



# State of Oregon Department of Environmental Quality

## Instructions for the 2023 Oregon Recycling Collector Survey

Contact: Michelle Shepperd  
Oregon DEQ Headquarters

The 2023 Oregon Recycling Collector Survey form is attached as an Excel file. Please email the completed **Excel** file (PDFs are not acceptable) to DEQ Headquarters ([recovery.info@deq.oregon.gov](mailto:recovery.info@deq.oregon.gov)) and email a courtesy copy to your designated wasteshed representative, see page three. Please use the attached recycling collector cover sheet to submit any contact or facility information updates. If you need further assistance completing this survey, please contact Michelle Shepperd directly, 503-229-6724 or email [recovery.info@deq.oregon.gov](mailto:recovery.info@deq.oregon.gov).

### General Instructions

- Fill out a separate page one for each wasteshed in which you collected and handled recyclable materials. Clackamas, Multnomah, and Washington counties are considered the Metro wasteshed and should be combined on a single page one. To complete the inventory and market information on pages 2-5, combine the total amounts collected for each wasteshed you are reporting. *There is an Excel workbook for multiple wasteshed collections available for recycling collectors collecting in multiple wastesheds, please contact Michelle Shepperd, 503-229-6724, or via email: [recovery.info@deq.oregon.gov](mailto:recovery.info@deq.oregon.gov).*
- 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 2024 survey.
- Send the completed **Excel file (PDFs are not acceptable)** to DEQ Headquarters ([recovery.info@deq.oregon.gov](mailto:recovery.info@deq.oregon.gov)) and send a courtesy copy to your wasteshed representative by **Jan. 31, 2024**. See page three for a list of wasteshed representatives and their email addresses.

### A. Post-Consumer Materials Handled in 2023 (single wasteshed, page 1)

Use this portion of the survey to report the amount of materials you collected in each wasteshed (by each collection method your company uses). If you collect and handle materials in only one wasteshed, 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 wasteshed, fill out a separate page 1 for each wasteshed and allocate the total amount of each material collected among wastesheds. 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 for this allocation that you believe is the most accurate. The total for the seven collection 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 or Used in 2023 (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 2023 (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, type “CONFIDENTIAL” in the filename of the Excel file, and in the subject line of the email when you submit the completed Excel form to DEQ ([recovery.info@deq.oregon.gov](mailto:recovery.info@deq.oregon.gov).)

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

Report here the amounts 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.oregon.gov](mailto:recovery.info@deq.oregon.gov).

## **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.oregon.gov](mailto:deqinfo@deq.oregon.gov).

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

<b>Wasteshed</b>	<b>Wasteshed Representative Contact</b>		
Baker	Bruce Nichols	bnichols@bakercountyor.gov	541-524-2040
Benton	Darren Nichols	darren.nichols@bentoncountyor.gov	541-766-6841
Clatsop	Lucas Marshall	lmarshall@clatsopcounty.gov	503-338-3687
Columbia	Jake Anderson	jacob.anderson@columbiacountyor.gov	503-397-7259
Coos	Jessica Johnson	jjohnson@co.coos.or.us	541-396-7660
Crook	Seth Crawford	seth.crawford@co.crook.or.us	541-447-6555
Curry	John Herzog	herzogj@co.curry.or.us	541-247-3296
Deschutes	Tim Brownell	tim.brownell@deschutes.org	541-317-3163
Douglas	Garrett Lampton	gwlampto@co.douglas.or.us	541-430-2135
Gilliam	Delaney Watkins	delaney.watkins@co.gilliam.or.us	541-384-2381
Grant	Scott W. Myers	myerssw@grantcounty-or.gov	541-575-0059
Harney	Bill Hart	bill.hart@co.harney.or.us	541-573-6356
Hood River	Mike Matthews	mike.matthews@co.hood-river.or.us	541-387-7129
Jackson	Lori Goodrich	goodrill@jacksoncounty.org	541-774-6007
Jefferson	Matt Powlison	matt.powlison@co.jefferson.or.us	541-475-4459
Josephine	Robert Brandes	rbrandes@josephinecounty.gov	541-474-5460
Klamath	Tom Crist	tcrist@co.klamath.or.us	541-883-4294
Lake	David Berman	tbl@co.lake.or.us	541-947-1255
Lane	Angie Marzano	angie.marzano@lanecountyor.gov	541-682-6536
Lincoln	Paul Seitz	pseitz@co.lincoln.or.us	541-574-1285
Linn	Shane Sanderson	ssanderson@co.linn.or.us	541-967-3821 x2374
Malheur	TBD	kelly.friend@malheurco.org	541-473-5186
Marion	Brian May	bmay@co.marion.or.us	503-365-3147
Metro	Warren Johnson	warren.johnson@oregonmetro.gov	503-797-1836
Milton-Freewater	Brian Steadman	brian.steadman@milton-freewater-or.gov	541-938-8274
Morrow	Eric Imes	eimes@co.morrow.or.us	541-989-9500
Polk	Christina Tisdell	tisdell.christina@co.polk.or.us	503-623-9237
Sherman	Joe Dabulskis	countycourt@shermancounty.net	541-565-3416
Tillamook	Justin Weiss	justin.weiss@tillamookcounty.gov	503-368-7764
Umatilla	Gina Miller	gina.miller@umatillacounty.net	541-278-6300
Union	Scott Hartell	shartell@union-county.org	541-963-1014
Wallowa	Ed Gomes	wcshop@co.wallowa.or.us	541-426-3332
Wasco	Morgaine Riggins	morgainer@co.wasco.or.us	541-506-2529
Wheeler	Lynn Morley	lmorley@co.wheeler.or.us	541-763-3460
Yamhill	Ashley Watkins	watkinsa@co.yamhill.or.us	503-434-7516