

# Reference Document for the Online ORSOP Questionnaire

For reference only. Complete the questionnaire at  
<https://recycle.proof-cloud.com/fmi/webd/OregonSurvey>.



## Introduction

The purpose of this reference document is to help support you in completing the ORSOP questionnaire. It is designed to help you gather the data necessary to effectively identify system expansion needs for local governments and service providers in Oregon. This work is part of the Oregon Recycling System Optimization Plan (ORSOP), as proposed by Circular Action Alliance (CAA) in the [Producer Responsibility Organization Plan](#). This questionnaire will build upon the information collected by Oregon DEQ in the [2023 Local Government Needs Assessment](#). The Needs Assessment was conducted before the [Uniform Statewide Collection List \(USCL\)](#) was developed, which meant that stakeholders were not able to meaningfully identify all of their system expansion needs.

**If a local government participated in the Needs Assessment in 2023 and would like to be reimbursed for adding or expanding recycling services, this planned expansion or addition of services must be identified in the questionnaire.**

On May 15, 2024, Circular Action Alliance (CAA) provided [resources](#) to local governments to prepare for this questionnaire and the next phase of data gathering and program design.

In addition to this questionnaire, RRS will be scheduling interviews in each watershed. The watershed interviews will be used to supplement information collected in the questionnaire and identify opportunities to optimize existing infrastructure and/or new investments.

The information gathered in the questionnaire and watershed interviews will be essential to the ORSOP and will be used to identify the system expansion needs of local governments and service providers as they comply with the obligations of both the [Opportunity to Recycle Act](#) (OTR) and the [Recycling Modernization Act](#) (RMA).

The purpose of the ORSOP is to work with local governments and service providers to:

- Identify eligible expenses for reimbursement by CAA;
- Prioritize requests to be consistent with regulated priorities and to be as efficient as possible;
- Coordinate city and county requests within watersheds;
- Highlight geographic considerations that need to be taken into account when scheduling investments;
- Incorporate both local government and related service provider feedback.

With the information collected in the questionnaire and interviews, CAA will resubmit a revised program plan to the Oregon Department of Environmental Quality that outlines the local government system expansion and new program funding requests and the schedule for funding those investments over the program plan period (July 1, 2025– December 31, 2027).

**The information collected through this questionnaire will be part of the ORSOP and is therefore NOT considered confidential. Information provided by local governments and their service providers will be shared, in part or in whole, as part of the schedule of investments in the next Program Plan Submission.**

Eligible costs under the ORSOP include:

- Start-up costs for on-route collection programs;
- Equipment necessary for moving, compacting, baling, and loading [USCL](#) recyclables for shipment from a recycling reload facility;
- The portion of new reload facilities (if deemed necessary) related to the management of [USCL](#) materials; and
- Start-up and operational costs for recycling depots / drop-off sites (including hiring and staff training).

If you need support or assistance with filling out this questionnaire, please sign up for office hours with a CAA representative using this [link](#).

**INSTRUCTIONS** – This questionnaire will request information about expected eligible expenses needed to meet state obligations related to the Opportunity to Recycle Act ([OTR](#)) and the Recycling Modernization Act ([RMA](#)).

The questionnaire asks for information about a specific city or county jurisdiction. Local governments may designate a service provider to complete and submit the entire questionnaire on their behalf, or unique login information may be provided for multiple service providers to respond independently. Service providers responding to the questionnaire should provide information specific to the city or county jurisdiction that is the subject of the questionnaire. Service providers may be asked to complete multiple questionnaires for each jurisdiction in which they provide service.

The questionnaire auto-saves after each question so there is no need to complete it in one sitting. Please complete a section before stepping away. You can skip questions and return to the questionnaire later. Make sure to go back through the questionnaire and answer all questions before submitting. There will be an option to answer “I don’t know” when attempting unanswered questions.

Finally, this survey is not an official request for funding, and completion of the survey is not a guarantee of funding. CAA will establish a separate process to apply for funding. CAA will be assessing funding requests in accordance with statutory requirements and the review criteria included in its approved program plan. All funding determinations will be made by CAA in accordance with applicable law and consistent with the investment schedule proposed in the PRO program plan.

