

Appendix A

Contract for Bin Recipients

Educational Materials

Survey Form and Cover Letters

SAMPLE

COMPOSTING BIN CONTRACT

This Contract is entered into between the City of La Grande (City) and the Recipient of a subsidized composting bin named below. Recipient agrees to pay \$10.00 for the composting bin, receipt of which is hereby acknowledged.

Recipient understands that the composting bin was funded in part by a grant from the Oregon Department of Environmental Quality (DEQ). The goal of the program is to divert yard waste from landfills, produce organic material for gardening and reduce open burning.

Recipient agrees that the composting bin shall remain with the property if recipient sells or moves outside of the City of La Grande. If recipient moves to another location within the City of La Grande, the bin may be moved also. Alternatively, the composting bin may be returned to City Garbage Service for distribution to another Recipient. No refunds will be granted unless the composting bin is returned unused within ninety (90) days of purchase.

Recipient understands that the City and DEQ will be conducting a survey of recipients approximately one (1) year from this date. Recipient agrees to respond to said survey to help City and DEQ measure the success of this program.

Dated this _____ day of May 2001.

City of La Grande

Recipient

«FirstName» «LastName»

«Address1»

«City», «State» «PostalCode»

Phone: «Phone_»

• FOOD WASTE

6% of our garbage is Food Waste. This represents about 1,200 tons per year at Foxhill. This waste placed in garbage trucks bumper to bumper would stretch 1½ miles. Food can be composted by direct burial in the ground. This is the simplest and least labor intensive. The other option is to use red worms. Red worms, unlike garden or earthworms or nightcrawlers, thrive on organic waste. This process will yield a very high quality, rich compost. A box like the one illustrated below will handle about 7 lbs. of food scraps per week.

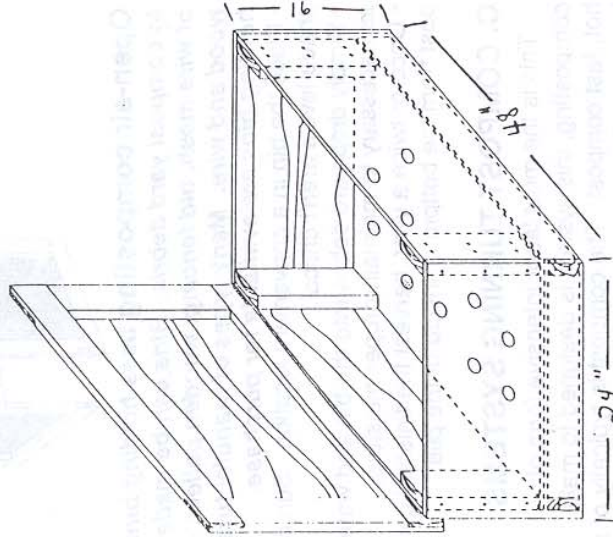
- (1) Find or build a shadow box like the one illustrated with drainage holes and a heavy, tight fitting lid.
- (2) Fill your worm bin with moist "bedding," brown leaves, shredded newspaper or cardboard, straw or peat moss.
- (3) Bury vegetable and fruit scraps into the bedding, rotating locations throughout the bin.
- (4) Every 6 to 8 months push the old bedding and decomposing scraps to one side of the bin. Rebed the empty side and start burying food wastes in the fresh bedding.
- (5) After allowing the older scraps to finish for another month or so, remove the compost and add more fresh bedding.
- (6) Worms must be kept between 40 and 84 degrees. If left outside in the winter, they will more than likely perish.

City Garbage Service has detailed plans, sources of red worms and more detailed information call: **963-5459**

COMPOST NEWS

Find out how easy it is to compost at home.

Each year 4,000 tons of yard debris and food waste are deposited at Foxhill Landfill. This is a waste of a usable resource.



CITY GARBAGE SERVICE
1202 WILLOW
LA GRANDE, OREGON 97850
(503) 963-5459

• YARD WASTE

Approximately 17% of the waste going to Foxhill is yard waste. This equates to 3,400 tons per year. If all this material were in garbage trucks and they were parked end to end, they would stretch for 4½ miles. To use a land fill for disposal of yard waste is unnecessary and wasteful. There are several alternatives to landfilling these materials.

A. DIRECT LAND APPLICATION

This is the simplest way to recycle organic materials at home. Direct land application uses the many types of organic wastes in their original form as mulches, or bury them into the soil.

