

**FAIRBANKS NORTH STAR BOROUGH  
RECYCLING COMMISSION**

**PROTOCOL FOR PRESENTATIONS  
TO THE COMMISSION  
FOR SPECIAL PROJECTS**

The attached application form was developed for proposals that do not involve generating avoided costs to the Borough. The Recycling Commission has a separate application for approving recyclers seeking avoided-cost contracts (generally those actively diverting part of the borough waste stream from the landfill to recycling or reuse programs). This form is geared towards special projects, such as outreach or educational efforts, studies, or other projects that benefit the overall goals of rethinking, reducing, repairing, reusing, or recycling solid waste generated in the Borough.

Steps involved in the public process of presenting a proposal for recycling to the Borough.

1. Complete and submit your application and business plan at any time, with the understanding it will not be acted upon until the quarter following the submittal. Regular meetings are held the second (2<sup>nd</sup>) Wednesday of every month. Contact the Chairman or refer to the website to confirm the date of the next meeting. (Contact information on Borough website under Recycling Commission, Members).

Submit proposals to:

Chairman, Recycling Commission  
c/o Solid Waste Manager  
FNSB Solid Waste Division  
455 Sanduri St.  
Fairbanks, AK 99701-7653

The Chairman will put the proposal on the agenda for the Recycling Commission at its first regularly scheduled meeting following the quarter in which it is received. A representative of your organization must be present at the Commission meeting.

2. If the Recycling Commission approves the proposal, it is then passed on as a recommendation for consideration to the Mayor's Office.
3. The Administration is responsible for determining whether the proposal demonstrates an ability to make a significant positive impact on the Borough's recycling plan goals sufficient to justify the cost of the contract. If approved by the Administration, a contract between the FNSB and the Proposer would be negotiated.
4. Any proposal involving the payment of Borough funds requires Assembly approval of any necessary appropriation.

For Office Use: Received: Date: _____ By: _____
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**APPLICATION FOR SPECIAL RECYCLING PROJECTS  
PURSUANT TO FNSBC 21.20.050**

Please fill in all sections of this sheet. All starred items are required before the Recycling Commission will evaluate your proposal. Other relevant documents and your "Plan" should be attached.

1. \* **COMPANY/ORGANIZATION NAME:** \_\_\_\_\_

2. \* **TITLE OF PROPOSAL:** \_\_\_\_\_  
\_\_\_\_\_

3. \* **BRIEF SUMMARY OF PROPOSAL:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \* **NAME(S) AND TITLE OF PRINCIPALS OF COMPANY/ORGANIZATION:**

Name	Title
_____	_____
_____	_____
_____	_____

5. \* **CONTACT PERSON:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

6. \* **VALID ALASKA BUSINESS LICENSE:**  
Copy attached:  Yes  No

In addition, a valid City Business License is required if doing business within the City boundaries. Attached:  Yes  No  Not applicable

7. \* **PROOF OF FINANCIAL RESOURCES IN PROPORTION TO THE BUSINESS PURPOSE** (additional pages may be attached or expound upon this in your business plan):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. \* **AUTHORIZED SITE APPROVAL BY DEC AND FNSB, IF APPLICABLE.**  
(attach copies of documentation)

**9. \* Submission of a Business Plan to Show (please attach)**

- A. A summary of the proposed project and its anticipated impacts
- B. Project team (who will carry out the work)
- C. Anticipated audience (if an outreach project)
- D. Project timeframe, including any deadlines that must be met
- E. Consistency with the Borough's overall recycling plan
- F. How will you demonstrate success: are there measurable goals, and what methods will be used to evaluate them?
- G. Any additional information, specifications, contracts, etc., that will assist the Recycling Commission in evaluating your proposal. You may include in your Plan expansions or explanations of your answers on sections of this form.

**10. \* ARE YOU ASKING FOR BOROUGH FUNDING?**     Yes     No

If Yes:

- A. How much? \$ \_\_\_\_\_
- B. For what time period? \_\_\_\_\_
- C. One time or ongoing? \_\_\_\_\_
- D. What are estimated monetary needs for trial (first) period? \$ \_\_\_\_\_
- E. What are estimated monetary needs for further time-periods? \$ \_\_\_\_\_

(NOTE: Approval of this plan at this level does NOT guarantee Borough funding)

**11. \* HOW DO YOU SEE YOUR PROPOSAL AFFECTING THE OVERALL IMPACT ON THE GOAL OF RECYCLING AND REDUCTION OF SOLID WASTE GENERATED IN THE BOROUGH?**