**Pre-screen question: Do you anticipate needing CAA funding for system expansion for on-route collections, depots, or reload facilities in the initial program period beginning July 1, 2025 – December 31, 2027?**

- a. Yes
- b. No [Send to Transportation Section]

[Show if pre-screen.a “Yes”] **Questionnaire:** [All parenthetical writing in red is questionnaire logic for setup and will not be included in content]

**Screener** [Section preface: S]

1. County: [Drop Down of counties]
2. Jurisdiction: [Drop Down of jurisdictions]
3. Are you a city/county employee or a service provider?
  - a. City/county employee
  - b. Service provider
4. [Show if S2 “Service provider”]. Please provide the name of your company if you are responding to the questionnaire on behalf of a jurisdiction: [Text Entry]
5. Which of these do you have in [INSERT Jurisdiction]? (select all that apply)
  - a. On-route collection of commingled or segregated recyclable materials.
  - b. Depot (drop-off/self-haul) collection of commingled or segregated recyclable materials
  - c. Recycling reload facilities and transportation of recyclable materials
6. For which recycling services (residential and commercial) provided (residential and commercial) in [INSERT Jurisdiction] do you seek reimbursement? (select all that apply)
  - a. On-route collection of commingled or segregated recyclable materials. [Show if selected S5a]
  - b. Depot (drop-off/self-haul) collection of commingled or segregated recyclable materials [Show if selected S5b]
  - c. Recycling reload facilities and transportation of recyclable materials [Show if selected S5c]

[Show if S6a “On-Route Collection”/ Skip if a. S6.a not chosen] **On-Route Collections (curbside)** [Section preface: OR]

This section relates to curbside collection systems for recycling in [INSERT Jurisdiction]. The goal is to understand the existing collection system while anticipating the impacts that the collection requirements of the RMA and the [Uniform Statewide Collection List](#) (USCL) might have on this system. You will be asked to identify existing infrastructure and expected start-up investments necessary to successfully achieve the anticipated system expansion for your jurisdiction. You may wish to use the information captured in the [on-](#)

[route collection worksheet](#) to identify the system expansion areas needed to successfully implement the [RMA](#).

1. Please complete the table below regarding recycling operations accounts:

	Single-Family	Multi-Family (dwellings 5 or more units)	Commercial
Number of accounts currently served by all service providers in [INSERT Jurisdiction]			
Percentage of all accounts (households/businesses) [INSERT Jurisdiction] currently subscribed to recycling service			
Number of new accounts (households/businesses) anticipated being added under the RMA in [INSERT Jurisdiction]			

2. This next table is meant to assist us in understanding more about the routes operating in [INSERT Jurisdiction]. For the purpose of this question, consider a "route" to be the service provided by a truck and driver on one standard work shift.

How many can/roll cart (single-family), and frontload/dumpster (multi-family, and/or commercial) routes do you manage in [INSERT Jurisdiction]? Include routes for both commingled and source-separated materials.

What is the average number of stops on these routes? What is the frequency of service on these routes?

Type of route	Can and Curbside cart routes (up to 300-gallon carts/ tubs, Single-Family or small multi-family)	Frontload/ Dumpster routes (Large Multi-Family and commercial)
How many routes of each type?	[Numeric Entry]	[Numeric Entry]

What is the average number of stops per route?	[Numeric Entry]	[Numeric Entry]
What is the most common frequency of service for accounts on this type of route?	[List: Weekly, Every Other Week, Monthly, Other/Variable]	[List: Weekly, Every Other Week, Monthly, Other/Variable]

3. Do you expect additional routes will be needed in order to meet RMA requirements?
  - a. Yes
  - b. No
4. [Show if OR3.a "Yes"] How many additional routes do you anticipate?
  - a. Can and Curbside cart routes (up to 300-gallon carts/ tubs, Single-Family or small multi-family) [Numeric Entry]
  - b. Frontload/ Dumpster routes (Large Multi-Family and commercial) [Numeric Entry]

#### Added Service

5. Is walk-in / side-yard / long-driveway service provided to residential customers for recyclables in [INSERT Jurisdiction]? This type of service is where the driver moves carts from the residence to the point of collection and returns the cart after service.
  - a. Yes
  - b. No
6. [Show if OR5.a "Yes"]. Is the service provided for an additional fee, or as a part of the basic service? (select one)
  - a. Service automatically included with basic services for customer
  - b. Opt-in service provided for an additional fee
  - c. Opt-in service provided for an additional fee, subsidized for certain customers meeting age or disability criteria
7. [Show if OR6.c "Subsidized"]. How is eligibility for the subsidized service determined?
  - a. [Text Entry]
8. Is on-route collection of source-separated glass provided for residence in [INSERT Jurisdiction]?
  - a. Yes
  - b. No
9. [Show if OR8.a "yes"] What is the frequency of residential glass collection in [INSERT Jurisdiction]?
  - a. Weekly
  - b. Every Other Week
  - c. Monthly
  - d. Other, please specify: [Text Entry]

10. [Show if OR8.a "Yes"]. How many households receive source-separated glass collection services?
  - a. [Numerical Entry]
11. Is on-route collection of source-separated glass provided for **commercial entities** in [INSERT Jurisdiction]?
  - a. Yes
  - b. No
12. [Show if OR11.a "yes"] What is the frequency of commercial glass collection in [INSERT Jurisdiction]?
  - a. Weekly
  - b. Every Other Week
  - c. Monthly
  - d. Other, please specify: [Text Entry]
13. [Show if OR11.a "Yes"]. How many commercial entities receive source-separated glass collection services?
  - a. [Numerical Entry]

