**How do I get access to the facility?**
Authorization can be obtained via an online form. You **must have a valid email address** associated with your company to fill out the User Authorization Registration and gain access to the City’s Compost Facility.

**What is the cost of accessing the facility?**
There is a processing fee of $260 per company, plus a vehicle fee (per vehicle) to activate each fob. One fob needs to be activated for each vehicle your company uses to haul material into the facility. The cost of access fobs that will open the electronic gate will be based on the vehicle’s class, determined by its Gross Vehicle Weight Rating (GVWR). The GVWR can be found on a sticker, usually located on the driver’s door or door jamb. The cost per vehicle is as follows:

<table>
<thead>
<tr>
<th>GVWR (lbs.)</th>
<th>Class</th>
<th>Cost Per Fob</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 6,000</td>
<td>1</td>
<td>$90</td>
</tr>
<tr>
<td>6,001 – 8,500</td>
<td>2</td>
<td>$120</td>
</tr>
<tr>
<td>8,501 – 10,000</td>
<td>3</td>
<td>$150</td>
</tr>
<tr>
<td>10,001 – 14,000</td>
<td>4</td>
<td>$180</td>
</tr>
<tr>
<td>14,001 – 16,000</td>
<td>5</td>
<td>$210</td>
</tr>
<tr>
<td>16,001 – 19,500</td>
<td>6</td>
<td>$240</td>
</tr>
<tr>
<td>19,501 – 26,000</td>
<td>7</td>
<td>$270</td>
</tr>
<tr>
<td>26,001 – 33,000</td>
<td>8</td>
<td>Prior approval required. Please call.</td>
</tr>
<tr>
<td>33,001+</td>
<td>9</td>
<td>Prior approval required. Please call.</td>
</tr>
</tbody>
</table>

**Are the fees prorated?**
No. You may sign up for access to the facility at any time of the year. However, the fees are the same no matter when you sign up.

**Who is allowed access to the facility?**
Access to the Compost Facility can be obtained by professional lawn care companies, garden stores and property management companies that service homes within the City of Lawrence. Tree service companies are not allowed.

**What is the location, hours and days that I am allowed to drop off material?**
The Compost Facility is located at 1420 E. 11th Street. Authorized access is from 6 a.m. to 10 p.m., seven days a week, 365 days a year.

**What are the rules of the facility?**
- Grass clippings, leaves, and brush ONLY.
  - NO soil, sod, food waste, or wood pallets.
  - The facility is NOT to be used for disposal of major storm debris.
  - All brush must be cut down to five-foot lengths or shorter.
  - All chipped material must be dropped in the chip pile ONLY.
  - All material must be loose (no plastic bags or bundles/ties).
- NO material from diseased trees or other diseased plants.
- NO grass clippings or other material contaminated with persistent herbicides. Persistent herbicides include, but are not limited to, Clopyralid, Aminopyralid, Aminocyclopyrachlor, and Picloram.
FREQUENTLY ASKED QUESTIONS
COMPOST FACILITY 2023

- **NO** removal of finished compost or woodchips. Your access allows you to drop off **only**. Removal of finished product constitutes theft of City property.
- Do **NOT** leave trash, plastic bags, or litter.
- **NO** alcohol, smoking or loitering inside the Compost Facility.
- Do **NOT** share the access fob to the facility. (Using the facility without a permit is considered trespassing.)
- A report **MUST** be filed online with the amount of grass, leaves and brush dropped off at site in tons, pounds, or cubic yards by the 5th of the following month, even if the amount is zero.
- **DO NOT** follow another vehicle through the gate. Only one vehicle at a time is allowed through the gate. Please wait until the vehicle you are in activates the gate, either by your fob on the way in or by the sensor on the way out.

*Is there a less expensive option if I don’t plan on accessing the facility that often?*
The Compost Facility will be open to the public for dropping off grass, leaves, and woody debris on Saturdays, March through mid-December in 2023. There is a small fee per trip into the facility. For more information, visit our website.

*Am I allowed to take woodchips and compost from the facility?*
No. The compost and woodchips on site belong to the City of Lawrence and are there for City use and sale to the public during events. The removal of this material without our permission is theft and will result in the suspension of your user authorization.

*What types of material can I drop off at the facility?*
Grass clippings, leaves, and brush **ONLY**. The facility is **NOT** to be used for disposal of major storm debris.

*How do I report the amount of material that I have dropped off during the month?*
It is required that you report how much material you dropped off at our Compost Facility each month. A link to the online report form will be sent when you register.

A report **MUST** be filed every month for the previous month, even if your totals are zero. Neglecting to report your totals is considered non-compliance and will result in the deactivation of your fob. You may not receive a reminder each month. It is your responsibility to remember to report each month.

*What happens if I don’t report my totals and/or get caught breaking one of the other rules?*
As with any of the stated rules of the Compost Facility, failure to adhere to the rules will result in the deactivation of all access fobs. In addition, failure to report is considered non-compliance. Failure to report after two months may result in deactivation. Reactivation of fobs will be $25 per fob.

*What do I do if I lose my access fob to the facility?*
To report a lost fob(s), please call 785-832-7800 and select Option 3, and/or email mso@lawrenceks.org. Lost fobs will be deactivated. Reactivation or replacement of fobs will be $25 per fob.

*Can I request additional fobs after I’ve signed up?*
Yes, you can add additional fobs to your account at any time of the year. The same pricing structure applies, and the fees are not prorated.
Can I share my access fob with someone else and/or let someone else into the facility?
No. Only companies that have paid the user authorization fee and obtained an access fob are allowed to enter the Compost Facility for dropping off material. Any unauthorized entry into the facility would be considered trespassing and, if caught, will result in the suspension of your user authorization.

**The Emerald Ash Borer has been found in Douglas County. For information on how to keep it from spreading, please visit emeraldashborer.info**

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