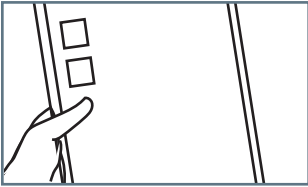


## Drop-off Contract Considerations



**Contracts are a tool to hold both parties accountable.**

**Keep these considerations in mind when negotiating your next recycling contracts.**

### **MRF**

- Any good contract starts the relationship with an RFP. Don't think about how you will handle contamination during contract negotiations, create guidelines in the RFP and start talking about this with your MRF early and often.
- All contamination is not created equal. Loads will be measured by weight, but outline the most problematic contaminants and ways to identify and report when they are in excess. Besides/beyond weight-based measures, consider identifying contamination volumetrically, or by number of specific items, or other techniques that can help measure progress.
- MRFs should have the right to reject loads and/or fine a community for contaminated loads. Get specific. Define contamination, how loads are inspected, how often loads are audited, how contaminated loads are reported, and how they can be disputed.
- Implement a FEEDBACK LOOP. You should be in communication with your MRF all year. Set up a system that automatically reports back to you and the hauler that evaluates route material quality daily and/or monthly.
- Consider incentives for exceptionally clean loads delivered to the MRF consistently over a period of time.

# MRF MATERIAL TRACKING FORM

Date: \_\_\_\_\_

City: \_\_\_\_\_

Hauler: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Container Number (if drop-off): \_\_\_\_\_

Route Number: \_\_\_\_\_

Container Material (if drop-off): \_\_\_\_\_  
(e.g. bottles/cans, cardboard, paper)

**QUALITY  
GRADE**  
(circle one)

**A** Quality is acceptable.  
**Less than 10%**  
of material is  
contaminated.

**B** Quality is poor.  
**10% to 20%**  
of material is  
contaminated

**C** Quality is bad.  
**Over 20%**  
of material is  
contaminated.

Grade B or C?  
Check main  
contaminant:

Recyclables in Bags  Refuse in Bags  Loose bags/film  Scrap Metal

Wood Waste  Large bulky/heavy Items  Hazardous Waste  Tangles  Textiles

Other: \_\_\_\_\_

MRF Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

---

# MRF MATERIAL TRACKING FORM

Date: \_\_\_\_\_

City: \_\_\_\_\_

Hauler: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Container Number (if drop-off): \_\_\_\_\_

Route Number: \_\_\_\_\_

Container Material (if drop-off): \_\_\_\_\_  
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contaminant:

Recyclables in Bags  Refuse in Bags  Loose bags/film  Scrap Metal

Wood Waste  Large bulky/heavy Items  Hazardous Waste  Tangles  Textiles

Other: \_\_\_\_\_

MRF Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_