#### Trucks

14. How many trucks are currently used for commingled recycling collection in [INSERT Jurisdiction]?

	Truck Mechanism	Capacity (in tonnage or cubic yards—need them to select one or the other)	Number of Trucks
Type 1 Truck	[Drop-down: Fully automated side-loader; Semi-automated side-loader; Front loader; Roll off; Curotto Can; Manually rear-loaded; Split body; Other, please specify: [text entry]]	[Numeric Entry with Dropdown units: tons; cubic yards]	[Numeric Entry]
Type 2 Truck			
[Please continue to add rows as needed]			

15. If collected with dedicated trucks, how many trucks are currently used for glass collection in [INSERT Jurisdiction]?

	Truck Mechanism	Capacity (in tonnage or cubic yards–need them to select one or the other)	Number of Trucks
Type 1 Truck	[Drop-down: Fully automated side-loader; Semi-automated side-loader; Front loader; Roll off; Curotto Can; Manually rear-loaded; Split body; Other, please specify: [text entry]]	[Numeric Entry with Dropdown units: tons; cubic yards]	[Numeric Entry]
Type 2 Truck			
[Please continue to add rows as needed]			

16. Do you anticipate additional trucks will be needed for service provided in [INSERT Jurisdiction] to meet RMA requirements within the first program period (July 1, 2025–Dec 31, 2027)?
- Yes
  - No
17. [Show if OR16.a “Yes”]. How many additional trucks do you anticipate needing?
- [Numeric Entry]
18. [Show if OR16.a “Yes”]. Please provide a brief rationale for the additional truck(s) needed [500 characters or less]
- [Text Entry]

### Collection Containers

19. Please complete the table below to assist us in knowing more about the type of containers used in [INSERT Jurisdiction]. Please indicate all types of containers that apply per customer type.

Type of Customer	Single Family: Container Type	Single Family: Owner of Container	Multi-Family (dwellings of 5 or more units) / Commercial
<p>Pick type of collection container used by type of customer for co-mingled materials in [INSERT Jurisdiction]. Please indicate all containers that apply.</p> <p>Include the number of that type of container for the designated type of customer.</p> <p>Please indicate if bagged recyclables are allowed in addition to the recycling collection container indicated.</p>	<p>[Drop Down Menu (can select more than one – all that apply) with Picture of container and numerical entry next to each drop down. Rear-load dumpster; front-load dumpster; roll off dumpster; 95-gallon cart; 64-gallon cart; 32-gallon cart; &lt;20-gallon tote; other, please specify [Text Entry].</p> <p>Text entry in next column asking who owns the container] [second row]</p> <p>Are bags allowed in addition to the recycling collection container(s) indicated: [dropdown: yes, no]</p>		<p>[Drop Down Menu (can select more than one – all that apply) with Picture of container and numerical entry next to each drop down. Rear-load dumpster; front-load dumpster; roll off dumpster; 95-gallon cart; 64-gallon cart; 32-gallon cart; &lt;20-gallon tote; other, please specify [Text Entry].</p> <p>Text entry in next column asking who owns the container.</p> <p>Are bags allowed in addition to the recycling collection container(s) indicated: [dropdown: yes, no]</p>

20. Please complete the table below relating to the replacement of recycling containers in [INSERT Jurisdiction]. This table is to assist us in knowing how many recycling collection containers are replaced annually from which type of recycling service customer. Please select all types of containers that apply.

Type of Customer	Single-Family	Multi-Family (dwellings of 5 or more units) / Commercial
<p>Pick type of recycling collection container (please indicate all that apply) and include the number of containers replaced in [INSERT Jurisdiction] annually.</p>	<p>[Drop Down Menu (can select more than one – all that apply) with Picture of container and numerical entry next to each drop down. Rear-load dumpster; front-load dumpster; roll off dumpster; 95-gallon cart; 64-gallon cart; 32-gallon cart; &lt;20-gallon tote; other]</p>	<p>[Drop Down Menu (can select more than one – all that apply) with Picture of container and numerical entry next to each drop down. Rear-load dumpster; front-load dumpster; roll off dumpster; 95-gallon cart; 64-gallon cart; 32-gallon cart; &lt;20-gallon tote; other]</p>



21. Do you anticipate additional recycling collection containers will be needed in **[INSERT Jurisdiction]** within the first program period (July 1, 2025–Dec 31, 2027)?
- Yes
  - No
22. **[Show if OR21.a “Yes”]**. How many additional containers do you anticipate?
- [Numeric Entry]**
23. **[Show if OR21.a “Yes”]**. Please provide a brief rationale for the additional containers needed *[500 characters or less]*
- [Text Entry]**

