

FAIRBANKS NORTH STAR BOROUGH RECYCLING COMMISSION

PROTOCOL FOR PRESENTATIONS TO THE COMMISSION

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

1. Complete your application and business plan. Submit proposals to the Chair of the Recycling Commission, in care of the Solid Waste Manager, FNSB Solid Waste Division, 455 Sanduri St., Fairbanks, AK 99701-7653. The Chair will send the proposal to the appropriate Recycling Commission subcommittee: Business Development or Education /Public Outreach. If the proposal passes the subcommittee's review according to criteria listed in FNSBC 8.12.035, the findings of the subcommittee meeting will be presented to the Recycling Commission at its next regularly scheduled meeting. A representative must be available at both the subcommittee and Commission meetings.
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 then 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.
5. Your program might generate avoided costs to the Borough. The Recycling Commission does NOT determine avoided costs. Whether they will be substantial enough to justify payment will be determined by the administration with assistance of the Solid Waste Division. Your program may have to be operational for a period of time before avoided costs can be recognized. Should avoided costs be realized, and, should the Borough choose to pay them to you pursuant to a negotiated contract, the Recycling Commission would then be charged with the monitoring of those payments.
6. In the case of educational or advertising requests, the process is different and less time consuming, as the commission has a small portion of its budget set aside for these uses. However, normal Borough procurement channels must be followed.

For Office Use: Received: Date: _____ By: _____
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**APPLICATION FOR APPROVED RECYCLER
PURSUANT TO FNSBC 8.12.035**

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

1. *COMPANY NAME: _____

2.*TITLE OF PROPOSAL: _____

3. BRIEF SUMMARY OF PROPOSAL:

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

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:

(You may attach additional pages 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. Type(s) of material(s) or resource(s) to be recycled or shipped;
 - i. Disposition of material(s) or resources(s) (what will you do with them);
 - ii. Demonstrate a market for the material(s) or resource(s);
- B. Location of material sites;
- C. Estimated number of tons to be recycled each month;
- D. Program start date for waste generated after specified date;
 - i. Are there any timelines that must be met?
 - ii. How are you going to meet those timelines?;
- 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 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?

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 “ship the materials to the Lower 48.” You should have specific vendors and contracts in place or pending that you can submit with your plan.

2. All preliminary reviews will be done by the Business Development or Education/Public Outreach subcommittee. If your proposal is not complete, it will be returned and must be resubmitted. The subcommittee may waive this requirement if the incompleteness is not material and can be easily corrected.

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 subcommittee.

4. The subcommittee will make a recommendation to the Recycling Commission at the next regularly scheduled meeting. A representative must be at the Recycling Commission meeting at which your proposal will be addressed to answer questions.

Note: A recommendation by the subcommittee to approve your proposal is not a guarantee of passage by the full Recycling Commission.

5. 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.

Note: Approval of this plan at this level does NOT guarantee Borough funding.

6. All recyclers who 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.

7. All meetings are open to the public and will be recorded for the public record. Similarly, all documents submitted become a public record and open to the public.

Following are applicable Borough Codes

8.12.033 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. Non-separated 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.

8.12.035 Approved recyclers.

A. The recycling commission shall recommend to the administration those recyclers authorized to remove recyclables for the purpose of reuse or remanufacture who will be eligible to receive payment for tonnage of materials that will not be placed in the landfill. The commission shall evaluate proposals from recyclers.* The evaluation criteria will include the following:

1. Valid Alaska business license and city license if applicable;
2. Proof of financial resources in proportion to the business purpose;
3. Authorized site approval documentation by DEC and FNSB, if necessary;
4. Submission and approval of a business plan to show:
 - a. Type(s) of materials to be recycled or shipped;
 - b. Location of approved material sites including appropriate site zoning;
 - c. Estimated number of tons to be recycled each month;
 - d. Program start date for waste generated after specified date; and
 - e. Consistency with the borough's overall recycling plan.
5. The overall impact on the goal of recycling and reduction of solid wastes generated in the borough.

B. Notwithstanding FNSBC 16.30.010 through 16.30.080, the mayor or his designee may enter into a contract with any or all recyclers recommended by the recycling commission and who demonstrate an ability to make a significant positive impact on the borough's recycling plan goals sufficient to justify the cost of the contract. No funds shall be paid pursuant to FNSBC 8.12.033(F) to a recycler until a contract has been agreed to and signed by the borough and recycler. The contract shall not exceed a term of 10 years. The contract must include a provision authorizing termination at will by the mayor.

8.12.021 Definitions. (in part)

In this chapter unless the context requires otherwise:

"**Avoided costs**" means the savings realized by 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 only include avoided residential costs of hauling recyclables from outside the city of Fairbanks. To determine avoided hauling costs, the recyclables shall be apportioned by weight based on population of the city of Fairbanks and borough residents outside the city of Fairbanks. Furthermore, those costs shall be apportioned between commercial and residential as determined by the MacTech Study or other comparable study as selected at the sole discretion of the mayor.

"**Biomass**" means a given quantity of organic material.

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

"**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.

"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.

"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.

"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.

"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.

*In addition to the evaluation criteria set forth in FNSBC 8.12.035, above, the Recycling Commission has adopted the following evaluation criteria:

1. What is the disposition of the material(s) or resource(s) to be recycled or shipped?
2. Is there a demonstrated market for the material(s) or resources(s) to be recycled?
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?