*LOCAL JURISDICTION NAME AND LOGO*

*Address*

September 18, 2018

<Company Representative First Name> <Company Representative Last Name>

<Company Name>

<Address>

<City>, <State> <Zip>

Re: Conditional Material Handling Disposal Waiver

Dear <Mr. Ms.> <Company Representative Last Name>:

Historically, China has been one of the main markets for many of Washington’s recyclables. As you are aware, China has prohibited the import of certain recyclables and established a new, stringent recyclable contamination standard of 0.5 percent for many other recyclables. Given these new prohibitions and restrictions, it is understood that much of your recyclables and their associated markets are severely limited, or have disappeared altogether.

Without an outlet for the collected materials, sorting and storage capacity have become seriously constrained. In some cases, the cost to process and store source separated recyclables have exceeded disposal costs, assuming no additional funding to offset these higher costs. Therefore, as all options for the marketing for certain materials have been exhausted, *INSERT LOCAL JURISDICTION NAME* concurs that landfilling these materials for a short-term stopgap solution is unfortunate, but is needed at this time with the following conditions:

**Effective Date:** *INSERT DATE TO ALLOW FOR DISPOSAL TO BEGIN*

**Duration:** *INSERT LAST DATE TO ALLOW FOR DISPOSAL OF MATERIALS*

Adjustments to this date may be made if market conditions change.

**Required Conditions:** The following conditions must be met prior to disposal of the materials identified below. *INSERT LOCAL JURISDICTION NAME* may in the future also verify that the conditions continue to be met.

1) Prior to disposal, good faith efforts were made to find recycling processors or end markets for the materials (documentation that at least three processors, or end markets were solicited and should be available upon request); and

2) The material disposed of can no longer be collected (including consideration of storage, processing and safety constraints) and sold at a net cost equal to or less than the cost of collection and disposal. (Financial documentation demonstrating this should be available upon request.) Where no feasible market exists, costs for recycling are assumed to exceed the costs for disposal; and

3) Following discussions with local government’s impacted by market conditions, including additional funding to recycle certain materials, the local government has approved disposal of said materials.

**Notification Summary:** The following information has been provided to *INSERT LOCAL JURISDICTION NAME*:

1. Material type(s): *INSERT MATERIAL GRANTED UNDER WAIVER*
2. Estimated amount(s) of material to be disposed per month: *INSERT TONS BY MATERIAL TYPE*
3. Source(s): *INSERT RESIDENTIAL, MULTIFAMILY, COMMERCIAL, OR ALL THREE*
4. Geographic area(s) of material origin: *INSERT SPECIFIC AREA GRANTED WAIVER (I.E., CITY, TOWN OR TARIFF AREA)*
5. Proposed start date: *INSERT EFFECTIVE IN GRANTING WAIVER*
6. Proposed disposal site: *INSERT NAME OF DISPOSAL LOCATION (I.E., LANDFILL, OR TRANSFER STATION)*
7. Estimated amount of recyclable that continue to be sent to market or a processing facility for recycling: *INSERT REPORT ESTIMATED AMOUNT OF OTHER OTHER MATERIALS THAT WILL CONTINUE TO BE RECYCLED*

**Reporting Requirements:** The following information shall be completed by an authorized representative, and submitted to *INSERT LOCAL JURISDICTION NAME* by the **15th** of the following month until the end date, or the expiration date:

1. Actual material types disposed (i.e., mixed plastics codes 3-7)
2. Actual amounts of material disposed
3. Actual sources of materials (i.e., commercial, residential, depot or other)
4. Actual geographic area of material origin (i.e., city, county)
5. Actual disposal date(s)
6. Actual disposal location(s)
7. Actual amount of recyclable material sent to market or a processing facility for recycling
8. Efforts made to determine if recycling of this material can resume

Provided all of the information submitted above is correct, *INSERT LOCAL JURISDICTION NAME* agrees that landfilling of these materials, on a 90 day temporary basis, is an unfortunate but necessary option. Please let *INSERT LOCAL JURISDICTION NAME* know if any of the above information changes.

If you have any questions, please contact me at *INSERT PHONE NUMBER* or my email at *EMAIL ADDRESS*.

Sincerely,

*AUTHORIZING AGENT OF LOCAL JURISDICTION*

C: *RELEVANT ELECTED OFFICIALS*

*LOCAL CITY OR COUNTY SOLID WASTE PLANNING JURISDICTION*