**[Show if S6.a “On Route Collection”/ Skip if S6.a not chosen] Material Flows**

To help CAA better understand the flow of comingled recyclables collected on-route, please provide the following information:

24. To where do you deliver curbside comingled recyclables?

Delivered To:	Facility Name and Location	Number of Load per Month	Avg. Load Weight (tons)
MRF (CRPF)	<b>[Drop Down of CPRF]</b>	<b>[Numeric Entry]</b>	<b>[Numeric Entry]</b>
Reload Facility	<b>[Drop Down of Reload Facilities]</b>		
Other	<b>[Text Entry]</b>		

25. To where do you deliver glass?

Delivered To:	Facility Location	Number of Load per Month	Avg. Load Weight (tons)
MRF (CRPF)	<b>[Text Entry]</b>	<b>[Numeric Entry]</b>	<b>[Numeric Entry]</b>
Reload Facility	<b>[Text Entry]</b>		
Direct to End Market	<b>[Text Entry]</b>		
Other	<b>[Text Entry]</b>		

24. To where do you deliver glass?

Delivered To:	Facility Location	Number of Load per Month	Avg. Load Weight (tons)
MRF (CRPF)	[Text Entry]	[Numeric Entry]	[Numeric Entry]
Reload Facility	[Text Entry]		
Direct to End Market	[Text Entry]		
Other	[Text Entry]		

25. Please indicate which fiber (paper) category [USCL](#) materials are currently accepted in the on-route recycling program in [INSERT Jurisdiction].

Fiber (paper) Product Categories [include pictures for each category as seen in <a href="#">USCL</a> ]	Select one response per row.	
Corrugated Cardboard	Yes	No
Paperboard packaging	Yes	No
All Kraft paper	Yes	No
Molded pulp packaging	Yes	No
Polycoated cartons (e.g., milk cartons), aseptic cartons.	Yes	No
Tissue paper	Yes	No
Non-metalized gift wrap	Yes	No
High-grade office paper	Yes	No
Newspaper / newsprint	Yes	No
Magazines, catalogs, and similar glossy paper	Yes	No
Telephone directories	Yes	No
Other printing and writing paper	Yes	No
Paperback books	Yes	No

26. Are there **fiber** (paper) product categories not on the USCL that are currently collected?

- a. Yes
- b. No

27. [Show if OR26.a "yes"] List the fiber (paper) product categories that are currently collected but are not on the USCL.

- a. [Text Entry]

28. Please indicate which plastic category [USCL](#) materials are currently accepted in the on-route recycling program in [\[INSERT Jurisdiction\]](#).

<b>Plastic Product Categories</b> <a href="#">[include pictures for each category as seen in USCL]</a>	<i>Select one response per row.</i>	
PET Plastic bottles larger than 2"	Yes	No
HDPE Plastic bottles larger than 2"	Yes	No
PP Plastic bottles larger than 2"	Yes	No
PET Plastic tubs	Yes	No
HDPE Plastic tubs	Yes	No
PP Plastic tubs	Yes	No
HDPE Plastic buckets, pails, storage containers, and other bulky containers	Yes	No
PP Plastic buckets, pails, storage containers, and other bulky containers	Yes	No
HDPE Nursery packages	Yes	No
PP Nursery packages	Yes	No

29. Are there **plastic** product categories not on the USCL that are currently collected?

- a. Yes
- b. No

30. [\[Show if OR29.a "Yes"\]](#). List the **plastic** product categories that are currently collected but are not on the USCL.

- a. [\[Text Entry\]](#)

31. Please indicate which scrap metal category [USCL](#) materials are currently accepted in the on-route recycling program in [\[INSERT Jurisdiction\]](#).

<b>Scrap Metal Product Categories</b> <a href="#">[include pictures for each category as seen on the USCL]</a>	<i>Select one response per row.</i>	
Aluminum food and beverage containers	Yes	No
Steel cans	Yes	No
Dry paint cans	Yes	No
Scrap metal less than 10 pounds in weight and less than 18 inches in length	Yes	No

32. Are there **scrap metal** product categories not on the USCL that are currently collected?

- c. Yes
- d. No

33. [Show if OR32.a "Yes"]. List the **scrap metal** product categories that are currently collected but are not on the USCL.
- a. [Text Entry]

[Show if S6.b "Depot Collection"/ Skip if S6.b not chosen] **MAIN: Depots [D]**

**This section relates to systems for material collection at depots (drop-off collection).** The goal is to help anticipate the impacts that the depot requirements of the [RMA](#) and the [USCL](#) might have on the depot system.

