



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: Wm Date: 4/9/10  
General Manager

DATE: April 9, 2010  
TO: General Manager  
FROM: Public Education and Recycling Manager  
SUBJECT: Increase Annual Allowance and Update Guidelines of Illegal Dumping Disposal Coupon Program

**RECOMMENDATION:** That the Board approve an increase to the Monterey County Illegal Dumping and Litter Abatement Task Force Disposal Coupon Program from \$1,250 to \$2,500 annually.

### BACKGROUND

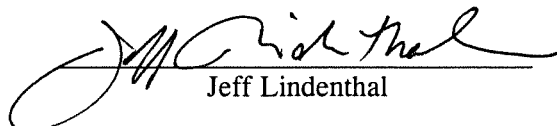
In May 2005, the Board, in cooperation with Monterey County and the Salinas Valley Solid Waste Authority (SVSWA), authorized an annual allowance of \$1,250 in disposal coupons for waived tipping fees for the abatement of illegal dumping and litter. Disposal coupons may be used for public area community clean up events organized by volunteer organizations, and for abatement of illegal dump sites verified by Monterey County Environmental Health Bureau (MCEHB) staff. The popularity of the program has continued to grow each year; we anticipate this year the demand will surpass the annual \$1,250 District disposal fee allowance.

The SVSWA has allocated an annual \$2,500 disposal voucher allowance. With Board approval, the value of the County-wide tipping fee allowance will total \$5,000. The list of community organizations and agencies that have utilized the disposal coupon program this fiscal year include: Elkhorn Slough Foundation, California State University Monterey Bay, Fort Ord Reuse Authority, Moss Landing Chamber of Commerce, Rotary of Castroville, and many others.

MCEHB staff has updated the program Standard Operating Procedures along with the application form (attached). Since the inception of the program, MCEHB staff has done an excellent job of managing the program including screening requests for disposal coupons to ensure they are used appropriately, issuing the coupons, and tracking program usage.

### FISCAL IMPACT

The funds allocated in the disposal coupon program are an allowance made as loads are delivered to the landfill when accompanied by a County-issued disposal coupon. As such there is no "out-of-pocket" cost to the District.

  
Jeff Lindenthal

Attachments

# Monterey County Illegal Dumping and Litter Abatement Task Force

## Disposal Coupon Program

### Standard Operating Procedures

#### I. Program Partners

- A. Monterey County Health Department - Environmental Health Bureau (MCEHB) as the program administrator.
- B. Monterey Regional Waste Management District (MRWMD) as a funding agency.
- C. Salinas Valley Solid Waste Authority (SVSWA) as a funding agency.

#### II. Annual Program Budget

- A. Annual Program Budget will be \$5,000.00 for disposal costs based on published gate rates.
  - 1. \$2,500.00 from MRWMD
  - 2. \$2,500.00 from SVSWA
- B. Each funding agency shall make funds available on July 1 of each year for that fiscal year.

#### III. Program Rules

- A. Coupons are issued and tracked by MCEHB.
- B. Coupons can only be used for the following purposes:
  - 1. Public area community clean up events organized by volunteer organizations
  - 2. Illegal dump sites verified by MCEHB
    - a) Illegal dump sites can include private property as long as they are verified by MCEHB
- C. Each coupon may only be used for one (1) pickup truck/car load or trailer.
- D. Coupons expire 15 days after date of issue.
- E. Coupon recipients are limited to a maximum of 2 coupons per clean up site/event.
- F. Disposal coupon(s) may be issued to a particular location only once per year (organizations can conduct multiple clean-up events but the same site can only receive coupon(s) one time per year).
- G. All coupon recipients must abide by any applicable flow control provisions of the respective solid waste Joint Power Agencies (JPA).
- H. All coupon recipients must not infringe upon the franchise rights of any solid waste hauler.
- I. Disposal coupons are not redeemable by franchise waste haulers or other commercial haulers.
- J. Areas served by the "Adopt-A-Highway" or "Adopt-A-Road" are not eligible for disposal coupon(s).
- K. MCEHB, MRWMD, and/or SVSWA reserve the right to refuse issuance/acceptance of disposal coupon(s) at any time.