Grasscycling saves time spent bagging and can reduce annual fertilizer needs.

- Remove excess thatch (over 1/2 inch), then leave clippings on the lawn.
- Keep your mower blade sharp.
- Mow frequently when the grass is dry and at the recommended cutting level for your type of turf.
- Never cut more than 1/3 of the grass length.
- Avoid over-fertilizing or over-watering your lawn.

Mulching enriches the soil, suppresses weeds, conserves moisture, prevents soil erosion, and protects plants from cold.

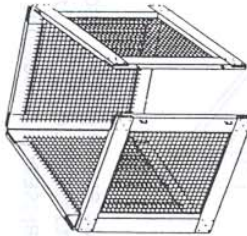
- Use grass clippings, leaves, straw, manure, sawdust, bark and wood chips as mulch around trees, shrubs and other perennial plantings.
- In annual flower and vegetable gardens, use only non-woody mulches (i.e., grass clippings and leaves) that break down quickly.

Soil Incorporation means simply burying organic materials right into the soil. Because of the absence of air, some nutrients will be lost.

- Grass clippings, leaves and soft garden wastes can be tilled directly into garden beds.

B. COMPOST HOLDING SYSTEMS

This is a more labor intensive and time-consuming way to compost. While bins are not technically needed for composting, they keep piles neat, organized, and out of reach from pests and children.

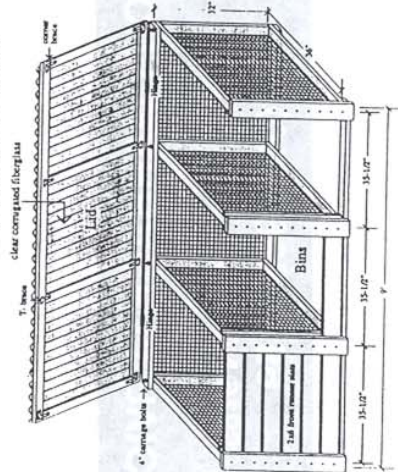


Open-air composting uses holding bins to compost yard debris. Bins can be made of wire mesh, old fencing, wooden pallets, or wood and wire. Many types of manufactured holding bins are available for purchase.

- Place the bin in a convenient location. Sun or shade levels aren't critical.
- Simply drop yard debris into the bin and water as necessary to maintain proper moisture.
- Once or twice a year, harvest the finished compost from the bottom or inside of the pile.

C. COMPOST TURNING SYSTEMS

This is the most labor intensive form of composting, this system is designed to make hot, fast compost. The compost is typically of a higher quality, because the high temperatures kill weed seeds and many plant diseases.



Hot composting with multiple bins is best for gardeners who have large volumes of yard debris and the desire and time to make high-quality compost. A series of 2 or 3 bins can be made of wood, wire, or masonry blocks. Call for construction plans.

- Mix alternating layers of brown (high-carbon) and green (high-nitrogen) materials.
- Dampen materials until they feel like a wrungout sponge.
- Turn and mix the materials into the next bin just after the pile temperature peaks and decreases substantially (approximately 4 to 7 days).
- If the materials feel dry, add more water; if they didn't get hot the first time, add more high-nitrogen material (or nitrogen fertilizer).
- Turn again after the temperature peaks (4 to 7 days).
- After the compost cools down for a few weeks, it should be ready to use.

The finished product can be used for soil amendment, potting mixture, mulch or as a top dressing.

If you have further needs, questions or would like detailed drawing for the construction of holding or turning systems contact:

CITY GARBAGE SERVICE
(503) 963-5459

Tips on Composting

WHY COMPOST AT ALL?

Along with fuel efficiency, water conservation, and reduction in meat consumption, home composting is one of the most environmentally beneficial activities of modern society. Yard and food wastes make up approximately 30% of the waste stream in the US. Not only does composting successfully divert a significant portion of your family's waste stream from the landfill and water treatment facilities, it is a natural method of recycling organic materials into valuable humus. Finished compost is nutritious enough to use as a soil amendment, buffering the pH and helping to retain water in the soil. It can cool the soil's surface, and help mitigate erosion. Why buy topsoil when you create your own endless supply?



