

# Community Collection Event Guide



OKLAHOMA  
Environmental  
Quality



# Purpose of this Guide

This guide was developed by the Oklahoma Department of Environmental Quality (DEQ) to provide step-by-step guidance to Oklahoma communities that would like to organize community collection events for non-routine, difficult to dispose, waste.

What is a collection event? Collection events are usually one day events, held once or more throughout the year to allow residents to bring certain wastes to a centralized location. The waste is then managed through proper disposal, re-use, or recycling.

The purpose of a community collection event is to gather and dispose of waste that is difficult to manage, such as household hazardous waste, pharmaceuticals, medical sharps, bulky waste, ammunition, electronic waste, and tires. Many communities in Oklahoma do not have access to alternative collection programs for these types of wastes which increases the likelihood they will be disposed of improperly. When our communities have opportunities to manage these wastes responsibly, it benefits community members and our environment.

This guide delivers important planning information that we are confident will set up your community for a successful collection event!



# Planning Your Collection Event

Encourage creativity in organizing, publicizing, and financing the project. Set deadlines and follow-up meetings. Involve interested parties and utilize their resources, previous experience, volunteers, or media opportunities, to reach residents. Connect with other communities that have experience holding collection events for advice and lessons learned.

Each step of the planning process will be covered in its own section.



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# What Will Be Collected

There are many options for what you can collect at your event. Examples include HHW, pharmaceuticals, medical sharps, bulky waste, ammunition, electronic waste, tires, scrap metal, clothing, general waste (free dump day), recyclables, and green/yard waste. Answer these questions to help narrow down what you want to offer.

- Does your community have problems with illegal dumping? If so, what types of waste are found in the illegal dumps? Tires, mattresses, bagged trash, household hazardous waste, electronics, and appliances are common examples.
- Does your community have options for household hazardous waste disposal, bulky waste days, and/or medical sharps/pharmaceutical take back options?
- Do you want to offer options for re-use, recycling, or usable product giveaway?

Consider surveying residents to determine their needs.

## Household Products Typically Considered Household Hazardous Waste

<b>Cleaning Products</b>	Bleach Drain cleaners Oven cleaners Toilet, tub, tile, and shower cleaners Wood and metal cleaners and polishes Pool cleaning chemicals
<b>Home, Lawn and Garden Products</b>	Indoor insecticides Houseplant insecticides Flea shampoos and repellents Herbicides Mouse/rat poison and baits Fungicides/wood preservative
<b>Automotive Products</b>	Air conditioning refrigerants Automotive batteries Carburetor and fuel injection cleaners Fuels and fuel/oil mixtures Fuel additives Motor oil Starter, transmission and brake fluids
<b>Workshop/Painting Products</b>	Adhesives/glue Fixatives and other solvents Furniture strippers Oil or enamel based paint Paint strippers and thinners Photographic chemicals Stains and finishes
<b>Miscellaneous</b>	Lithium-Ion batteries Fluorescent light bulbs Home heating oil Kerosene Mercury thermostats/ thermometers Propane tanks Compressed gas cylinders



# Frequency of Collection Events

Think about specific issues you may be having in your community and surrounding communities. Will this be a one-time event, or do you have the resources for more than one per year? Would it be more impactful to partner with other towns or municipalities?

**One-time collection event:** This option is good for communities with little or no access to alternative collection programs where illegal dumping is a problem. These events can be held more than once per year. It is common for communities to host bi-annual events - one in the spring and one in the fall.

**Multi-community collection event:** This type of event is cooperatively run with multiple towns, cities, or a portion, or entirety of a county. Depending on the type of event, the group will host simultaneous collection events in their respective towns and share the cost of the contractor, or one large event is hosted that includes multiple communities. This can be a good option for municipalities that cannot afford to host the event independently.



## Choosing a Date and Location

Time and location are important details in the success of a collection event. You will need the collaboration of volunteers, city officials and city services during the event so seek their input. If you have the funding for multiple events during the year, combine the planning to include multiple dates and/or locations.

### What to Consider When Selecting a Date

Select a date that does not conflict with other community events, holidays, or sporting events. Consider that volunteers may be difficult to find when other community-wide events are scheduled for the same day and city services like emergency response may have greater restrictions.

### What to Consider When Finding a Location

Parks, large parking lots, and municipal property are all commonly used, but don't forget to coordinate with the hazardous waste management vendor when selecting to consider size or maneuverability restrictions for trailers and equipment.