#### IV. Exemptions

- A. Earth Day/County Wide Clean-Up Day events organized by MCEHB are not subject to the volunteer organization only rule.
- B. The MRWMD and SVSWA shall have the authority, upon consultation with MCEHB, to approve or deny the issuance of coupon(s) for clean up sites/events within their jurisdiction for which they feel should be included or excluded from the program.

#### V. Procedures for Coupon Issuance and Tracking

**A. MCEHB responsibilities**

1. All requests for disposal coupons are screened by MCEHB.
2. If approved, MCEHB issues a disposal coupon
  - a) Coupon is individually assigned a tracking number and stamped with date of issuance.
  - b) Recipient information is pre-filled, to the greatest extent possible, including:
    - (1) Name of individual or organization
    - (2) Estimated date of clean-up
    - (3) Estimated tonnage of waste
    - (4) Brief description of waste
    - (5) Street address or approximate location of clean-up site
    - (6) Anticipated disposal site
    - (7) Other coupon number(s) issued for the site/event clean-up
  - c) Coupon is signed and dated by MCEHB staff.
3. All coupons shall be issued in color. No black and white or faxed copies of coupons will be issued.
4. MCEHB shall inform all recipients of covering/tarping requirements and any additional information regarding hazardous/special waste.
5. MCEHB shall be responsible for tracking all issued disposal coupons.
6. On a quarterly basis, or upon request, MCEHB shall provide to MRWMD and/or SVSWA a listing of issued/redeemed disposal coupons and a budget summary.

**B. Recipient responsibilities**

1. Recipients of disposal coupons must redeem coupon(s) at scale houses
  - a) Recipients must adhere to covering/tarping requirements.
  - b) Recipients must complete the back side of the disposal coupon form including:
    - (1) Signature of authorized representative accepting provisions of legal statement
    - (2) Printed name of individual or organization
    - (3) Address of individual or organization
    - (4) Contact name of individual or organization
    - (5) Phone number, including area code, of contact
    - (6) Identification information, either driver's license or other government issued, of contact
    - (7) License plate number of vehicle used to transport waste to disposal site
2. Recipient must surrender coupon to scale house attendant at time of redemption.

**C. Scale house responsibilities**

1. Scale house attendant will fill in shaded area on coupon including:
  - (1) The scale house location
  - (2) Date coupon was redeemed
  - (3) The quantity of tires, tv/monitors, mattresses, paints/chemicals refrigerators, appliances, CRV material or other recyclable materials
  - (4) Total tonnage
  - (5) Total disposal cost to be redeemed by coupon
2. Scale house attendants shall verify that the recipient has completed the back side of the disposal coupon form, specifically the acceptance of the legal statement.

**D. MRWMD/SVSWA Administration/Finance Responsibilities**

1. Once redeemed, original coupons should be mailed/sent back to MCEHB.
2. Upon the request of MCEHB, the administration/finance units of the MRWMD and/or SVSWA shall provide tipping receipts or other requested information to verify coupon redemption information.



# Monterey County Illegal Dumping and Litter Abatement Task Force



Environmental Health Stamp

## DISPOSAL COUPON

**Coupon Number:**  
  
**Valid for 15 days from date of issue**

This Coupon authorizes the **free disposal of materials collected and delivered** to the Monterey Peninsula Landfill (Marina), Johnson Canyon Landfill (Gonzales), Sun St. Transfer Station (Salinas), or Jolon Road Transfer Station (King City) during normal facility operating hours. **The coupon is valid for one load only.**