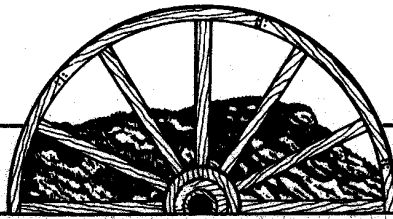
Home Composting also serves as an invaluable educational tool, teaching youngsters about conservation, the cycle of life, and inter-connectedness of the natural world. If it gets your child thinking about science or biology, or voluntarily participating in gardening and yard work, isn't it well worth the effort?

HOW TO COMPOST

Like death and taxes, composting happens - whether we want it to or not. Though all organic matter will eventually decompose (despite neglect), the trick is to get your pile to decompose as fast as you can fill it. The rate at which breakdown occurs depends on several factors: oxygenation, temperate, water content, particulate surface area, and the carbon:nitrogen ratio (see chart below). Like painting, composting is more art than a rigid science, and can at times require a bit of finesse and skill. However, with patience and a little practice, you can have ready-to-use humus for your garden in 6-8 weeks.

Factors Affecting Rate	Description
Oxygenation	Oxygen is required for respiration by all aerobic inhabitants within the pile. Adequate ventilation, wind, convection currents and manual turning or mixing will help keep the anaerobic critters from producing foul odors.
Temperature	The optimum temperature for fast decomposition is between 90 and 135 degrees F. Whether it is due to cold climate or insufficient bacterial activity, when the temperature falls below this, decomposition will slow, but not cease. To keep temperatures elevated, try an insulation jacket or better placement for maximizing radiant solar heat. Also choose black colored bins in cooler climate zones.
Water Content	An efficient composter needs to have a moisture content around 50% (feels like a damp towel). If it is too dry, decomposition will slow down considerably, while overly wet piles can smell. Keep pile covered during heavy rains, and add rain water when dry spells occur (chlorine in municipal water can kill the organisms in your living system).
Surface Area	Maximize this by shredding and chipping all clippings and waste into small pieces. The more area you expose to micro-organisms, the larger the dinner table, and the faster the decomposition.

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

OFFICE of the CITY MANAGER P.O. BOX 670 LA GRANDE, OREGON 97850 PHONE (503) 962-1302 FAX (503) 963-3333

Dear City Resident:

Our records show that you purchased a reduced-cost home compost bin from the City last year. At the time you purchased the bin, you agreed to participate in a follow-up survey. Please take a few minutes to complete this survey and return it to us by folding, taping it, and dropping it in the mail (return postage has already been provided).

Your responses are very important, even if you haven't used the compost bin. The survey results will be used to improve our existing Yard Waste Recycling Program. La Grande's Yard Waste Recycling Program is also viewed as a model by other cities in Oregon and the survey results will be of interest to them.

As a way of saying "thank you", we will send you (if you want it) a free booklet with helpful natural gardening tips. Everyone who completes the survey will also be entered into a drawing for two (2) cubic yards of finished compost, valued at \$25.00, donated by City Garbage Service.

Please complete and return the survey today! Thank you. If you have questions, please call the Community Development Department at (541) 962-1307.

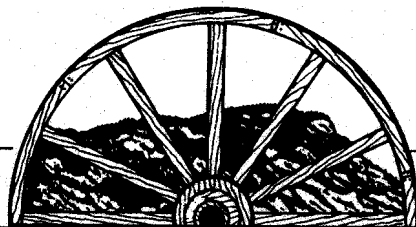
Sincerely,

R. Wes Hare, II
City Manager

MAH/mah/ljg

Enclosure

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Community Development Department - Planning Division P.O. Box 670/1000 Adams Avenue, La Grande, OR 97850 Phone: (541) 962-1307 Fax: (541) 963-3333

December 12, 2002

Dear Compost Bin Owner:

RE: Compost Bin Survey

During the summer of 2001, your household received a reduced price compost bin from the City of La Grande, thanks to a Solid Waste Grant received from the Oregon Department of Environmental Quality (DEQ). When the bin was obtained, an Agreement was signed indicating that you would participate in a follow-up survey so the City and DEQ could measure the success of the Program.

The follow-up survey was mailed to your household on November 20, 2002. To date, we have received 201 of the 303 surveys, but have not yet received the completed survey from your household.

Enclosed is another copy of the survey. Please take a few minutes to complete the survey and return it to this office (postage is already paid) by December 31, 2002. If you have completed and returned the survey prior to receiving this reminder, please disregard this letter and accept our thanks for your reply.