In the following questions, you will be asked to identify existing depot infrastructure and expected start-up investments that will be necessary to achieve the anticipated system expansion for your jurisdiction. You may wish to use the information captured in the [Depot collection worksheet](#) to identify the system expansion areas needed to successfully implement the RMA.

1. How many drop-off recycling collection depots are available for use by residents in [INSERT Jurisdiction]?
- a. [Numeric Entry]

[If D1a=0, skip to next section of questionnaire]

2. Please list the full address for each depot in [INSERT Jurisdiction].
- a. Depot 1 [Text Entry] [Show row if D1 = 1]
- b. Depot 2 [Text Entry] [Show row if D1 > 1]
- c. Depot 3 [Text Entry] [Show row if D1 > 2]
- d. ... etc. [Text Entry] [Show row if D1 > 3 ... etc.]

[Complete the following questions section D for all depots listed in D2]

3. Are any of these depots located at a reload facility or at a site with other commercial or solid waste management activity?
- b. Yes
- c. No

<b><u>Depot Facility</u></b>	<b>At Reload Facility?</b>	<b>Other Commercial Activity at Site?</b>
[Row options: Autofill with responses at D2]	[Dropdown options: Yes, No]	[Dropdown options: Yes, No]

		[If Yes, "Please Specify:"] [Text Entry]
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4. What are the operating hours for each depot?

	Days Open	Opening Time	Closing Time	Alternative seasonal hours	Other
<b>Depot 1</b> [Show if D1 = 1]  <b>Depot 2</b> [Show if D1 >1]	[(allow for multiple sections) Dropdown options: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday]	[Dropdown options: 24hrs]	[Dropdown options: 24hrs]	[Text Entry]	[Text Entry]
<b>Depot 3</b> [Show if D1 > 2]	[(allow for multiple sections) Dropdown options: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday]	[Dropdown options: 24hrs]	[Dropdown options: 24hrs]	[Text Entry]	[Text Entry]
... etc. [Show if D1 > 3 ... etc.]	[(allow for multiple sections) Dropdown options: Monday, Tuesday, Wednesday, Thursday,	[Dropdown options: 24hrs]	[Dropdown options: 24hrs]	[Text Entry]	[Text Entry]

	Friday, Saturday, Sunday]				
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5. On average, how many visitors use each depot on a monthly basis?
  - a. [Numeric Entry]
6. What service area is each depot intended to serve?
  - a. County-wide
  - b. Residents within a defined set of cities
  - c. Other [Text Entry]
7. What is the population of your service area? [Numeric Entry]
8. Approximately what percentage of recycling depot users lack residential garbage service and bring all their waste and recyclables to each site.
  - a. [Numeric Entry]
  - b. I don't know
9. What are the characteristics of each depot collection area? (Select all that apply)
  - a. Covered
  - b. Paved
  - c. Staffed with customer interaction at the depot area
  - d. Staffed, but personnel are not present at the collection bin area
  - e. Other (please specify): [Text Entry]
10. Please indicate which fiber (paper) USCL materials are currently accepted at each depot(s) in [INSERT Jurisdiction]. Note: This is similar to the required Opportunity to Recycle (OTR) Reporting.

[Complete the table for each depot]

<b>Fiber (paper) Product Categories</b> [include pictures for each category as seen in <a href="#">USCL</a> ]	<i>Select one response per row.</i>	
Corrugated Cardboard	Yes	No
Paperboard packaging	Yes	No
All Kraft paper	Yes	No
Molded pulp packaging	Yes	No
Polycoated cartons (e.g., milk cartons), aseptic cartons.	Yes	No
Tissue paper	Yes	No
Non-metalized gift wrap	Yes	No
High-grade office paper	Yes	No
Newspaper / newsprint	Yes	No

Magazines, catalogs, and similar glossy paper	Yes	No
Telephone directories	Yes	No
Other printing and writing paper	Yes	No
Paperback books	Yes	No

11. Please indicate which plastic USCL materials are currently accepted at the depot in [INSERT Jurisdiction].

[Complete the table for each depot]

<b>Plastic Product Categories</b> [include pictures for each category as seen in <a href="#">USCL</a> ]	<i>Select one response per row.</i>	
PET Plastic bottles larger than 2"	Yes	No
HDPE Plastic bottles larger than 2"	Yes	No
PP Plastic bottles larger than 2"	Yes	No
PET Plastic tubs	Yes	No
HDPE Plastic tubs	Yes	No
PP Plastic tubs	Yes	No
HDPE Plastic buckets, pails, storage containers, and other bulky containers	Yes	No
PP Plastic buckets, pails, storage containers, and other bulky containers	Yes	No
HDPE Nursery packages	Yes	No
PP Nursery packages	Yes	No

12. Please indicate which scrap metal USCL materials are currently accepted at the depot(s) in [INSERT Jurisdiction].

[Complete the table for each depot]

