



# State of Oregon Department of Environmental Quality

## Instructions for the 2019 Oregon Recycling Collector Survey

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Oregon DEQ Headquarters

The 2019 Oregon Recycling Collector Survey is available to download from the DEQ web site, [www.oregon.gov/deq/recycling/Pages/Survey.aspx](http://www.oregon.gov/deq/recycling/Pages/Survey.aspx). You can fill it out on your computer using Microsoft Excel, then email the completed Excel file to your watershed representative electronically, listed below. If you need further assistance completing this survey, please contact me directly, 503-229-6724 or email [recovery.info@deq.state.or.us](mailto:recovery.info@deq.state.or.us).

### General Instructions

- Fill out a separate page 1 for each watershed in which you collect and handle recyclable materials. Clackamas, Multnomah, and Washington counties are considered the Metro watershed and should be combined on a single page 1. To complete the inventory and market information on pages 2-5, combine the total amounts collected for each watershed you are reporting. *There is an Excel workbook for multiple watersheds (up to seven watersheds) collections available, please contact Michelle Shepperd, 503-229-6724, or via email: [recovery.info@deq.state.or.us](mailto:recovery.info@deq.state.or.us).*
- Report only recovered post-consumer (non-industrial) materials. [Attachment A](#) (available online) defines common materials that “count” toward the recovery rate. **Do not report recovered industrial and manufacturing materials** such as:
  - Wood waste from sawmill, lumber mill or logging operations.
  - Major land clearing debris (such as material recovered in the process of clearing farmland for a housing development).
  - Manufacturing waste such as wood waste from manufactured homes or paper mill scrap or butt rolls. However, office papers, cardboard containers, and lunchroom waste from manufacturing sites are considered post-consumer materials and should be reported.
  - Agricultural waste including slaughterhouse and winery waste.
- Report both the materials you collected **directly** (Columns A-F on Page 1) and the materials you received from another company and handled **indirectly** (e.g., received from another hauler or as a broker.) For materials handled indirectly, please list the amounts of each materials received and name of the company from whom you received the materials in column (G) on page 1, creating one line for each company.
- **Report all amounts in tons** (2,000 lbs = 1 ton). Please refer to [Attachment B](#) (available online), for common weight and volume conversion factors for many recycled materials. Please state the form of weight if other than tons, and indicate any different conversion rates not found on Attachment B.
- This form lists commonly collected materials and commingled materials. If you collect other materials, list them in one of the rows marked “**Other.**” [Attachment B](#) gives guidelines for converting volume to weight for some common materials. Indicate any alternative conversion factors used and not found on Attachment B.
- If you collect **commingled loads**, please total all commingled material and report the total on page 1 on the line labeled “**All Commingled Materials (XXX).**”
- **Keep a copy of the survey** for your records. You will need to refer to it if we have questions and for your year-end inventory that will serve as beginning inventory for the 2020 survey.
- Send the completed **Excel file** directly to your watershed representative by **Jan. 31, 2020**. See page 4 for a list of watershed representatives and their email addresses.

### A. Post-Consumer Materials Handled in 2019 (single watershed, page 1)

Use this portion of the survey to report the amount of materials you collected in each watershed (by each collection method your company uses). If you collect and handle materials in only one watershed, the total amount you report for each material in column (H1) on page 1 should match column (H2) in Part B, page 2.

*If you collect materials in more than one watershed, fill out a separate page 1 for each watershed and allocate the total amount of each material collected between watersheds. You can use a number of methods to do this, such as actual collection methods by customer or route or set out counts or customer counts. Use the method that you believe will give the most accurate allocation.*

Next, for each wasteshed, report how much material you collected and handled using each of the methods listed (columns A through G). Again, you should use whatever method of making this allocation that you believe is the most accurate. The total for the seven methods should equal the total listed in column (H1) of the survey. **Be sure to list (in column G) the names of the companies from which you received materials.**

## **B. Total Post-Consumer Materials Sold, Delivered and/or Used in 2019 (all wastesheds, page 2)**

*You do not need to separate out inventory for materials by wasteshed. Use this portion of the survey for all wastesheds combined to determine the actual amount of material your company collected and marketed or used for the year. Use the amount of material sold and the change in inventory on your site over the year to determine the total amount of material you collected.*

All recycling collectors are expected to keep accurate records on the total amounts of material sold, delivered or used each year. To do this, you can tabulate weight slips or other records of materials marketed or shipped off site to another recycler or end-user and keep records of any collected material that was used on-site (i.e. used oil burned in a small space heater). Adjusting for changes in “inventory” (materials collected on your site, but not yet sent off for recycling) as shown on the survey will provide the amount of each material actually collected throughout the year.

Use [Attachment B](#) to help you estimate the inventory of each material you have on-site (but have not yet marketed) at the end of the year. If you have no way of making a reasonable estimate, fill in the same number for the beginning of the year that you used at the end.

## **C. Total Post-Consumer Marketing Information 2019 (all wastesheds, pages 3-5)**

*You do not need to separate out material by wasteshed. Use this portion of the survey for all wastesheds combined. Since DEQ is also surveying other recycling collectors, private recyclers, and end-users, information from this portion of the survey will be used to track materials as they pass from collectors to intermediate recyclers to end-users.*

Some collectors have indicated that they do not want information on where they market materials to be public information. If you wish this information to be held as confidential, you can send this part of the survey directly to DEQ and write “confidential business information” on the bottom of page 5. You must return all other parts of the survey directly to your wasteshed representative.

