

# SIGNATURE CONCURRENCE FORM FOR GENERAL MANAGER'S OFFICE

Person Making Request: J. Norman Dizon

LOB/Branch: Financial and Risk Service Phone #: 206-733-9836

For GM/CEO Signature:

Date Needed: 02/11/21 If no date is given, we will assume a two-week turnaround is acceptable.

If urgent request (less than 3 business days), please provide reason:

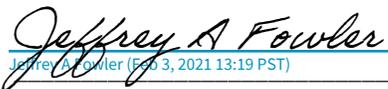
Please provide a brief description of the request:

Approval request for revisions to Director's Rule SW-403, Curbside Recycling Rates--Special Items. Background info attached.

**Document Type:**

- Contract/MOA/RDNA/RCEC (please provide separate cover memo with contract request)
- Legislation
- Letter
- Property issue
- Travel request (CEO signature required for overnight travel - to be submitted 30 days prior to travel)
- Other (enter explanation below):

Director's Rule

  
Jeffrey A. Fowler (Feb 3, 2021 13:19 PST)

02/03/2021

Deputy Director

Date

*Please submit this form and all applicable information to the GM/CEO front desk. Your document will be logged for signature. You will receive an email when your document is ready for pick up.*

Date Received by GM/CEO: 02/03/2021



**Date:** February 1, 2021

**To:** Mami Hara, General Manager/CEO

**From:** Jeff Fowler, Deputy Director, Solid Waste   
Hans Van Dusen, Solid Waste Contracts Manager 

**Re:** Director's Rule SW-403, Curbside Recycling Rates—Special Items

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We are requesting approval of revisions to Director's Rule SW-403, Curbside Electronics Recycling Rates and retitle it as "Curbside Recycling Rates—Special Items."

**Background and rationale**

Last revised on April 1, 2019, SW-403 sets the rate and conditions for curbside electronics recycling pickup, which are also stated under SMC 21.40.050.A.7.

Besides the title change which provides a more precise and useful title for the rule, we propose the following:

- Add the collection of small, empty propane canisters;
- List the special items that have been available to customers for curbside collection requests for several years, including **used cooking and motor oil** and **Styrofoam blocks**.
- Add an option for customers to request a bundle of special recyclable items to be collected for a single fee.

**Public comment**

The proposed changes to the rule were published in the Daily Journal of Commerce for the required two-week period. No comments were received.

**Drafting and review**

Angela Wallis, Solid Waste Division, and J. Norman Dizon, Risk & Quality Assurance Division, authored the changes which have been approved by Jeff Fowler for your review and approval.

**Approval**

Please sign electronically where indicated. We are aiming for an effective date of **February 15, 2021**. Upon approval, we will file the rule with the Office of the City Clerk and post it to the [Policy Library](#) (internal) and [Seattle.gov](#).

cc: RQA Policy Document Control



# Director's Rule

<b>Title</b> Curbside Recycling Rates—Special Items		<b>Number</b> SW-403	<b>Rev. no.</b> 1
<b>Responsibility</b> Solid Waste Line of Business		<b>Supersedes</b> N/A	<b>Pages</b> 2
<b>General Manager/CEO Signature</b>  <small>Mami Hara (Feb 3, 2021 13:28 PST)</small>	<b>Approval Date</b> Feb 3, 2021	<b>Effective Date</b> February 15, 2021	

## A. PURPOSE

This Director's Rule sets the rate and conditions for the curbside collection of special recyclable items according to Seattle Municipal Code 21.40.050.A.7. The General Manager/CEO of Seattle Public Utilities adopts rules for the appropriate charges per pickup and the maximum number, size, and weight of items to be collected.

## B. SCOPE

This rule applies to all SPU ratepayers requesting curbside pickup of recyclable special items. The program is available to occupants of both single-family and multifamily residences. Multifamily customers must request pickups through the applicable solid waste account owner or designee.

## C. DEFINITIONS

*Pickup.* The collection of items from the curb or other agreed upon location for disposal or recycling.

## D. ROLES AND RESPONSIBILITIES

SPU Finance Division will revise rates as appropriate through ordinance or by revision to this rule.

## E. CRITERIA FOR DETERMINING CHARGES AND CONDITIONS OF CURBSIDE COLLECTION OF SPECIAL RECYCLABLE ITEMS

The criteria used by SPU for determining the charges and conditions for pickup include:

- Charges will reflect program costs, including contractor payments and processing, customer service and administrative costs.
- Charges must provide an incentive for customers to request the collection.
- Conditions for curbside setouts must be simple and easy for customers to understand.

- The number of items covered must allow for common bundles of electronics to be set out for one fee (for example, a computer monitor, CPU, and peripherals).

**F. CHARGES AND CONDITIONS OF CURBSIDE COLLECTION OF SPECIAL RECYCLABLE ITEMS**

Customers will contact SPU customer service to request and schedule pickup at the curb for the following items:

Item	Conditions	Customer Fee
Used cooking and motor oil	Up to two 1-gallon containers	No charge
Styrofoam blocks	Up to two 32-gallon bags	No charge
Compact fluorescent bulbs (CFLs) and household batteries	Not to exceed two 1-gallon bags	\$5
Small propane canisters	Up to two 1-gallon bags or up to four empty canisters under 1 pound each	\$5
Electronics, small appliances, and other special items	One box 2 x 2 x 2 feet in size and under 60 pounds, containing electronics, small appliances, CFLs, batteries, and canisters	\$20

**G. AUTHORITY/REFERENCES**

- SMC 21.40, Solid Waste Collection Rates and Charges
- Seattle Ordinance 122844.