<b>Scrap Metal Product Categories</b> [include pictures for each category as seen in <a href="#">USCL</a> ]	<i>Select one response per row.</i>	
Aluminum food and beverage containers	Yes	No
Steel cans	Yes	No
Dry paint cans	Yes	No
Scrap metal less than 10 pounds in weight and less than 18 inches in length	Yes	No

13. Are there glass collections available at each depot(s) in [Pipe in address from D2.a]?  
 14. Are there Household Hazardous Waste (HHW) collections available at each depot?  
 a. Yes  
 b. No

15. Have you completed the “Depot collections: existing system and anticipated system expansion” document for this location?  
 a. Yes  
 b. No

16. [Show if D15.b “No”]. Please fill out the table below regarding the materials currently collected at the depot. The table is designed to gather information about how materials are collected and managed.

Material Mix	Annual Volume Estimates (in tons)	Describe How Material is Prepared for Market (Baled, Shipped Loose, Other)	Downstream Partner (CRPF, End Market, Reload Facility, Other)
[populate material mix column with all yes answers from D10, D11, D14; and include “glass”]	[Numerical Entry]	[Drop Down Menu: Baled, Compacted, Shipped Loose, Other]	[Drop Down Menus for CRPF and Reload Facility lists, Direct to End Market]
[repeat for all Depots]			

17. What portion of the site is dedicated to managing USCL materials? [Numeric Entry %]  
 18. What equipment is used to aid in the collection and management of materials each depot? (e.g., forklifts, balers, compactors, bins, etc.) *Please list each piece of equipment.*

Equipment Type, Name & Make	Estimated year of purchase	What % of time is the equipment used to handle USCL & PRO listed recycling materials?	Estimated % of idle time
EXAMPLE: Baler 1	2022	100%	75%



[Add new row for each Equipment Type]			
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19. Which hauler or entity collects materials from the depot for transportation to a MRF (CRPF) or end market?

a. [text box]

20. Depot Operator(s)?

a. [Pipe in S2 jurisdiction]

b. [Text Entry]

21. Depot Owner(s)?

a. [Pipe in S2 jurisdiction]

b. [Text Entry]

22. What is the current annual operating budget for the depot?

23. Do you have a map or a rough sketch of the site?

a. Yes

b. No

24. [Show if D23.a "Yes"]. Please upload a copy of the site map or rough sketch.

25. Do you have on-site utilities, e.g. electricity, water, sewer?

a. Yes

b. No

26. Is there space at the depot to accommodate the collection of new materials?

a. Yes

b. No

27. Please describe any current limitations to accepting more materials:

a. [Text Entry]

28. Is there space and capacity at the depot to house a densifier for expanded polystyrene (aka Styrofoam)?

*General requirements for an EPS densifier include:*

i. *Three-phase power supply*

ii. *Space for the footprint of the equipment (examples include the Runi SK370 and the GreenMax compactor)*

iii. *Foam storage for unprocessed EPS*

iv. *Pallet Storage for processed EPS*

a. Yes

b. No

c. Unsure

[Show if S6.c "Recycling Reload"/ Skip if a. S6.c not chosen] **MAIN: Reload Facilities [R]**

This section relates to systems used to **aggregate and reload comingled recyclables for transport to downstream processors or end markets**. The goal is to help anticipate the impacts that the requirements of the [RMA](#) and the [USCL](#) might have on the system of reload facilities.

In this section, you will be asked to identify existing reload facility infrastructure and expected start-up investments that will be necessary to achieve the anticipated system expansion for your jurisdiction. You may wish to use the information captured in the [reload facility worksheet](#) to identify the system expansion areas needed to successfully implement the RMA.

1. Please list the full address for each reload facility in [INSERT Jurisdiction].
  - a. Reload Facility 1 [Text Entry] [Show if R1 = 1]
  - b. Reload Facility 2 [Text Entry] [Show if R1 >1]
  - c. Reload Facility 3 [Text Entry] [Show if R1 > 2]
  - d. ... etc. [Text Entry] [Show if R1 > 3 ... etc.]