- Pick a central location close to the service area(s).
- Avoid areas close to schools and day care centers.
- Pick an area easily identifiable.
- Consider accessibility, traffic flow, and the size and configuration of available space.
- Consider weather and season and the time of day.
- Pick a location that is sheltered from the wind and rain if possible.
- Hold the event in a well-ventilated area.
- Consider choosing a location with access to restrooms for workers and/or volunteers.



# Choosing a Vendor

Consider early on what vendors you will need and who they would be. This will help you estimate your total costs for a collection program or event and give you plenty of time to continue to secure funding prior to the event date. Use the "Sample Request for Proposal" on Page 10, as a vendor selection tool.

The following list may be used as a reference when setting up a collection event. This is not an exhaustive list, DEQ does not recommend one company over the other nor is the list in any particular order.

<b>Household Hazardous Waste</b>	Clean Management Environmental Group, Inc. Clean Harbors US Ecology Enviroclean Stericycle EMI FER Republic Services	<b>Helpful resources:</b> Check if you have a local HHW collection facility The M.E.T. in Tulsa City of Norman City of Midwest City City of Broken Arrow Solid waste management companies
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<b>Medical Sharps</b>	Capital Waste Solutions Covanta Daniel's Health MedAssure Medical Waste Services OK Medical Waste Disposal	Sooner Medical Waste Management Stericycle See <a href="#">Establishing Community Medical Sharps Programs: A Guide for Municipalities, Pharmacies, Health Clinics, and Non-profits in Oklahoma</a>
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<b>Electronics</b>	Ideally managed by an R2 or e-Steward certified electronic recycler <a href="#">Find a Recycler - e-Stewards</a> <a href="#">Find a Recycler - e-Stewards (sustainableelectronics.org)</a> Often, HHW collection services partner with a certified electronic recycler
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<b>Tires</b>	Free collection program through DEQ. Contact for details on how to sign up No cost, contact DEQ Tire Program 405-702-5177 <a href="#">Community Wide Tire Collection Events</a>
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<b>Pharmaceuticals</b>	Oklahoma Bureau of Narcotics Beau Ratke: (405) 521-2885: <a href="mailto:BRatke@Obn.ok.gov">BRatke@Obn.ok.gov</a> Be sure to ask about collection and disposal Must have law enforcement present
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# Funding

Securing the funds and understanding your budget is critical to planning and managing a successful event. Consider these needs early.

## Costs

Costs of collection events vary depending on the amount and type of waste. Cost can also include training individuals, or hiring of trained individuals, for sorting and packaging, transportation and disposal of waste, administrative costs for printing brochures, advertising, purchasing minor equipment, or even providing lunch for volunteers at an event. The following formula was adapted from the EPA's guidance "[Household Hazardous Waste Collection 'A Program Guide for Tribal Governments'" EPA-909-K-07-0012007](#). See the "Sample Request for Proposal" starting on page 9, to learn more about the information to collect from contractors.

## Potential Sources of Funding

The [DEQ Solid Waste Management Grants Program](#) awards collection event grants via a competitive application process for hosting the collection of electronic waste (e-waste), household hazardous waste (HHW), tires, unwanted residential pharmaceuticals, scrap metal, medical sharps, and more. Funding is limited and communities must apply in advance. More details available on DEQ's website.

Other sources for funding, including in-kind, might include:

- Grants through private foundations or public interest groups.
- User fees—charging participants a fee at the site.
- In-kind donations by interested parties and local businesses.
- Civic groups (Rotary Club, Lions Club).
- Local or regional chemical manufacturers.
- Solid or hazardous waste disposal companies.
- Corporations with branches in your area.
- Additional fees on utility bills.
- Adopt-a-barrel (businesses pay for the disposal cost of a barrel of collected waste).

### Cost Formula:

Total Cost =  
[participation rate x number of households x cost per pound x number of pounds per household]  
+staff time + other costs\*

Staff Time=  
Hourly rate x number of hours per person  
x number of people

\*Other costs include sending out and evaluating requests for bids, advertising the event, vehicle use and fuel, administrative/overhead costs.

### Cost Formula Example:

Total Cost=  
[20% x 100 households x \$1.00 x 50 pounds per household\*\*] + (\$20/hr x 100 hours x 3 people) + Other Costs =  
\$6020.00 + Other Costs

\*\*It is best to aim high when calculating costs. Convert liquid measurements from gallons/liters to pounds. Approximate conversion: 30 gallons (about half of a 55-gallon drum) of waste with a density similar to water weighs about 220 pounds.



# Publicity

Publicize early and widely to gain support for and participation in the project. Publicize in utility-bill inserts, local newspapers, via broadcast, and social media. These are good methods for disseminating information. Have plans and necessary approvals prior to public outreach.