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Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### **Instructions from the Recycling Commission:**

1. Read application and attachments carefully. If you need permits, licenses, etc., please have the documentation with your application before submittal or explain in your plan the reasons you cannot obtain those documents at this time. Please explain what steps you are or will take to obtain those documents. Be as specific in your plan as possible; for example: do not just say you will “educate Borough residents about recycling.” You should have clear goals and detailed methods to achieve those goals, as well as a competent team to carry out the project.
2. If your proposal is not complete, it will be returned and must be resubmitted.
3. You or a representative must be at the meeting at which your proposal will be addressed. If a representative is not present to answer questions, your proposal will not be considered by the Commission.
4. The Commission will send you a written determination regarding recommendation to the Mayor with a copy to the Proposer within five working days of a final decision. Failure to send a written decision within this time-period does not affect the determination.
5. All entities that enter into a contract with the Borough or receive Borough funds shall supply periodic updates on their progress to the Commission, and be given parameters of efficacy at the time of recommendation of the grant to the Mayor. The updates shall be at least quarterly unless a different time frame is established in the contract.
6. All meetings are open to the public and will be recorded for the public record. Similarly, all documents submitted become a public record and are open to the public.

**Following are applicable Borough Codes**

**21.20.040 Recycling of materials.**

**A. The borough shall ensure that, at all borough-owned or operated landfills and primary collection and transfer sites, separate locations or containers are provided to receive and hold recyclable materials. These may include but are not limited to:**

- 1. Glass;**
- 2. Aluminum cans;**
- 3. Corrugated cardboard, flattened;**
- 4. Computer paper;**
- 5. Office paper;**
- 6. Scrap metal:**
  - a. Aluminum,**
  - b. Copper,**
  - c. Iron,**
  - d. Brass,**
  - e. Stainless steel;**
- 7. Car radiators;**
- 8. Plastic;**
- 9. Biomass material;**
- 10. Other materials selected by the borough.**

**B. The borough may provide for this separation by either:**

- 1. Ensuring that borough-provided locations or containers are available; or**
- 2. Contracting with a private firm to furnish and service such locations or containers.**

**C. If the borough provides for the deposit of such materials directly, periodically the borough shall sell to recycling firms the materials collected in these locations or containers.**

**D. Deposit of materials other than the appropriate, designated materials in any of the thus-established locations or containers, or the removal of any such materials, except by prior written permission of the borough, is prohibited.**

**E. The borough shall waive in whole or in part the tipping fee to persons, businesses and entities which separate recyclable materials into lots designated by the borough which may include aluminum, glass, plastic, cardboard, mixed paper, newspaper, electronics or wood products in loads delivered to the landfill. A waiver may be granted for other materials, if recommended by the commission and approved by the mayor with notification to the assembly. The waiver shall be no greater than 100 percent of the tipping fee. Nonseparated loads of recyclables shall not receive a waiver. The mayor is**

authorized to establish a rate schedule for such waivers.

**F. It is the policy of the Fairbanks North Star Borough to encourage reduction, reuse and recycling of solid wastes generated in the borough. These efforts may include payment of a portion of actual avoided costs of hauling and land filling to approved recyclers/reusers not to exceed \$175,000. Subject to appropriation, avoided costs, less a 25 percent reduction, may be paid to approved recyclers when documentation is provided to show that materials separated as recyclables have been removed from the waste stream by recycling within the current fiscal year. Twenty-five percent of avoided costs may be paid to a fund established to maintain the efforts of the commission.**

**G. The borough may implement a program of designated burial of source separated recyclable materials that are not removed from the waste stream. (Ord. 2009-39 §§ 4, 5, 2009; Ord. 94-045 § 4, 1994; amended by voter approval 10/5/93; Ord. 91-035 § 2, 1991; Ord. 89-060 § 2, 1990. 2004 Code § 8.12.033.)**  
**4.92 Recycling commission.**

**4.92.010 Established.** Revised 8/16

There is established in accordance with Chapters [4.04](#) and [6.28](#) FNSBC the Fairbanks North Star Borough commission on recycling which shall consist of seven members appointed by the mayor and confirmed by the assembly. The commission shall meet at least quarterly. (Ord. 2016-40 § 28, 2016; Ord. 2011-30 § 2, 2011; Ord. 2009-39 § 7, 2009; Ord. 94-045 § 5, 1994. 2004 Code § 2.110.010(A).)

