

# Fillable Contamination Reduction Education Plan

Template for local governments



**Materials Management**

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State of Oregon  
Department of  
Environmental  
Quality

# Contamination Reduction Education Plan

Each city over 4,000 residents and associated county or metro service district that is responsible for solid waste management must implement a range of program elements within the city and urban growth boundary or metro service district according to Oregon Administrative Rule [340-090-040](#). Cities and counties that choose to implement the expanded education and promotion program element (3)(c) are required to complete and submit a Contamination Reduction Education Plan for approval to regional DEQ staff.

This fill-in-the-blank form is provided as guidance for what is required for submitting a plan. Please use the extra space provided to share more details. Plans can be submitted in other formats as long as the format follows what is required under OAR 340-090-0041.

**Complete this form to describe how local governments and stakeholder organizations will meet this requirement.**

**Local government(s):**

**Contact name:**

**Address:**

**Telephone:**

**Email:**

## Stakeholder engagement

Local governments, garbage and recycling collection companies and material recovery facilities are encouraged to discuss a plan to assess and reduce contamination before submitting this plan to DEQ. This includes discussing problem contaminants, associated costs and impacts on the collection system and rate-payers. Check the boxes below and list stakeholders you have worked with to develop your plan.

**Stakeholders engaged — please list:**

Local governments:

Materials recovery facilities:

Garbage and recycling collection companies:

Other — please describe:

## Contamination assessment

Assessment of contamination in a generator's recycling stream is recommended at the beginning of a program, whenever the acceptable recycling program materials or infrastructure changes, and every five years. Contaminants are items in a recycling stream that are not accepted program materials, such as plastic bags. Check all boxes that apply and provide additional descriptions as necessary. When there are multiple methods used by different local governments or collection companies, check all boxes that apply. Please describe which assessment methods are for which communities or collection companies' service areas.

**Assessment method:**

- Survey transfer stations or material recovery facility operators:
  - Survey questions attached to plan
  - Transfer stations or MRF operator names and locations:
  
- When assessment will be conducted:
- Communities or collection companies' service area to be assessed:
  
  
- Use results of a recent recycling composition study that applies to the type of program being compared to:
  - Recycling composition study used:
  - Recycling program studied was same as jurisdiction's program
  - When assessment was conducted:
  - Communities or collection companies' service area to be assessed:
  
  
- Spot materials using onboard recycling truck cameras:
  - Percentage of containers to inspect — minimum of 15 percent:
  - When assessment will be conducted:
  - Communities or collection companies' service area to be assessed:
  
  
- Survey the top of curbside recycling roll carts or recycling depot:
  - Percentage of containers to inspect — minimum of 15 percent:
  - When assessment will be conducted:
  - Communities or collection companies' service area to be assessed:

Other — please describe:

Communities or collection companies' service area to be assessed:

### **Contamination reduction education**

Education to reduce contamination must be completed each year. Check all boxes that apply and provide additional description as necessary. When there are multiple methods used by different governments or collection companies, check all boxes that apply. Please describe which education methods will be applied to which communities or collection companies' service areas.

Draft educational materials or outlines attached to plan (required)

#### **Focus contaminants:**

Not known yet

List top contaminants (at least three):

#### **Educational activities:**

Contact collection customers with contaminated receptacles through a direct mailer or their invoice:

When education will be conducted:

Communities or collection companies' service area will be applied to:

Mark contaminated recycling receptacles with tags or hangers:

When education will be conducted:

Communities or collection companies' service area will be applied to:

Share community-wide messaging through multiple channels that reach most customers such as advertising, media articles, newsletters, post card mailers, social media or similar.

Channels to use (at least two):

When education will be conducted:

Communities or collection companies' service area education will be applied to:

Inform recycling depot customers about contamination and improve signage — please describe:

When education will be conducted:

Community or collection company customers' service area education will be applied to:

Other — please describe:

Communities or collection companies' service area education will be applied to:

**Educational content:**

Provide education on how to recycle or dispose of contaminants properly (required for each)

Description of remaining content:

**Content formats:**

Advertising

Billboard

Brochure or flier

Cart tag or hanger

Invoice or bill insert

Mailer — post card, letter or other

Media article

Newsletter

Recycling depot signage

Webpage

Social media post

Other — please describe:

**City official signature:**

**Wasteshed:**

**County official signature:**

**Wasteshed:**

**Additional information:**