[If R1=0, skip to next section of questionnaire]

[Complete the following questions section R for all reload facilities listed in R1]

2. Does this facility have unused capacity?
  - a. Yes
  - b. No
  - c. Unsure
3. On average, how many tons of curbside recyclables are accepted at this facility daily?
  - a. [Numeric Entry]
4. How many comingled recyclables loads from [INSERT Jurisdiction] are delivered to this facility daily?
  - a. [Numeric Entry]
5. What is the total square footage of the facility? [Numeric Entry]
6. What is the approximate square footage of the area used to manage recyclable materials at the reload facility?
  - a. [Numeric Entry]
7. What service area is the reload facility intended to serve?
  - a. County-wide
  - b. Residents within a defined set of cities
  - c. Municipality
  - d. Subscription area

8. What equipment is used to aid in receiving, managing, and preparing comingled recyclables for shipment at the reload facility? (e.g., forklifts, balers, compactors, etc.) *Please list each piece of equipment.*

Equipment Type, Name & Make	Estimated year of purchase	What % of time is the equipment used to handle comingled recycling materials?	Estimated % of idle time
EXAMPLE: Baler 1	2022	100%	75%
[Add new row for each Equipment Type]			

9. Please describe any current limitations to managing more materials at the reload facility:
- [Text Entry]
10. Is it possible to expand the capacity for managing USCL or PRO materials at the reload facility?
- Yes
  - No
11. Do you have a map or a rough sketch of the site?
- Yes
  - No
12. [Show if R11.a "Yes"]. Please upload a copy of the site map or rough sketch.
13. Do you anticipate needing additional reload facility investment to meet RMA requirements within the first program period (July 1, 2025–Dec 31, 2027)?
- Yes
  - No
14. [Show if R13.a "Yes"]. Please describe the additional investment needs (limit to 500 characters)?
- [Text Entry]
15. [Show if R13.a "Yes"]. Please provide rationale for the additional investment (limit to 500 characters)?
- [Text Entry]

## MAIN: Transportation [T]

This section relates to the **transportation of comingled recyclables** farther than 50 miles.

Under the RMA, the PRO(s) is/are responsible for reimbursing costs relating to the transportation of materials on the [USCL](#) from the collection point (or reload facility) to the nearest comingled recycling processing facility (CRPF) (or end market) if that location is more than 50 miles away.

Local governments may also elect to exercise the PRO transportation option, where the PRO will coordinate and pay for transportation. The goal of this section is to understand to what extent materials are transported farther than 50 miles and understand which local governments would be interested in receiving this type of reimbursement or in working with the PRO to manage transportation directly.

Please review the [transportation reimbursement consideration worksheet](#) before answering the questions in this section.

1. Do you send USCL or PRO list recyclable materials from [INSERT Jurisdiction] to **MRFs (CRPF)** farther than 50 miles from a reload facility?
  - a. Yes
  - b. No

[ Go to next section if T1.b=No is selected. Show remaining section questions if T1.a=Yes.]

2. On average, how many tons of recyclables from [INSERT Jurisdiction] are transported farther than 50 miles to a MRF (CRPF) or end market annually?
  - a. [Numerical Entry]
3. When thinking about the movement of commodities from [INSERT Jurisdiction] managed by your operations, to whom and by what mode and distance are you transporting these materials?

Material	To Whom (ex. ACME recycler)	Distance (in miles)	Transport method
[Dropdown: Corrugated Cardboard; Newspaper; Mixed Paper; Plastic PET #1; Plastic nHDPE #2; Plastic cHDPE #2; Plastic PP #5;	[Text Entry for Name and address / give option for more than one (as many as needed)]	[Numeric entry for specific distance]	[Dropdown: 3 <sup>rd</sup> Party; Self-Transport; Other]

Mixed Plastic; Aluminum UBC; Aluminum Scrap; Steel Cans; Steel Scrap; Glass Mixed; Glass Flint/Clear; Glass Green; Glass Amber/Brown; Commingled Recyclables; Other]			
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4. [If S1.a=municipal employee, show this question, if S1.b=service provider, skip to T8]  
Does your jurisdiction operate a facility that receives recyclable materials from sources outside of your jurisdiction?
  - a. Yes
  - b. No
5. [Show if T5a "Yes"] From which jurisdictions do you receive materials?
  - a. [ Drop Down Field of Jurisdictions]
6. [Show if T6a "Yes"] Do you have any existing contractual relationships with those jurisdictions?
  - a. Yes
  - b. No
7. [Show if T8.a=yes] When will the existing contract with [INSERT Jurisdiction] expire?
  - a. [Drop Down Date menus so that all dates are formatted the same]
8. Is there interest in having CAA manage the transportation of UCSL materials to downstream entities if that location is more than 50 miles away?
  - a. Yes
  - b. No
9. Which reload facilities receive residential curbside recyclables from [INSERT Jurisdiction]?
  - a. [Dropdown list of reload facilities listed at R1]
10. What kinds of trucks are used to haul materials from your reload facility to the MRF (CRPF)?

Stream Type	Truck Mechanism	Description of "Other"	Truck Capacity	Unit	Number of Trucks
[Dropdown: Commingled, Segregated]	[Dropdown: Fully automated side-loader, Semi-automated side-loader,	[Text Entry]	[Numeric Entry]	[Dropdown units: tons, cu yd]	[Numeric Entry]

	Roll off, Curotto Can, Manually rear-loaded, Split body, Tractor/Trailer Combo, Tractor/Roll off Combo, Flatbed, Other, please specify]				
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### MAIN: PRO Acceptance / Collection Events [P]

This section relates to the potential of adding materials on the [PRO Acceptance List](#) to existing depot collection sites or collection events.

