

# 2024 Commercial Drop-off Program

Last Updated: 1/4/2024

## Rules and Requirements

The City of Lawrence allows lawn care companies, property management companies, and other similar businesses to drop off grass, leaves, small brush, and woodchips at the City's compost facility, located at 1420 E. 11<sup>th</sup> St.

### **Program Requirements**

- Applicants must have a valid email address. If accepted to the program, participants are expected to check their email frequently.
  - You must make sure that [compost@lawrenceks.org](mailto:compost@lawrenceks.org) is able to send you messages, as it is the primary email address that will be used for communications.
  - Messages may occasionally come from other City email address. Check your junk and spam folders regularly.
- Participants are required to report their drop-off totals. These totals will be submitted online, and are due by the 5<sup>th</sup> of the following month. Failure to report on time may result in suspension from the program. See "Monthly Reporting" for more information.

### **Rules**

Rules are subject to change. All registered companies will be notified by email of any changes. Failure to follow the rules may result in suspension or dismissal from the program.

- Accepted materials are grass, leaves, brush, and chipped wood.
  - Compostable, brown, kraft yard waste bags are allowed.
  - Brush must be no larger than 8 inches in diameter and 5 feet long.
  - Material must be segregated and dumped into the appropriate piles.
- All material not in kraft paper bags must be loose. No bundles, ties, ropes, duct tape, or anything else used to bind material together.
- All material must be free of contaminants, including but not limited to,
  - Rocks, gravel, or stones
  - Sand or dirt
  - Landscaping borders
  - Metal
  - Landscaping flags
  - Trash
  - Plastic, including "compostable" plastic
- No grass clippings or other material contaminated with persistent herbicides including, but not limited to,
  - Clopyralid
  - Aminopyralid
  - Aminocyclopyrachlor

- Picloram
- Unaccepted Materials include, but are not limited to,
  - Pallets
  - Lumber and other treated or painted wood
  - Sod
  - Metal
  - Food waste, including food grown in a garden and decorative gourds
  - Soil, sand, and dirt
  - Large logs over 8 inches in diameter
  - Tree root balls
  - “Compostable” or “Biodegradable” plastics
  - Rocks, stones, and gravel
  - Rope, wire, and other “tanglers”
- The compost facility is not to be used for the disposal of major storm debris.
- No material from diseased plants
- No material from any plant listed under any category of the [Kansas Noxious Weed list](#).
- This program is drop-off only. No material of any kind can be removed from the facility. Removal of material constitutes theft of City property.
  - Companies are welcome to purchase material during regular public hours.
  - If large quantities of material are needed, please contact staff about special pick-up options.
- No smoking, open flames, or sparks of any kind are allowed on the property. This includes outside the gate and on the access road.
- No alcohol or loitering allowed on the property.
- Only registered vehicles are allowed on the property.
  - All vehicles must display a vehicle identification sticker.
  - Stickers must match the vehicle they are assigned to.
  - See “Vehicle ID Stickers” for more information.
- Do not loan or share fobs.
- Fobs must be scanned each time you enter the facility, even if the gate is already open.
- Entering the facility when it is closed is not permitted. See “Access and Hours” for more information.

## **Fees and Fobs**

Fees for the Commercial Drop-off program are due annually. Fees are paid for a calendar year and are not prorated. Applications are accepted any time, through November 30<sup>th</sup>. In addition to the Program Fee, you must pay to register each vehicle that you will be using on site. All vehicles that enter the facility must be registered and display an ID sticker.

- Program Fee: \$285
- Vehicle Fees: based on the vehicles Gross Vehicle Weight Rating (GVWR). The GVWR can typically be found on the driver’s side door jamb, or in the owner’s manual.

Class	GVWR (lbs)	Cost per Vehicle
1	0 - 6,000	\$100.00
2	6,001 – 8,500	\$130.00
3	8,501 – 10,000	\$165.00
4	10,001 – 14,000	\$195.00
5	14,001 – 16,000	\$230.00
6	16,001 – 19,500	\$260.00
7	19,501 – 26,000	\$295.00
8	26,001 – 33,000	Please Call
9	33,000+	Please Call

- A \$25.00 per fob fee will be charged to replace lost fobs.
- A \$25.00 per fob fee will be charged to reactivate fobs that have turned off due to violation of rules or requirements.
- No refunds will be issued for suspension or dismissal from the program due to violation of rules or regulations.
- All invoices more than 90 days past due will be sent to collections. If you wish to cancel your registration after submitting it, you must contact the City so that your invoice can be canceled.

## Monthly Reporting

- A link to submit monthly reports will be emailed once your registration is approved.
- Use this link to submit the total amount of material that the company hauled into the facility during the month.
  - All totals are submitted in cubic yards.
  - [This website](#) can help you calculate the volume of your truck bed or trailer.
- Reports are due by the 5<sup>th</sup> of the following month.
- Companies are responsible for keeping track of which months they have and have not reported.
  - Report confirmations are sent every time a report is submitted. Keep them for reference.
  - Make sure your email isn't blocking the report. Check your junk and spam filters regularly.
  - If two or more reports are submitted for the same month with different totals, that month will be considered not reported.
- Any company that is more than 30 days past due may have their fobs shut off.
  - There will be no monthly reminders sent.
  - Notices will be sent by email if your fobs are shut off.

## Access and Hours

- Program participants have access to the facility 365 days a year.
- Access hours are from 6:00am – 9:00pm.
- The City reserves the right to close the facility at any time, without notice. If the facility is closed, no access is allowed for any reason until the facility reopens. If a company is caught on site when the closed sign is out, they may be dismissed or suspended from the program. If the facility was open when you arrived, but staff or emergence workers tell you it is now closed, you must leave immediately.

## Vehicle ID Stickers

- Every registered vehicle must display a sticker in the lower driver's side windshield.
- Any vehicle on site without an ID sticker will be considered trespassing.
- Any company caught altering stickers or moving them between vehicles may be dismissed or suspended from the program.
- A temporary vehicle may be used for a limited amount of time, with permission of City staff. A temporary ID sticker will be issued for the vehicle.