



		<p>similar written materials of the licensee that are directly related to the facility's operation and its rates.</p> <p>4. The licensee must permit access to the facility premises to authorized representatives of Metro, including personnel on contract to Metro, to perform research at all times during business hours, with or without notice. The licensee must provide access to:</p> <p>(a) All areas where it generates, manages, stores and reloads waste, including without limitation to transfer vehicles;</p> <p>(b) Facility personnel and equipment to collect, sort, store and weigh waste; and</p> <p>(c) A safe, covered location away from working areas and vehicle traffic on site where authorized representatives of Metro analyze waste and record data.</p>
<b>12.4</b>	<b>Confidential information</b>	<p>1. The licensee may identify as confidential any reports, books, records, maps, plans, income tax returns, financial statements, contracts and other similar written materials of the licensee that are directly related to the operation of the facility and that are submitted to or reviewed by Metro. The licensee must prominently mark any information that it claims confidential with the mark "CONFIDENTIAL" prior to submittal to or review by Metro. Metro will treat as confidential any information so marked and will make a good faith effort not to disclose the information unless Metro's refusal to disclose the information would be contrary to applicable Oregon law, including, without limitation, ORS Chapter 192.</p> <p>2. If Metro receives a public records request seeking disclosure of information identified as confidential by the licensee, Metro will provide the licensee with a courtesy notice of that request within five days of receipt of the request.</p> <p>3. This Section 12.0 does not limit the use of any information submitted to or reviewed by Metro for regulatory purposes or in any enforcement proceeding.</p> <p>4. Metro may share any confidential information with representatives of other governmental agencies provided that, consistent with Oregon law, those representatives agree to continue to treat the information as confidential and make good faith efforts not to disclose the information.</p>
<b>12.5</b>	<b>Compliance by agents</b>	<p>The licensee is responsible for ensuring that its agents and contractors comply with this license.</p>