



Oregon Department of Environmental Quality Solid Waste Program

Application for Solid Waste Grant Funds, 2009

RECEIVED

AUG 26 2009

OFFICE OF SUSTAINABLE DEVELOPMENT
SOLID WASTE & RECYCLING

Name of local government applying: City of Portland, BPS	Federal taxpayer ID #: 93-6002236
Address: 721 NW 9th Ave #195 Portland, OR 97209	State Legislative Districts: House: _____ Senate: _____
Contact person: Laura Haggi	Title: Project Manager
Telephone: 503 823-6111	E-mail: lhaggi@cl.portland.or.us
Name of project: OHSU Recycling Outreach	Will you use a subcontractor? (If so, fill out contractor information below: yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Amount requested from DEQ: \$30,250.00	Total cost of project: \$42,490.00
Matching funds: Source: OHSU Custodial/Recycling Amount: \$12,240.00 Source: Amount	Other outside funding (list all): Source: Amount Source: Amount
Is this a commercial waste prevention or reuse project? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	
Subcontractor name:	Contact person:
	Contact person title:
Subcontractor mailing address:	Subcontractor e-mail address:
Phone:	Web address:

1. **Briefly** state the specific purpose and environmental benefit of the project. (Use questions 2-11 for the details). Include here the geographic area or number of people served. (limit 250 characters)

1. Briefly state the specific purpose and environmental benefit of the project. Include here the geographic area or number of people served.

The project will take place at Oregon Health and Science University with a purpose to educate and help the employees, students and guests create long term habits for recycling. The environmental benefit is to increase the recycling rate at OHSU and to prevent reusable items from becoming waste.

2. Project personnel. List all of the people who will be involved in the project and the roles they will play. If you have a subcontractor, include subcontractor personnel. What related experiences and qualifications do they bring to this project?

Roger Cole, OHSU's Manager of Sustainable Operations, will oversee the OHSU side of this project. Roger will use his experience the managing solid waste needs of the OHSU community to inform the direction and content of the outreach program. Assisting him with this task will be Kathy Croft, Recycling Manager, and Matthew Adamson, Custodial Services Coordinator. Both will use their knowledge of the day to day operations of OHSU's solid waste management to ensure that all information provided by the outreach program will be accurate. Additionally they will work to implement any necessary changes to their existing programs. An intern will be hired to work exclusively on establishing the outreach program for the duration of the grant period. This will make the intern responsible for creating marketing materials, launching a website, and other activities associated with introducing this program to the OHSU community. Both Roger Cole and the intern will be responsible for auditing the outreach program to ensure that it is meeting its target level of effectiveness.

3. If your project is a commercial waste prevention or reuse project, explain how you will prevent or reuse waste. Estimate how much of the project focuses on waste prevention or reuse.

Part of the outreach program involves promoting and expanding the existing OHSU office supply reuse program. They will seek out locations for satellite office supply stations where OHSU employees will go to drop off unneeded office supplies and to pick up office supplies their department would have otherwise ordered new. This prevents both the generation of packaging waste from shipping new office supplies and the unneeded office supplies from entering to waste stream. Approximately 5% of the projects time will be spent on this activity.

4. What is the environmental need for this project? How was the need determined? Who helped determine the need?

Hospital and research areas create a lot of waste, much of which is considered bio-hazardous. As a result, healthcare and research institutions have to be diligent in their commitment to the environment by putting greater effort in working toward zero waste. The Zero Waste goal goes beyond just creating recycling habits within the OHSU staff, students and patrons, it is about creating these habits and helping them think about what they purchase at work and consider the end result of discarding what they purchase or bring with them from home. Education about recycling is one step on that way to that goal. OHSU President Joe Robertson said, "OHSU is committed to being a leader in environmentally friendly and sustainable practices. We believe a healthy environment is essential for a healthy community." With these words in mind

we are reminded that this project not only promotes a healthy environment, but also a healthy community, and thus fits in line with OHSU's chief purpose.

5. Describe your project's specific objectives and desired results. How will your project contribute toward meeting the need described in #4?

In being a leader in environmental and sustainable practices, the chief objective of this project is to reach the 35% goal for recycling. Being Portland's largest employer while also dealing with hazardous and regulated waste, achieving 35% recyclables will be an example to businesses in the city of Portland and throughout Oregon. In working toward zero waste, a 35% goal for recycling pushes OHSU closer to achieving an even greater amount and work toward setting the standard.

6. What performance measures will you use? If you have specific numeric goals, state what they are. How will you measure results and how often?