## **D. Out of State Solid Waste Disposal (page 5)**

Report here the quantity of solid waste that you transported out-of-state for disposal. If you know of other companies (such as private businesses or demolition firms) in your wasteshed that are transporting wastes out-of-state, do not report those quantities here, but make sure that your wasteshed representative is aware of them. This will ensure that the wasteshed representative can report the total amount of waste generated in the wasteshed.

*Thank you for your help in providing data to calculate Oregon’s recovery rates!*

## **Need Help?**

Contact Michelle Shepperd toll-free at 1-800-452-4011, or 503-229-6724, or [recovery.info@deq.state.or.us](mailto:recovery.info@deq.state.or.us)

You may also contact your local DEQ technical assistance staff member. See the following table for a list of TAs and the counties/wastesheds they cover.

<p><b>Need help?</b></p> <p><b>Call your local DEQ technical assistance staff member.</b></p>	<p><b>DEQ Eastern Region</b>  <i>Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Milton-Freewater, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler wastesheds</i>  Cathie Rhoades, <a href="mailto:rhoades.cathie@deq.state.or.us">rhoades.cathie@deq.state.or.us</a>, 503-378-5089</p>
	<p><b>DEQ Northwest Region</b>  <i>Clatsop and Metro (Clackamas, Multnomah and Washington counties) wastesheds</i>  Lexi Meek, <a href="mailto:meeq.lexi@deq.state.or.us">meeq.lexi@deq.state.or.us</a>, 503-229-5790  <i>Columbia, Tillamook and Metro (Clackamas, Multnomah and Washington counties) wastesheds</i>  Tom Lang, <a href="mailto:lang.tom@deq.state.or.us">lang.tom@deq.state.or.us</a>, 503-229-5478</p>
	<p><b>DEQ Western Region</b>  <i>Benton, Lincoln, Linn, Marion, Polk, and Yamhill wastesheds</i>  Cathie Rhoades, <a href="mailto:rhoades.cathie@deq.state.or.us">rhoades.cathie@deq.state.or.us</a>, 503-378-5089  <i>Coos, Curry, Douglas, Jackson, Josephine, and Lane wastesheds</i>  Cathy Brown, <a href="mailto:brown.cathy@deq.state.or.us">brown.cathy@deq.state.or.us</a>, 541-687-7325</p>

**(Continue to next page for Wasteshed Representatives.)**

**Alternative formats**

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

Wasteshed	Wasteshed Representative Contact		
Baker Benton Clatsop Columbia Coos	Bill Harvey Greg Verret Michael McNickle Kathleen Boutin-Pasterz Jessica Johnson	bharvey@bakercounty.org greg.j.verret@co.benton.or.us mmcnicke@co.clatsop.or.us kathleen.boutin-pasterz@co.columbia.or.us jjohnson@co.coos.or.us	541-524-2040 541-766-6841 503-325-1000 x1927 503-397-7259 541-396-7660
Crook Curry Deschutes Douglas Gilliam	Seth Crawford Sue Gold Timm Schimke Linda Menhenhall Michelle Colby	seth.crawford@co.crook.or.us golds@co.curry.or.us timms@deschutes.org lmendenh@co.douglas.or.us michelle.colby@co.gilliam.or.us	541-447-6555 541-247-3296 541-317-3163 541-440-4485 541-384-2381
Grant Harney Hood River Jackson Jefferson	Scott W. Myers Pete Runnels Mike Matthews Conracia Carrier Jennifer Robbins	myerssw@grantcounty-or.gov pete.runnels@co.harney.or.us mike.matthews@co.hood-river.or.us carriecd@jacksoncounty.org jennifer.robbins@co.jefferson.or.us	541-575-0059 541-573-6356 541-387-7129 541-774-6007 541-475-4459
Josephine Klamath Lake Lane Lincoln	Justin Fimbres Tom Crist Gale Poland Sarah Grimm Mark Saelens	jfimbres@co.josephine.or.us tcrist@co.klamath.or.us gpoland@co.lake.or.us sarah.grimm@co.lane.or.us msaelens@co.lincoln.or.us	541-474-5325 x2209 541-883-4294 541-947-6048 541-682-4339 541-265-4171
Linn Malheur Marion Metro Milton-Freewater	Shane Sanderson Craig Geddes Brian May Matt Korot Brian Steadman	ssanderson@co.linn.or.us craig.geddes@malheurco.org bmay@co.marion.or.us matt.korot@oregonmetro.gov brian.steadman@milton-freewater-or.gov	541-967-3821 x2374 541-473-5564 503-365-3147 503-797-1760 541-938-8274
Morrow Polk Sherman Tillamook Umatilla	Matt Scrivner Jim Solvedt Gary Thompson David McCall Gina Miller	mscrivner@co.morrow.or.us solvedt.jim@co.polk.or.us countycourt@shermancounty.net dmccall@co.tillamook.or.us gina.miller@umatillacounty.net	541-989-9500 503-623-9237 541-565-3416 503-815-3975 541-278-6300
Union Wallowa Wasco Wheeler Yamhill	Scott Hartell Ed Gomes David Skakel Lynn Morley Ashley Watkins	shartell@union-county.org wcshop@co.wallowa.or.us davids@co.wasco.or.us lmorley@co.wheeler.or.us watkinsa@co.yamhill.or.us	541-963-1014 541-426-3332 541-506-2636 541-763-3460 503-434-7516

