##### **Solid Waste Non-System**

##### **License Application**

Application packet for a new non-system license,

non-system license renewal, and change of authorization request

Updated July 2024

**oregonmetro.gov**

Metro

Waste Prevention and Environmental Services

600 NE Grand Ave.

Portland, OR 97232-2736

SWICC@oregonmetro.gov

This packet contains an application for a Metro Solid Waste Non-System License. You may also want to review the relevant sections of the Metro Code, Chapter 5.05, which identifies the activities that require a Metro Non-System License. You can access the Metro Code via the Metro website at [www.oregonmetro.gov/metro-code](http://www.oregonmetro.gov/metro-code).

Solid waste generated within the Metro boundary is generally disposed at transfer stations, material recovery facilities or landfills that are part of the Metro solid waste system. Such facilities automatically collect the regional system fees and excise taxes that are necessary to support a regional disposal system that benefits all that live and work in the Metro area. Otherwise, a Metro non-system license is required if a person seeks to transport waste to a facility or disposal site that is not part of Metro’s solid waste system.

**Non-System License**

A non-system license is required of any waste hauler, solid waste generator, or other person who delivers solid waste generated within the Metro boundary to a disposal facility that has not been designated as part of the Metro solid waste system.

All solid waste facilities inside the Metro region must obtain a solid waste license or franchise to operate, and are thereby a part of the solid waste system. In addition, Metro has entered into designated facility agreements with several landfills and other solid waste facilities outside the region. A list of system facilities is available on the Metro website at [www.oregonmetro.gov](http://www.oregonmetro.gov). A non-system license authorizes the disposal of a specific type and amount of solid waste at a specific disposal facility. The licensee is obligated to report to Metro the tonnage of solid waste delivered to the non-system facility each month. The licensee is also obligated to remit to Metro the regional system fee and excise tax on each ton of waste delivered to a non-system facility.

# **Metro Fees and Taxes**

The regional system fee and excise tax are used to support the regional solid waste system and to provide services that benefit all residents of the region. Such services include the collection of household hazardous waste and conditionally exempt generator waste, cleanup and investigation of illegal dumpsites and various other programs that help make a great place for the people and businesses of the Metro region.

# **Additional Information**

In addition to the questions listed on the attached form, Metro may require the applicant to provide additional written information as it considers necessary to determine whether to issue a non-system license.

**Application process for a Non-System License**

Metro staff will review an application for completeness within 15 business days of receipt and notify the applicant whether their application is deemed to be complete. If an application is incomplete, Metro will notify the applicant as to what additional information is required.

* Metro will generally approve or deny a non-system license application for non-putrescible (dry) waste including special waste and cleanup material within 60 days after the application is deemed to be complete.
* Metro will generally approve or deny a non-system license application for putrescible (wet) waste within 120 days after the application is deemed to be complete.

Metro is not obligated to renew a license earlier than the expiration date of the existing license even if the renewal application is filed before the respective 60 or 120 days before the existing license expires.

**Please contact Metro’s Solid Waste Authorization Coordinators at SWICC@oregonmetro.gov with any questions about this application or the application process.**

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| **For Metro Use Only** |
| Date received: |  |
| Date deemed complete by Metro |  |

**INSTRUCTIONS**

1. Complete Parts 1 and 2 of the application.
2. Verify information is accurate and application is complete.
3. Sign the last page of the application.
4. Include application fee payment (see section 17 for fee schedule).
5. Submit the completed application via email to SWICC@oregonmetro.gov.
6. Submit the application fee payment by one of the following methods:
	1. **Credit card**: To pay the application fee by credit card, call or email Metro’s Accounts Receivable at 503-797-1620 or accounts.receivable@oregonmetro.gov; or
	2. **By Mail**: To pay by check, include the name of the facility and “Metro Non-System License application fee” on the check and mail to:

 Metro

Unit 20

PO Box 4500

Portland, OR 97208-4500

*Questions? Contact Metro’s Solid Waste Authorization Coordinators, at* [*SWICC@oregonmetro.gov*](file:///%5C%5Calex%5Cwork%5Cpes%5Cprojects%5CPC%5CAdministrative%5CForms%20%26%20Templates%5CForms%5CAuthorization%20Application%20Forms%5CNon-System%20License%5CSWICC%40oregonmetro.gov)*.*

**PART 1 – Standard Non-System License Application Information**

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| **1. Applicant (Licensee)** |
| Facility Name: |  |
| Company Name: |  |
| Street Address: |  |
| City/State/Zip: |  |
| Mailing Address: |  |
| City/State/Zip: |  |
| Contact Person: |  |
| Phone Number: |  |
| E-mail Address: |  |

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| **2. Type of Application (please check one)** |
| [ ]  | New non-system license |
| [ ]  | Renewal of an existing non-system license | *Current Non-System License Number*: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  | Change of tonnage authorization to an existing non-system license (other than a renewal). Please describe the proposed change in Section 3. |

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| **3. If seeking a change of authorization to an existing non-system license, please explain the proposed change below (attach additional pages if necessary). Complete all remaining sections of this form as they pertain to the request.**  |
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| **4. Applicant’s Owner or Parent Company** **(provide information for all owners and corporate structure if applicable)** |
| Company name: |  |
| Mailing address: |  |
| City/State/Zip: |  |
| Company phone: |  |
| Contact name: |  |
| Contact phone: |  |
| Email address: |  |

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| **5. Applicant is a (please check one):** |
| [ ]  | Industrial solid waste generator |
| [ ]  | Solid waste facility |
| [ ]  | Construction/demolition contractor |
| [ ]  | Solid waste hauler |
| [ ]  | Other (Explain) |