If you have any questions regarding this letter, please contact this office at 962-1307. Happy holidays!

Sincerely,

Michael A. Hyde, AICP
Community Development Director/Planner

MAH/mah/ljg

Enclosure



City of La Grande
**Home Composting
Bin Survey**
Autumn 2002

1. Our records show that you purchased a home composting bin(s) from the City in 2001.
Are you using your bin(s) to compost yard waste now?
 Yes No
If "No" please explain why not _____

2. How many city bin(s) did you purchase? _____
3. Please mark the appropriate boxes that describe your CURRENT yard waste management practices.

Material Type **What you CURRENTLY do with it. (Please check ALL that apply.)**

Grass Clippings Compost at home Burn outdoors
 Dispose with garbage Burn indoors
 Leave on lawn/mulching mower Haul off-site for composting

Leaves Compost at home Burn outdoors
 Dispose with garbage Burn indoors
 Leave on lawn/mulching mower Haul off-site for composting

**Green trimmings/
prunings/weeds** Compost at home Burn outdoors
 Dispose with garbage Burn indoors
 Haul off-site for composting

**Woody trimmings/
prunings** Compost at home Burn outdoors
 Dispose with garbage Burn indoors
 Chip at home Haul off-site for composting/chipping

4. Are you composting other material at home? If so, what? _____

5. How satisfied are you with your City-provided compost bin?
 Very satisfied, no problems Satisfied, could be better Not satisfied

6. How useful was the educational material you received with the bin?
 Very useful Useful Not useful

7. Thinking of the size of the City compost bin, please estimate the total amount of material you placed in your bin(s) over the last 12 months.
 Less than 1/2 of a bin 1/2 to 1 full bin 1 to 1 1/2 full bins
 1 1/2 to 2 full bins 2 to 3 full bins More than 3 full bins

8. Have you used any of the finished compost from the bin?
 Yes No, but I plan to No, and I don't plan to

9. Have you had any problems with home composting? Yes No
If "Yes", please check ALL that apply.
 Compost didn't break down Compost smelled bad Pests/rodents
 Bin difficult to use Bin not large enough
 Other, please explain _____

(continued on other side)

10. Please mark the boxes that describe how you managed your yard waste materials BEFORE you received the City compost bin.

Material Type What I did BEFORE I received the City bin. (Please check ALL that apply.)

- | | | |
|--|---|--|
| Grass Clippings | <input type="checkbox"/> Composted at home | <input type="checkbox"/> Burned outdoors |
| | <input type="checkbox"/> Disposed with garbage | <input type="checkbox"/> Burned indoors |
| | <input type="checkbox"/> Left on lawn/mulching mower | <input type="checkbox"/> Hauled off-site for composting |
| Leaves | <input type="checkbox"/> Composted at home | <input type="checkbox"/> Burned outdoors |
| | <input type="checkbox"/> Disposed with garbage | <input type="checkbox"/> Burned indoors |
| | <input type="checkbox"/> Left on lawn/mulching mower | <input type="checkbox"/> Hauled off-site for composting |
| Green trimmings/
prunings/weeds | <input type="checkbox"/> Composted at home | <input type="checkbox"/> Burned outdoors |
| | <input type="checkbox"/> Disposed with garbage | <input type="checkbox"/> Burned indoors |
| | <input type="checkbox"/> Hauled off-site for composting | |
| Woody trimmings/
prunings | <input type="checkbox"/> Composted at home | <input type="checkbox"/> Burned outdoors |
| | <input type="checkbox"/> Disposed with garbage | <input type="checkbox"/> Burned indoors |
| | <input type="checkbox"/> Chipped at home | <input type="checkbox"/> Hauled off-site for composting/chipping |

11. Please mark the box (es) that indicate additional items/information you are interested in.

- Another compost bin
- Information on native/drought-tolerant plants
- Information on appropriate herbicide/pesticide use
- Information on "Grasscycling" (leaving grass clippings on the lawn)
- More information on composting yard waste at home (describe: _____)
- Information on composting food scraps at home

12. Thank you for your participation! Please include your name and address here. (Optional)

- Please enter me in the prize drawing. Please send me the free Natural Gardening booklet.
(Please include return address, for mailing).

To return, please fold and tape.

(Fold Here)

City of La Grande
Community Development Department
PO Box 670
La Grande, OR 97850