

# **2025 Commercial Drop-off Program**

Last Updated: 12/17/2024

## **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**

- 1) 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 addresses. Check your junk and spam folders regularly.
- 2) 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.
- 3) Businesses required to register with the Kansas Secretary of State, (corporations, LLC's, LC's, LP's, etc) must be listed as "Active and in Good Standing" according to the State.
  - a) The City will verify on the State's website.
  - b) Companies may also provide current documents affirming their status, if they believe the State's website is not up to date.
- 4) Businesses that are not required to register with the State (e.g. sole proprietorships), must be able to show proof of business. Possible methods include, but are not limited to,
  - a) Tax documents
  - b) An active and up-to-date website or social media site
  - c) Proof of paid advertisement or other expenses for the business

## **Facility 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 any site under any type of enforcement or compliance action by the City of Lawrence may be brought to the compost facility without written permission from City staff.
- 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.

## Registration

Registration is required annually. It will open on January 6<sup>th</sup>, 2025.\* Registrations will be processed throughout the months of January and February. Beginning in March, they will be processed during the first full week of the month,\* but can be submitted at any time. Incomplete, incorrect, or otherwise questionable information may delay processing.

Registration will close on September 30<sup>th</sup>, 2025.\* Applications received after this date will not be processed.

Access to the facility is for the calendar year, ending on December 31<sup>st</sup>.

\*Subject to change

## Fobs

Companies will have access to the compost facility through a fob that opens the main gate. Companies will receive one fob for each registered vehicle. Returning companies will keep and reactivate their old fobs. There will be a fee to replace lost fobs (see “Fees”). If a fob quits working, the City will exchange it for a new fob, free of charge. If the broken fob cannot be provided, it will be treated as a lost fob.

The City may turn off fobs at any time for any reason. These reasons include, but are not limited to:

- Not following program rules or requirements, including
  - Not submitting monthly reports on time
  - Dropping of unacceptable materials
  - Loaning or sharing fobs
  - Smoking or having other ignition sources on site
  - Entering the facility when it’s closed
- After a major storm event
- After fires or other major safety issues at the facility

If fobs are turned off due to not complying with programs rules, a fee will be charged for each fob to have it turned back on, if and when the City approves the reactivation (see “Fees”). The City is under no obligation to reactivate any fobs.

## Vehicle ID Stickers

Registered vehicles will be issued an ID sticker. All vehicles on site must display the current year’s ID sticker in the lower, driver’s side windshield. Each ID sticker number is assigned to a specific vehicle. Stickers may not be moved between vehicles or shared with other companies.

- Any vehicle on site without a current ID sticker will be considered trespassing.
- Any company caught altering stickers or moving them between vehicles may be dismissed or suspended from the program.
- If a registered vehicle is temporarily unavailable, a substitute 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. Temporary ID stickers are good for one (1) week.
  - If more than one week is required, a new temporary ID sticker be issued.

- No more than four (4) weeks of temporary ID stickers will be issued for any company during a calendar year.
  - If another vehicle is required for more than four weeks, it will need to be added to the registration and paid for as any other vehicle.
- A fee will be charged to replace a lost ID sticker (see "Fees").

## Program Fees

Registration fees for the Commercial Drop-off program are due annually. Fees are paid for a calendar year and are not prorated. In addition to the Program Fee, companies must pay to register each vehicle that will be used on site.

- Program Fee: \$300
- 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 8 and Class 9 vehicles are generally not allowed, but may be approved on a case-by-case basis.

Class	GVWR (lbs)	Cost per Vehicle
1	0 - 6,000	\$105.00
2	6,001 – 8,500	\$135.00
3	8,501 – 10,000	\$170.00
4	10,001 – 14,000	\$205.00
5	14,001 – 16,000	\$240.00
6	16,001 – 19,500	\$275.00
7	19,501 – 26,000	\$310.00
8	26,001 – 33,000	Please Call/Email
9	33,000+	Please Call/Email

Other fees may be charged throughout the year for services that require additional staff time and resources.

- A \$25.00 per fob fee will be charged to replace lost fobs or vehicle ID stickers.
- A \$75.00 per fob fee will be charged to reactivate fobs that have turned off due to violation of rules or requirements. This includes fobs that have been shut off due to not submitting monthly reports.

All invoices more than 90 days past due may 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.

No refunds will be issued for suspension or dismissal from the program due to violation of rules or regulations. Any requests for refunds will be considered on a case-by-case basis and are not guaranteed.

## 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 confirmation. Check 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.
- If all reports are not submitted by March 31<sup>st</sup> of the following year, registration will not be allowed for that year.
  - To clarify, if a company has outstanding reports for 2024 on March 31<sup>st</sup> 2025, that company will not be allowed to register for 2025. They can register again in 2026 if they choose.

## 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 emergency workers tell you it is now closed, you must leave immediately.