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| **6.** **Type of solid wastes proposed to be covered by the non-system license. (Check all that apply)** |
| [ ]  | Putrescible waste |
| [ ]  | Non-putrescible processing residual from a material recovery facility (This category does not include unprocessed non-putrescible waste.) |
| [ ]  | Special waste (This category requires special handling as defined in Metro Code Chapter 5.00.) |
| [ ]  | Fee exempt waste (This category includes source-separated food waste.) |
| [ ]  | Other (describe below in Section 7) |

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| **7. Provide a description of the specific wastes you propose to transport to a non-system facility.** |
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| **8. This application is for authority to transport (check all that apply):** |
| [ ]  | More than 500 tons of solid waste annually  |
| [ ]  | 500 tons or less of solid waste annually |
| [ ]  | Solid waste from a limited duration project that will be completed within 120 days |
| [ ]  | Solid waste that is exempt from the Metro Regional System Fee and Excise Tax pursuant to Metro Code. |

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| **9. Requested tonnage authorization. Please specify the annual tonnage authorization requested for the license.** |
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| **10. If applying for a license for source-separated food waste, provide an estimate of the annual tonnage amounts of the following wastes that will be delivered under the proposed license:** |
| (a) Residential food waste mixed with yard debris:  |
| (b) Commercial/business food waste: |

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| **11. Description and location of the site or sites at which the solid waste proposed to be covered by the non-system license is generated.** |
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| **12. Identify the facilities at which the above listed solid waste is presently being disposed or processed. (Attach additional pages if necessary.)** |
| Disposal/Processing Site (Name and address) | Annual Tonnage |
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| **13. Name and location of the non-system facility at which the above listed solid waste is proposed to be disposed or processed.** |
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| **14. What, if any, measures will be taken to recover or recycle materials from the waste prior to disposal?** |
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| **15. What facts or circumstances do you believe warrant the issuance of a non-system license?** |
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| **16. If applying for a limited-duration license for a particular project and the applicant would like to specify a preferred start and/or end date, list those dates below.** |
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| 17. Check the box that corresponds to the type of license you are applying for and include the applicable application fee with this form. |
| Type of License Application | New | Renewal | Change of authorization |
| Standard – More than 500 tons annually\* | [ ]  $ 1,000 | [ ]  $ 1,000 | [ ]  $ 250\*\* |
| Standard –500 tons or less annually\* | [ ]  $ 500 | [ ]  $ 100 |
| Limited Duration – 120 days or less | [ ]  $ 250 |  |  |
| Fee Exempt Waste | [ ]  $ 100 | [ ]  $ 50 | [ ]  $ 50 |

*\*In the event that the license application is denied, Metro will refund a portion of the application fee in accordance with Metro Code Chapter 5.05.*

*\*\*If the requested change is for an existing license that authorizes 500 tons or less and the result of granting the application would give the applicant more than 500 tons of total authority under the amended license, then the license application fee is $500.*

**PART 2 – Standard Attachment to Non-System License Application**

**(NSL application continued)**

In accordance with Metro Code Chapter 5.05, Metro considers the following factors to determine whether to issue a non-system license. To the extent known by the applicant, please provide any supplemental information about these factors that you want Metro to consider as part of the application. Please note that the term “non-system facility” used below refers to the destination facility where the applicant intends to deliver the solid waste identified in this application.

1. The degree to which the applicant knows of prior uses of the non-system facility and waste types accepted at the non-system facility and the degree to which those wastes pose a future risk of environmental contamination;
2. The record of regulatory compliance of the non-system facility’s owner and operator with applicable federal, state, and local requirements, including but not limited to public health, safety and environmental rules and regulations;
3. The adequacy of operational practices and management controls at the non-system facility;
4. The expected impact on the region’s recycling and waste reduction efforts;
5. The consistency of the designation with Metro’s existing contractual arrangements;
6. The record of the applicant regarding compliance with Metro ordinances and agreements or assistance to Metro in Metro ordinance enforcement and with federal, state, and local requirements, including but not limited to public health, safety and environmental rules and regulations;
7. Such other factors as Metro deems appropriate for purposes of making such determination. Such other factors include, but are not limited to the following:
	1. The benefits and detriments, including impacts on ratepayers, accruing to residents of the region from Metro granting this request; and
	2. Whether and how granting this request may affect the sustainability of the Metro region.

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| **CONFIDENTIAL INFORMATION** |

The applicant may identify as confidential any reports, books, records, maps, plans, income tax returns, financial statements, contracts and other similar written materials of the applicant that are directly related to the proposed application and that are submitted to or reviewed by Metro. The applicant must prominently mark any information that it claims confidential with the mark "CONFIDENTIAL" before submitting the information to Metro. Subject to the limitations and requirements of ORS Chapter 192 (public records law) and other applicable laws, Metro will treat as confidential any information so marked and will make a good faith effort to not disclose that information unless Metro's refusal to disclose the information would be contrary to applicable Oregon law.

These conditions do not limit the use of any information submitted to or reviewed by Metro for regulatory purposes or in any enforcement proceeding. In addition, Metro may share any confidential information with representatives of other governmental agencies provided that, consistent with Oregon law, those representatives agree to continue to treat the information as confidential and make good faith efforts to not disclose the information.

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| **APPLICANT CERTIFICATION**An authorized agent of the applicant must sign this application. Metro will not accept an application without a signature. |

*I certify that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application*.

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| Signature of authorized agent |  |
| Title |  |
| Print name |  |
| Date |  | Phone |  |
| Email |  |  |