Name/Organization: \_\_\_\_\_

Estimated Date of Clean-up: \_\_\_\_\_ Estimated Tonnage: \_\_\_\_\_ Tons

Description of Waste: \_\_\_\_\_

Location of Clean-up: \_\_\_\_\_

Anticipated Disposal Site: \_\_\_\_\_

Other Coupon #(s) Issued for Site/Event Clean-up: \_\_\_\_\_

**To Be Completed By Scalehouse**

Location of Disposal: \_\_\_\_\_ Date Redeemed: \_\_\_\_\_

**Total Quantity of:**

Tires (limit 9/load): \_\_\_\_\_ TV's /Monitors: \_\_\_\_\_ Mattresses: \_\_\_\_\_

Paints/Chemicals: \_\_\_\_\_ Refrigerators: \_\_\_\_\_ Appliances: \_\_\_\_\_

CRV material (CA redemption value): \_\_\_\_\_

Other recyclables: \_\_\_\_\_

**Total Tonnage:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

*\*Please ensure reverse side is completed prior to accepting disposal coupon*  
*\*\*Please mail completed coupon to: Monterey County Environmental Health- SWMS/RRRS*  
*1270 Natividad Road, Salinas, CA 93906*

Environmental Health Staff: \_\_\_\_\_

Signature: \_\_\_\_\_ Issue Date: \_\_\_\_\_

The Monterey County Health Department- Bureau of Environmental Health, the Monterey Regional Waste Management District, and/or the Salinas Valley Solid Waste Authority reserve the right to refuse acceptance of this coupon at any time.

# Monterey County Illegal Dumping and Litter Abatement Task Force

## Disposal Coupon Program

The below rules and regulations are excerpts from the full Standard Operating Procedures (SOP) for the Disposal Coupon Program. These excerpts pertain specifically to event/organization qualifications and recipient responsibilities. To obtain a copy of the full SOP, please contact the Environmental Health Staff listed on the other side of this page.

### Program Rules

- Coupons can only be used for the following purposes:
  - Public area community clean up events organized by non-profit organizations
  - Illegal dump sites verified by MCEHB
- Each coupon may only be used for one (1) pickup truck/car load or trailer.
- Coupons expire 15 days after date of issue.
- Coupon recipients are limited to a maximum of 2 coupons per clean up site/event.
- Disposal coupon(s) may be issued to a particular location only once per year (organizations can conduct multiple clean-up events but the same site can only receive coupon(s) one time per year).
- All coupon recipients must abide by any applicable flow control provisions of the respective solid waste Joint Power Agencies (JPA).
- All coupon recipients must not infringe upon the franchise rights of any solid waste hauler.
- Disposal coupons are not redeemable by franchise waste haulers or other commercial haulers.
- Areas served by the "Adopt-A-Highway" or "Adopt-A-Road" are not eligible for disposal coupon(s).

### Recipient responsibilities

- Recipients of disposal coupons must redeem coupon(s) at scale houses
  - Recipients must adhere to covering/tarping requirements.
  - Recipients must complete the back side of the disposal coupon form including:
    - Signature of authorized representative accepting provisions of legal statement
    - Printed name of individual or organization
    - Address of individual or organization
    - Contact name of individual or organization
    - Phone number, including area code, of contact
    - Identification information, either driver's license or other government issued, of contact
    - License plate number of vehicle used to transport waste to disposal site
- Recipient must surrender coupon to scale house attendant at time of redemption

**LEGAL STATEMENT:** *I/We certify that this disposal coupon has been redeemed in accordance with all rules and regulations listed above as well as all policies and procedures governing the Disposal Coupon Program not listed. If it is determined by the Monterey County Health Department- Bureau of Environmental Health that this coupon has been redeemed under pretenses not in line with the Disposal Coupon Program, I/We, by signing below, accept full financial responsibility for reimbursing the respective solid waste Joint Power Agency (JPA) for any or all disposal costs associated with improper redemption of this coupon.*

Signature of Authorized Representative: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_  
(print)

Address: \_\_\_\_\_  
(street number) (city) (state) (ZIP)

Contact Person: \_\_\_\_\_ Phone #: ( ) - \_\_\_\_\_  
(name) (area code) (number)

ID #: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
(driver's license or other government issued identification) (state and #)