## Educating Residents

The first phase of publicity should be educational. Include the following information for successful public education outreach:

- Types and quantities of waste that will be accepted.
- Types and quantities of waste that will not be accepted.
- Instructions for safely packaging and transporting waste to the collection event.
- Location of the collection event.
- Eligibility criteria for who can bring waste if applicable, e.g., must bring a utility bill, must be a resident of certain cities, etc.

## Special topic: Transporting Wastes to a Collection

As part of your outreach, help educate residents on safe practices for handling and transporting household hazardous waste to a collection event. This will not only help to segregate materials more efficiently but will also help keep both the resident and your workers safer before, during, and after accepting items from the household.

Points to include:

- Whenever possible bring materials in their original, resealable containers. This helps event staff determine the exact chemical makeup of the substance.
- Do not mix different products together in one container. Some of them may react violently.
- If possible, pack containers separately in absorbent material to prevent breaking or leakage. Put materials in your trunk, away from the driver and any passengers.

## Gaining Community Support

The second phase of publicity should happen a few weeks before the actual collection day, and should emphasize:

- When the event will occur.
- Where it will take place.
- Reiterate what can and cannot be accepted at the collection.
- Reiterate who may participate (examples: open to anyone, only citizens of your city or municipality).
- If your collection event limits participation, consider how you will manage citizens who do not meet the participation requirements. We recommend not turning anyone away, even if they don't meet participation requirements. If someone is turned away with a full car of waste, they are likely to dump it rather than taking it back home to unpack.





# Emergency Response

Prepare a list of emergency numbers: police department, fire department, nearest hospital and/or health care facility, etc. Notify local police, fire, and emergency response departments of the household hazardous waste collection event.



## Sample: Collection Report

Utilize a collection report to record the success of the collection event. The report can be used for additional publicity, outreach, to illustrate the benefit of the event, and to garner support for additional events.

Material	Amount Collected
Household Hazardous Waste (lbs.)	
Electronic Waste (lbs.)	
Tires (#)	
Pharmaceuticals (lbs.)	
Medical Sharps (lbs. and/or number of containers collected + size of container)	
Vehicles (#)	
Communities served (#)	
Total Collection (lbs.)	



# Sample: Request for Proposal

This sample form can be used internally by your town or municipality as a template for a Request for Proposal, or you can use the last few pages as a tool to aid with vendor selection.

## REQUEST FOR PROPOSALS

### FOR HANDLING, TRANSPORTATION AND DISPOSAL FOR A HOUSEHOLD HAZARDOUS WASTE COLLECTION

#### FOR THE CITY OF \_\_\_\_\_, OKLAHOMA

The City of \_\_\_\_\_ is the administrating government entity of this proposal and estimates for this project will include the following work:

HOUSEHOLD HAZARDOUS WASTE DAY COLLECTION EVENT  
FOR THE CITY OF \_\_\_\_\_, OKLAHOMA

#### GENERAL:

The City of \_\_\_\_\_, Oklahoma (hereinafter "CITY") is sponsoring a one-day, Household Hazardous Waste (hereinafter "HHW") Collection. The CITY is seeking proposals from qualified Contractors to provide all services necessary to manage the materials received from the HHW collection. The CITY is providing funding for the above program, subject to the conditions and limitations expressed in this Request for Proposals (hereinafter "RFP").

The CITY is hereby soliciting proposals from qualified contractors to provide all personnel, equipment, and related services for a one-day HHW collection event. The successful contractor shall provide services for collection, bulking, containerization, transportation, and treatment / disposal of the HHW materials collected at the event. The CITY reserves the right to reject any and all proposals and the right to negotiate with the most responsive proposer.

#### PROJECT DESCRIPTION:

The one-day HHW collection event shall be conducted at \_ (location)\_\_\_\_\_ in (city) . The city has a population of approximately \_\_\_\_\_ with \_\_\_\_\_ households. Public participation will be restricted to residents of the city.

The desired date for implementation of the HHW collection is \_(day/mo/day/year).

Tentatively scheduled times for the event are (time) to (time), the Contractor must be fully prepared to accept wastes not later than (time) on the event day. All wastes collected at the site must be removed by the Contractor by (time) the day of the collection. At no time shall Contractor leave the collected waste materials unsecured.

The successful Contractor shall assist CITY or its agents with event planning and organization as may be requested. Contractor shall, if requested prior to the event, provide pre-event training for event volunteers organized by CITY. CITY will precede the event with public notice and promotional information using flyers, news releases, and public service announcements with local media.