The measurement of the OHSU recycling outreach project is two-fold. First, using a system already in place, information will be provided by Trashco Inc., the waste hauler who collects both waste and recyclable materials, International Paper who collects recyclables, Bio-Clean who collects regulated waste, and members of the recycling staff who will weigh material not weighed by the previously mentioned vendors. This information will be gathered monthly and a percentage will be calculated with a goal that 35% of the OHSU waste stream is either reused through the office supply reuse program or recycled.

Audits will be performed of the content of both the recycling and the trash in an effort to educate OHSU staff about where waste belongs. This will be an ongoing way to educate while also providing a form of measurement that is up the waste stream from where the other information is gathered. Kathy Croft, Matthew Adamson and the intern will perform these waste audits weekly in various departments and submit a report outlining what was found in their waste and recycling and if the recyclable items were clean. These will be used to help measure the effectiveness of the program as we see that the audits show the material is disposed of in the correct containers and is clean of food and other contaminants. They will also be used to further educate the staff regarding proper recycling practices at OHSU.

7. Why do you need funding for this project? What other sources of funding are available? Have you applied for or received other grants for this project? If so, specify.

OHSU desires to improve it's recycling rate and educate it's employees, students and guests about recycling and other ways to reduce or eliminate waste. With the existing program, OHSU has maintained a consistent level recycling, but desires to see a significant increase. To maintain OHSU's commitment to being a leader in environmentally friendly and sustainable practices and to increase the recycling rate substantially, grant funding is required. So while some funding for this project will be provided by OHSU, in the form of Roger Cole, Kathy Croft, and Matthew Adamson's leadership and support, the majority of the cost for establishing such an outreach project must come from this grant and/or a similar grant. At this time OHSU is exploring other grant opportunities for this program, but no formal applications have been submitted.

8. *How will your project be cost effective? Provide examples of cost savings, such as use of volunteer labor, in-kind services, use of existing materials, etc.*

Much of the cost effectiveness of this project will come from its ability to rely on existing OHSU resources. Currently on the OHSU campus there is an outreach program called the Green Team which addresses sustainability and environmental responsibility. One of the many goals of the Green Team is to increase the rates of recycling on campus. By establishing an outreach program that focuses solely on recycling, the work that has been done so far by the Green Team can be improved. The Green Team would also allow the recycling outreach program to have access to information about recycling rates over time and their mailing list, both of which are cost effective for the outreach project. Additionally a recycling outreach program would be able to work with the Green Team to gain greater recognition on campus. All together this would increase the effectiveness of the outreach program while diminishing the cost required to spend time to gather information. The recycling outreach program would also be able to utilize OHSU's varied forms of electronic employee communication, such the Staff News website, the managers' e-newsletter, and employee reference site the O-Zone. By using mediums such as Staff News, a website which receives 13,000 unique hits every week, there would be decreased need for promotional materials, such as posters, handbills, and fact sheets, to publicize information or stories the program chooses to highlight. Furthermore the wide reach of such electronic communication reduces the need for other promotional costs, such as tabling.

9. *What plans do you have for your project beyond the grant period? Will some or all project activities continue after the grant period? If so; which ones and for how long?*

Following the grant period OHSU will entrust the outreach program to a full-time employee in the Custodial Services department. This will be possible because the intern hired on for this project will have ensured that the main elements (signage, development of need based locations for containers, etc.) of the program are established, thus after they leave only occasional maintenance will be needed. That occasional maintenance will include updating the website, adding people to the mailing list, and intermittently writing press releases. This will allow the program to continue at full capacity for years after the grant period and further assist OHSU in continuing its work to being a leader in environmentally friendly and sustainable practices.

10. *How will you build on the project's success? Identify anticipated future funding sources and the level of commitment you have received from them?*

This project sets itself up to be maintained using the money offset for trash . Once the program is set up, signage created, audits performed and the staff and students educated, OHSU's Recycling Department will be able to use existing staff to keep the project going and to build on its success by continuing to perform waste audits, educate OHSU staff and students and maintain the materials needed to do so. The savings generated as a result of the project will be used to further improve and continue the proposed program and increase the percentage of recycled material.

11. *What community partners do you have for your project? What role will they play? Include letters of support or other documentation from your partners to demonstrate their involvement and/or commitment to the project.*

For this project OHSU will be partnering with several companies and organizations. For guidance, ideas and information, OHSU will be partnering with City of Portland Office of Sustainable Development, Metro, Zero Waste Alliance, the OHSU Green Team and Practice Greenhealth, which is the nation's top organization for healthcare institutions who have made a commitment to sustainable practices. For records of material weight and collection of materials, OHSU will partner with Trashco Inc., International Paper and Bio-Clean. As a potential employment partner, providing the labor source for this project, OHSU will partner with Northwest Service Academy.