**4.92.020 Duties.** Revised 8/16

The duties of the commission are as follows:

- A. Monitor the recycling program and monitor the payment of avoided costs to approved recyclers;
- B. Increase public awareness of the recycling program through advertising and other means;
- C. Recommend changes to the program as the markets for recyclables become available;
- D. Recommend to the administration approved recyclers authorized to remove recyclable materials from the waste stream and eligible to receive payment for tonnage of materials that will not be placed in or transported to the landfill;
- E. Make long range recycling policy recommendations;
- F. Recommend termination of any contract previously granted to a recycler should it, in the judgment of the commission, acting pursuant to commission adopted guidelines, become necessary;
- G. Submit an annual, proposed budget to the mayor for assembly approval;
- H. Submit an annual report to the mayor and assembly;
- I. Recommend changes to the recycling program including ordinance or other policy changes;
- J. Make recommendations concerning appropriations from the local recycling program special revenue fund. (Ord. 2016-40 § 28, 2016; Ord. 2011-30 § 2, 2011; Ord. 2009-39 § 7, 2009; Ord. 94-045 § 5, 1994. 2004 Code § 2.110.010(B).)

### **21.20.010 Definitions.**

**In this chapter unless the context requires otherwise:**

**“Avoided costs” means the savings realized by the solid waste collection district or solid waste disposal funds of the borough if recyclables are diverted from the landfill or separated from the waste stream prior to being deposited in the landfill or a transfer station. Avoided costs shall not include hauling costs avoided by the city of Fairbanks. Avoided hauling costs of the borough shall include avoided costs of hauling recyclables from outside the city of Fairbanks, tipping fees avoided by the taxpayers of the solid waste collection district, and calculated savings to the solid waste operation that result from a lower amount of refuse being handled at the landfill including avoided closure and post-closure costs. To determine avoided hauling costs and tipping fees, an approved recycler must have a method of weighing the recycled goods approved as accurate and verifiable by the Fairbanks North Star Borough. To determine avoided landfill costs, the methodology used will be the methodology used by the MacTech study, or other comparable study as selected at the sole discretion of the mayor, to calculate landfill costs, adjusted for the projected reduction in tonnage.**

**“Biomass” means a given quantity of organic material.**

**“Bulky wastes” are large items of refuse including but not limited to appliances, vehicles, furniture, large auto parts, tires, trees and branches, stumps and flottage.**

**“Commingled recyclables” means a mixture of several recyclable materials into one container.**

**“Curbside collection” means programs where recyclable materials are collected at the curb from special containers, to be brought to various processing facilities.**

**“Director” means the public works director, or his/her designee.**

**“Diversion rate” means a measure of the amount of recyclables diverted for recycling compared with the total amount that was previously landfilled.**

**“Documentation” means written proof that a quantity of recyclables has been recycled and will not be landfilled.**

**“Drop-off center” means a method of collecting recyclable or compostable materials in which individuals take materials to collection sites and deposit them into designated containers.**

**“Garbage” means any putrescible solid and semisolid animal or vegetable wastes resulting from the production, handling, preparation, cooking, serving or consumption of food or food materials.**

**“Hazardous waste” means a waste or combination of wastes that because of quantity, concentration or physical, chemical or infectious, pathological or radiological**

**characteristics might cause, or significantly contribute to:**

- 1. An increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or**
- 2. A substantial present or potential hazard to human health or to the environment if improperly managed, treated, stored, transported or disposed of or otherwise managed.**

**“Industrial solid waste” means any waste substance or a combination thereof resulting from the operation of or from any process of industry, manufacturing, trade or business, or from the development of any agricultural or natural resources.**

**“Inert solid wastes” means wastes including but not limited to wood, glass, crockery, brick, plastics, rubber or other materials which have minimum potential for environmental degradation and leachate production.**

**“Infectious waste” means certain laboratory, surgical and hospital waste; surgical specimens including pathological specimens, tissues, blood elements, excreta and secretions obtained from patients; disposable materials that have been in contact with persons who have a suspected or diagnosed communicable disease; a substance that might harbor or transmit pathogenic organisms; disposable materials from outpatient areas, emergency rooms and rooms of patients with a suspected or diagnosed communicable disease that requires isolation; and certain equipment, including instruments, syringes and needles.**

**“Junk” means used materials which will not be further utilized unless collected and processed for reuse or recycling.**