## **PROPOSALS:**

Contractor proposals shall conform to the specifications and requirements listed herein. Fees and related cost information shall be fully described using "Cost Proposal Forms #1 and #2" that are included within this RFP. The deadline for receipt of proposals is (time) Central Standard Time (CST), (day/mo/day/year).

Each Proposer must submit an original and two (2) copies of its proposal in a sealed envelope marked "Proposal for Household Hazardous Waste Collection" and should clearly identify the name of the Proposer on the outside of the envelope. Sealed proposals should be addressed and delivered to:

(Name and address of City representative)

Proposals will be opened publicly read and acknowledged by name of the Proposer at the following location:

(Identify location for opening/reading of proposals) at (time) CST on (day/mo/date/year).

Proposals received after the deadline will be rejected. After reviewing all proposals, staff will submit proposals to \_\_\_\_\_, with recommendations. CITY reserves the right to accept or reject any or all proposals and negotiate with most responsive proposer.

## **CONTRACTOR QUALIFICATIONS:**

The successful Contractor must:

1. Possess valid state and federal licenses for collection, handling, transportation, and disposal of hazardous materials.
2. Be capable of handling and disposing of all materials identified for collection herein.
3. Be capable of maximizing recycling and/or reuse of collected materials.
4. Possess a record of successful performance with public-sector HHW collection programs.

## **REFERENCES:**

Contractor shall provide a list of references with the proposal showing clients for previous public-sector HHW collection programs serviced within the previous two (2) years.

## **INSURANCE:**

Contractor shall provide proof of insurances required with coverages in amounts specified or otherwise deemed satisfactory by the CITY. These shall include general liability, vehicle, pollution liability, worker's compensation, and transporter's insurance qualification. The minimum limit of coverage for comprehensive liability and property damage in connection with performance of the contract shall be \$2,000,000 for each occurrence.

## **TREATMENT, STORAGE, AND DISPOSAL (TSD) FACILITIES:**

Contractor shall provide a list of the facilities to be utilized for treatment, storage, and disposal and provide statement(s) certifying that the TSD facilities have been audited.



## **WASTE GENERATOR:**

The generator of the hazardous waste will be residential households only located within the corporate limits or other such area as identified and approved by the CITY. Trained personnel will be at the collection site at all times to validate that household residents only are disposing of hazardous material.

## **ACCEPTABLE WASTE:**

The successful Contractor will collect all household chemical and hazardous wastes with the exception of the following:

- Compressed gas cylinders
- Radioactive materials
- Explosives, ammunition, and shock-sensitive materials
- Known PCB-containing items
- Medical sharps, pathological or infectious wastes, pharmaceuticals

Contractor will be responsible for ensuring that materials collected are of known type, properly labeled, and of customary household quantities. Wastes that are not in their original containers will be accepted as "known" wastes provided they are labeled. The Contractor will be expected to assist in the classification of any unknown materials during the collection to determine whether they can be accepted. Contractor is not obligated to accept materials which cannot be identified. Contractor shall consult onsite with CITY'S designated representative or agent for any decision to accept unknown material. Note that CITY reserves the right to refuse any participant or any type of waste it chooses from the collection.

## **SERVICE FEES AND COSTS:**

All fees and costs shall be fully identified in this proposal, using Cost Proposal Forms #1 and #2 provided herein, and shall include expenses related to event set-up, handling, equipment, drums, containerization, transportation, licensing, event training for personnel, event planning consultation and any other miscellaneous expenses. Small quantities of materials gathered from the event shall be consolidated by the Contractor for cost-sharing by multiple parties to provide the lowest disposal costs possible when possible. Cost must include disposal within forty-eight (48) hours when required. The Contractor shall provide all loading, containers and other materials needed for proper disposal of all items received at the event.

CITY will provide suitable containers for the disposal of non-hazardous solid wastes received at the collection and will be responsible for the cost of disposal of the solid waste. The Contractor will be responsible for lining the interior of the containers with plastic to protect against contamination and prevent leaking during transport. Boxes, bins, cans, and other containers which have been used for delivery of HHW, those which have been emptied during bulking operations, cans containing dried latex paint, or containers with very small amounts of nonhazardous materials shall be discarded as solid wastes.

Contractor shall provide a report to CITY of all items collected, by type and weight (lbs.) and the cost per item to dispose/recycle and their disposition no later than thirty (30) days following the event.