. Please review the Evaluation for [PRO Acceptance List Collection](#) Worksheet before completing this section.

[First three questions will be repeated. First round is for municipal employees, second round for service providers]

1. [If S1.a=municipal employee, show this question, if S1.b=service provider, skip to P4] Does [INSERT Jurisdiction] host recycling collection events?
  - i. Yes
  - ii. No
2. [Show if P1.a "Yes"]. Would [INSERT Jurisdiction] consider adding [PRO materials](#) to these collection events?
  - i. Yes
  - ii. No
3. [Show if P1.a "Yes"]. How many recycling collection events were hosted by [INSERT Jurisdiction] in 2023?
  - i. [Numeric Entry]
4. [If S1.b=service provider, show P4, P5, and P6. If S1.a=municipal employee, skip to P7] Does your company host recycling collection events in [INSERT Jurisdiction]?
  - i. Yes
  - ii. No

5. [Show if P1.a "Yes"]. Would your company consider adding [PRO materials](#) to these collection events in [INSERT Jurisdiction]?
- Yes
  - No
6. [Show if P1.a "Yes"]. How many recycling collection events were hosted by your company in [INSERT Jurisdiction] in 2023?
- [Numeric Entry]
7. What types of materials are typically collected at recycling collection events hosted in [INSERT Jurisdiction]? *Select all that apply.*
- Household Hazardous Waste (HHW)
  - Electronics
  - Mattresses
  - Automotive Fluids
  - Mercury
  - Tires
  - Batteries [specify type with text entry]
  - Paint [dropdown latex, oil-based, other with text entry]
  - Lawn/garden chemicals
  - Freon
  - CRTs/Tube TVs
  - Pharmaceuticals
  - CFLs/Fluorescent Bulbs
  - Sharps
  - Refillable propane tanks
  - Single-use propane tanks
  - Steel and Aluminum aerosol cans
  - Confidential documents
  - Expanded polystyrene
  - Wood
  - Appliances
  - Furniture
  - Other hard to recycle items [Text Entry to specify]
  - None of the above [Exclusive]
8. Is there an event management company or service provider that [INSERT Jurisdiction] partners with for events?
- Yes
  - No
9. [Show if P8a "Yes"]. Which event management company or service provider partners with [INSERT Jurisdiction] for recycling events? *If more than one, please list each company.*
- [Text Entry]

## MAIN: Contamination Reduction Programming [CR]

The RMA requires DEQ to establish and maintain a list of approved contamination reduction program elements, including:

- Customer-facing materials, methods responsive to diverse populations:
- Standards for providing feedback to generators that contribute to contamination; and
- Standards for service or financial consequences to generators that are repeated sources of contamination.

The following questions seek to understand existing contamination reduction programming education and the level of interest in receiving funding dedicated to these program elements.

1. What kinds of efforts to combat recycling contamination are currently being used in [INSERT Jurisdiction]?

	Single-Family	Multi-Family (dwellings of 5 or more units)	Commercial	Self-haul
[CFM] customer facing materials	[Drop Down Menu: Yes; No]	[Drop Down Menu: Yes; No]	[Drop Down Menu: Yes; No]	[Drop Down Menu: Yes; No]
[FB] feedback to generators that have contaminated recycling				
[CQ] service or financial consequences to generators that are repeated sources of contamination				



1. Who is responsible for recycling education and outreach in [INSERT Jurisdiction]?  
(select all that apply)
  - a. Municipality
  - b. Hauler
  - c. Non-profit or other community-based organization
  - d. Other (write-in)
2. Are the responsible entities interested in funding for contamination reduction education programming in [INSERT Jurisdiction] ?
  - a. Yes
  - b. No
  - c. Maybe or not sure
3. Do you happen to have data on the amount and primary types of contamination in your jurisdiction?
4. Is the person who received this email the best contact to answer questions regarding your recycling program operations?
  - a. Yes
  - b. No
5. [Show if CR4b "No"] Please provide the desired operations contact below:
  - Name:
  - Title:
  - Organization:
  - Email:
  - Phone:
6. Is the person who received this email the best contact to answer questions regarding your recycling program education & outreach?
  - a. Yes
  - b. No
7. [Show if CR6b "No"] Please provide the desired education contact below:
  - Name:
  - Title:
  - Organization:
  - Email:
  - Phone:

8. What tools and communications assets are currently being used in [INSERT Jurisdiction]? Select all that apply:

Website,  
social media,  
paper mailers  
bill inserts,  
email  
digital newsletter,  
other.