**“Litter” means any discarded, used or unconsumed substance or waste material which has not been deposited in a suitable litter receptacle.**

**“Manual separation” means the separation of recyclable or compostable materials from waste by hand sorting.**

**“Materials recovery” means extraction of materials from the waste stream for reuse or recycling, including source separation, front-end recovery, in-plant recycling, post-combustion recovery, leaf composting, etc.**

**“Mechanical separation” means the separation of waste into various components using mechanical means, such as cyclones, trommels, and screens.**

**“Putrescible waste” means material that can decompose and cause obnoxious odors.**

**“Recyclable metals” means copper, brass, bronze, aluminum, lead, zinc, and ferrous metals, but does not include steel cans and those metals that are bonded or fused to other materials and cannot be readily separated.**



**“Recyclables” means materials that have useful physical or chemical properties after serving their original purpose and that can, therefore, be reused or remanufactured into additional products, including refuse derived fuel (RDF).**

**“Recycling” means the process by which a material that would otherwise be placed in the landfill is collected, reprocessed, or remanufactured, and then reused, or used for energy.**

**“Refuse” means any putrescible or non-putrescible solid waste, except human excreta.**

**“Resource recovery” means the processing of solid wastes in such a way as to produce materials or energy which may be used in manufacturing, agriculture, or other processes.**

**“Rubbish” means any solid waste except ashes and putrescible waste.**

**“Secured” means tied down or otherwise not subject to release.**

**“Sewage sludge” means the organic sludge generated by municipal or other wastewater collection and treatment activities, and may include primary, secondary and digested sludges, grit and screenings.**

**“Sludge” means any solid, semisolid or liquid waste which contains at least five percent solids by weight generated at a municipal, commercial or industrial wastewater treatment plant, septic tank, water supply treatment plant or air pollution control facility; “sludge” includes any similar material accumulated in and removed from a storage tank or surface impoundment containing oil, industrial liquid waste, acid, chemicals or other similar substances.**

**“Solid waste” means drilling wastes, garbage, refuse, sludge and other discarded material, including solid, liquid, semi-solid or contained gaseous material resulting from industrial, commercial and agricultural operations, and from community activities. For the purposes of this chapter “solid waste” does not include:**

- 1. Spoil and overburden from road construction, land clearing or mining operations;**
- 2. Mining waste regulated by the Federal Surface Mining Control and Reclamation Act of 1977, as amended, and by the Alaska Surface Mining Control and Reclamation Act of 1982 (AS 27.21);**
- 3. Domestic sewage and other wastes that are discharged into the pass through a sewer system to a publicly owned treatment works;**
- 4. Industrial or mining wastes that are being collected, stored or treated in:
  - a. A wastewater treatment plant before discharge or removal, or****

**b. An industrial processing facility for continual reuse;**

**5. Industrial discharges that are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended;**

**6. Source, special nuclear, or byproduct material as defined by the Nuclear Waste Policy of 1982, as amended January 7, 1983, at Public Law 97-425.**

**“Source separation” means the segregation of specific materials at the point of generation for separate collection. Recyclables are source separated at residences as part of a recycling program.**

**“Special solid waste” means hazardous wastes, infectious wastes, radioactive wastes, industrial wastes or sludges and sewage residues. (Ord. 2012-49 § 2, 2012; Ord. 2009-39 § 3, 2009; Ord. 2003-43 § 2, 2003; Ord. 94-045 §§ 2, 3, 1994; amended during 1993 republication; Ord. 89-038 § 2, 1989; Ord. 84-29 § 2, 1984. 2004 Code § 8.12.021.)**

Similar to the evaluation criteria set forth in FNSBC 21.20.010 for avoided-cost proposals, the Recycling Commission has adopted the following evaluation criteria for special projects:

1. What are the proposed project's anticipated impacts, and how relevant are they to the goal of rethinking, reducing, repairing, reusing, or recycling solid waste generated in the Borough.
2. How appropriate are the methods proposed for meeting project goals? Have similar projects been conducted in the Borough previously, and has the proposer taken them into account in their plan?
3. How is the proposer going to meet any required timelines? Can the proposer realistically meet those timelines?
4. How will the proposer demonstrate success? Are there measurable goals? What methods will the proposer use to evaluate them? Are the goals realistic?
5. Is the proposer asking for Borough funding and if so for what amount, what time period, whether the funding is one time or ongoing, what are estimated monetary needs for the first period and for further time-periods? Is there a realistic correlation between the amount requested and the goals of the plan, if successful?