## **WASTE MANAGEMENT METHODS:**

CITY strongly prefers that reuse and recycling be used as the disposal / treatment method for as much of the collected waste as possible. Only approved disposal methods such as destructive incineration, hazardous waste landfill, neutralization/treatment, stabilization, and fuel incineration shall be used. Those items that cannot be re-used or recycled shall be disposed of in the most economical way by one of the methods listed above. The Contractor shall be responsible for all DOT transportation documentation for shipments and copies of said documents shall be provided to CITY in order to provide a record of disposal.

## **TRAINING:**

The use of volunteers shall be pre-determined by CITY. Duties of such volunteers shall be restricted to participant surveys, traffic control, and materials unloading assistance. Volunteer supplies, including protective gloves and safety glasses, shall be provided by CITY. The Contractor shall provide training at a mutually agreed time and place to CITY staff and volunteers. The Contractor will be responsible to provide training and / or instruction covering, at a minimum, the following subject areas:

- Identifying materials that can be accepted for collection and that cannot be accepted.
- Locating and using personal protective equipment.
- Locating fire protective equipment and first aid supplies.
- Procedures in the event of a fire, spill, or personal injury.
- Safe handling of hazardous and toxic substances.
- General safety and health issues related to HHW events.
- Site traffic control.

## **AGREEMENT / CONTRACT:**

The successful proposer shall, within ten (10) days following notification of the award by CITY, provide, execute, and deliver (in duplicate) to CITY a contract for delivery of the services identified herein. The terms and conditions of this RFP will be incorporated by reference into the contract. Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract without consent in writing by CITY.

Subject to funds being available, contract renewal for additional HHW collections will be by written agreement between CITY and Contractor. The terms, specifications, and agreements of the previous contract will apply for any renewals unless modified by written agreement and provided, however, that disposal rate charges shall be negotiated at the time of such renewal.

## **CONTRACT AWARD:**

The contract will be awarded to the most qualified, responsive proposer that offers the lowest cost for the proposed services. All proposals must be responsive to this RFP.

## **PROPOSAL FORM:**

The attached Proposal Form shall be used to submit the price quotes for this event.

**PROPOSAL FORM**

**CITY OF \_\_\_\_\_, OKLAHOMA**  
**HOUSEHOLD HAZARDOUS WASTE COLLECTION**

DATE: \_\_\_\_\_

TO: (City Contact)

FROM:

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR AVAILABILITY:**

Check applicable dates .....  (type in preferred date of collection)

(type in optional date of collection)

**ATTACHMENTS:**

(Submit attachments per RFP specifications including Project Client References and TSD's)

**COST PROPOSAL:**

Complete and return cost sheets Part #1 and Part #2.

**SUBMITTAL:**

Signed by: \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_



## COST PROPOSAL - PART #1

List ALL applicable costs (e.g., setup charges, transport charges, training, etc.), other than materials disposal costs (see Part #2) pertaining to the proposed collection event.

Description	\$ Cost
A.	
B.	
C.	
D.	
E.	

2. Disposal cost per material unit. Complete attached form indicating disposal cost per unit identified.

***Important Note: CITY strongly prefers unit costs to be expressed as cost per pound. If proposer requires alternate unit of measure, strike through "lb." and clearly indicate alternate unit of measure***



## COST PROPOSAL PART #2: MATERIALS DISPOSAL COSTS

Description	Unit of Measure	Cost Per Unit
Auto, Anti-Freeze	Lb.	
Auto, Motor / Gear Oils	Lb.	
Auto, Grease	Lb.	
Auto, Oil Filters	Lb.	
Batteries, Lead-acid	Lb.	
Batteries, Alkaline	Lb.	
Batteries, Other	Lb.	
Cleaners, Water based	Lb.	
Cleaners, Ammonia-based	Lb.	
Corrosives, Liquid	Lb.	
Corrosives, Solid	Lb.	
Flammables, Liquid	Lb.	
Flammables, Solids	Lb.	
Lights, Fluorescent	Ft.	
Lights, Fluorescent ballasts	Lb.	
Mercury, Mercury-containing items	Lb.	
Oxidizers, Liquid	Lb.	
Oxidizers, Solids	Lb.	
Paint, Aerosols	Lb.	
Paint, Latex	Lb.	
Paint, Oil based	Lb.	
Paint, Lead based	Lb.	
Pesticides, Liquid	Lb.	
Pesticides, Solids	Lb.	
Pesticides, Banned	Lb.	
Other (specify as needed w/ attachments)	Lb.	
Electronics (Computer CPU and monitor, T.V.)	Unit	

Disposal Codes: RE=Reuse, R=Recycle, NT=Neutralization Treatment, FB=Fuel Blending, I=Incineration, LF=Landfill