Project Budget

Complete all sections of the budget. **"Matching Resources"** includes cash or in-kind contributions used to support the grant project. **"In-kind contributions"** include any documented contributions, such as real estate, goods or services, and labor and should be valued using a defensible method. For example, rates for volunteers should be consistent with those paid for similar work in other state or local government activities; donated supplies should be assigned a reasonable value not to exceed lowest fair market value. Providing **matching resources** is **not mandatory** but is a measure of the cost effectiveness of your proposal.

(A) **PERSONNEL SERVICES** List principal personnel by name. Include salaries and costs of benefits, such as quoted payments for insurance, retirement, social security, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(A) List Project Personnel	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. Roger Cole	N/A	140	\$0	\$4,000.00	\$4,000.00
2. Kathy Croft	N/A	140	\$0	\$4,000.00	\$4,000.00
3. Matt Adamson	\$14.17	280	\$0	\$4,000.00	\$4,000.00
4. Yet to be hired intern	\$12.00	1100	\$20,000.00	\$0	\$20,000.00
5.					
6.					
SUBTOTAL			\$20,000.00	\$4,000.00	\$32,000.00

Source of matching resources: OHSU Custodial Services and Recycling

(B) **PROFESSIONAL SERVICES** List consultants, contractors, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(B) List Consultants or Contractors	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1.					
2.					
3.					
4.					
SUBTOTAL					

Source of matching resources: _____

(C) **CAPITAL OUTLAY** List all items to be purchased with a value greater than \$100. Include equipment, land, structures, and items pertaining to them. Be sure to give subtotals of grant funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources. **For items costing \$1,000 or more, provide a bid or spec sheet that demonstrates the anticipated cost.**

(C) List Capital Outlay Items	DEQ Grant Funds Requested	Matching Resources	Total Costs
1.			
2.			
3.			
4.			
SUBTOTAL			

Source of matching resources: _____

Project Work Plan and Schedule

Please make sure that you identify all major activities required for project completion. Be as specific as possible. Include dates for progress reports and the final report. You may attach additional pages as necessary. Assume that grant funds will be available after January 1, 2010.

Planned Project Beginning Date: Jan 4, 2010 Planned Project Ending Date: Dec 30, 2010

Task or Activity	Beginning Date for Each Task	Ending Date for Each Task or Activity	Person/Group Responsible for Completion
Develop need based locations for container "pods"	Jan 4, 2010	Jan 8, 2010	Intern, R. Cole, M. Adamson, K. Croft
Relocate or place containers in determined locations - provide progress report upon completion	Jan 11, 2010	Jan 29, 2010	Intern
Gather 2009 data to be used for comparison with 2010 data	Jan 11, 2010	Jan 15, 2010	M. Adamson, K. Croft
Design and gather materials/supplies for "pod" signs - provide progress report upon completion	Feb 1, 2010	Feb 17, 2010	Intern, K. Croft, M. Adamson
Build/assemble and place "pod" signs	Feb 18, 2010	Apr 23, 2010	Intern
Tour of pod locations - progress report	Apr 26, 2010	Apr 26, 2010	Intern, R. Cole, M. Adamson, K. Croft
Develop, design and create educational and auditing tools - progress report	Apr 26, 2010	Jun 30, 2010	Intern, R. Cole, M. Adamson
Perform audits, distribute educational material and hold talks/forums/meetings to educate.	July 1, 2010	Dec 29, 2010	Intern, M. Adamson
Gather 2010 data to track success of the program as implemented	Jan 15, 2010	Dec 29, 2010	M. Adamson
Locate areas for office supply program around campus. Stock with materials.	Ongoing	Ongoing	Intern, R. Cole
Final Progress Report	Dec 30, 2010	Dec 30, 2010	Intern, M. Adamson

Signatures

The **authorized representative** of the local government applying must sign the application. This is an official who has the authority to obligate the applicant's resources and is usually an elected official such as chair of the county commission, county executive, mayor, city manager, or chair of the city council. For multi-jurisdiction applications, you must have signatures of authorized representatives from each jurisdiction applying.

I certify that, to the best of my knowledge, the information provided in this application and attachments is correct and true. I understand and agree that if grant money is awarded as a result of this application, I will comply with all applicable statutory provisions and with applicable terms, conditions, and procedures of the DEQ grant agreement.

Signature of Applicant's

Authorized Representative (Applicant #1) Laura L. Haggi Date 8/26/09

Title Project Manager Telephone Number 503-823-6111

Signature of Applicant's

Authorized Representative (Applicant #2) [Signature] Date 8/26/09

Title Solid Waste & Recycling Mgr. Telephone Number 823-7772

Signature of Applicant's

Authorized Representative (Applicant #3) _____ Date _____

Title _____ Telephone Number _____