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RMA Readiness: Transportation Reimbursement and Glass Incentive

ORRA webinar July 16, 2025

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Today's webinar

- Please use the Q&A to ask questions
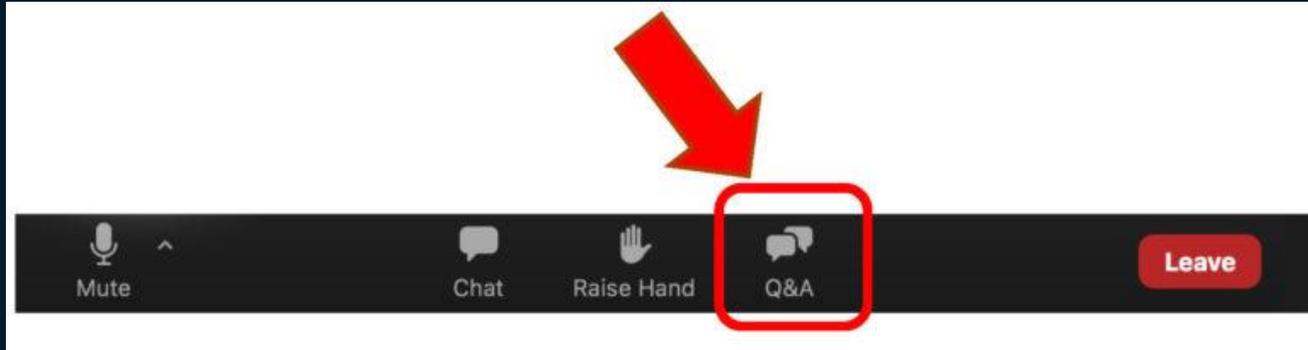
Agenda

1. Welcome
2. Implementation Overview
3. Priority 1: Transportation reimbursement
4. Priority 2: Glass Incentive
5. System Expansion
6. Questions

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Implementation Overview

The Oregon Team

Kim Holmes
Executive Director

Tonya Allison
Recycling and System
Optimization Manager

Alex Bertolucci
Communications
Manager

Matt Francis
Materials
Management Lead

Elizabeth Galusha
Contract Manager

Nick Isbister
Recycling Center
Operations Lead

Gregg Johannes
Compliance Reporting
Manager

Susan Kittleson
Project Manager

Marisa Kraft
Recycling Center
Manager

Crystal Moore
Recycling Center
Development Lead

Jerry Morales
Communications
Specialist

Greg Ryan
Recycling Manager
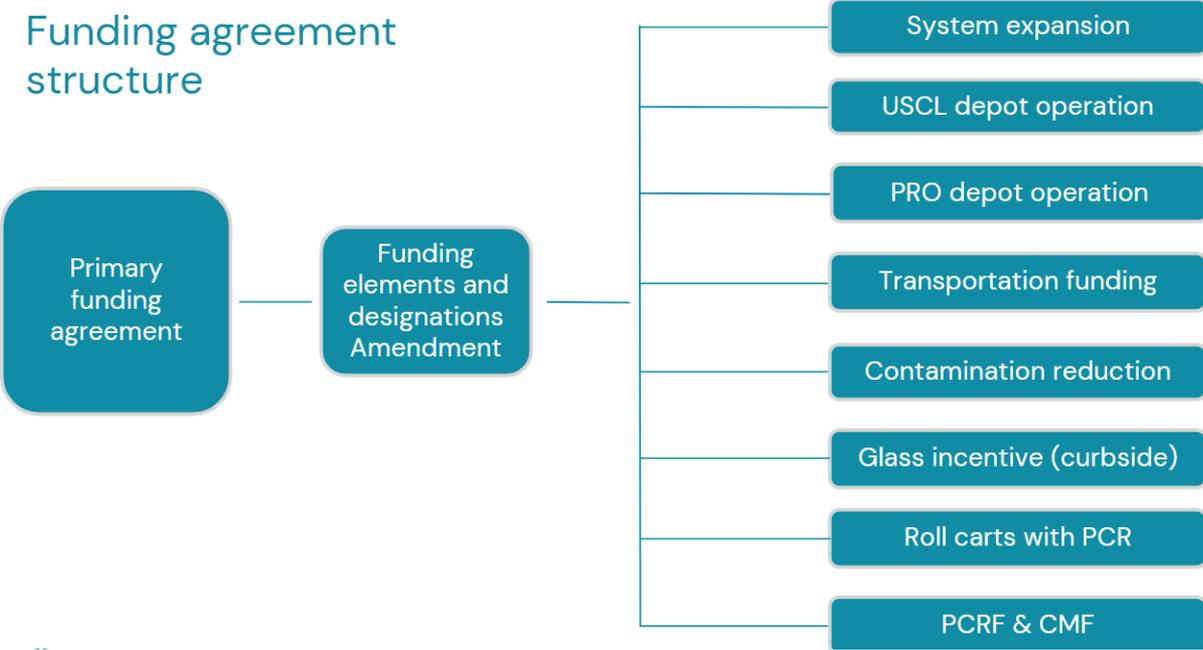
Matt Korot
Technical Advisor

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CAA contacts

Program Area	Contact
Recycling Center and curbside glass incentive outreach/addenda	Crystal Moore: Crystal.Moore@circularaction.org
Glass aggregate diversion outreach	Nick Isbister: Nick.isbister@circularaction.org
USCL depot outreach	Tonya Allison: Tonya.allison@circularaction.org
Transportation reimbursement	Matt Korot: Matt.Korot@circularaction.org
System expansion funding/addenda	Tonya Allison: Tonya.allison@circularaction.org
PRO depots funding/addenda	Marisa Kraft: Marisa.Kraft@circularaction.org
Route information and TS/reload facility info	Dan Lantz: Dan.Lantz@circularaction.org
Service Provider Portal Support	serviceproviders.support@circularaction.org

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Funding agreement structure

The DEQ funding designation identifies the entity that receives funding streams as directed by the local government, as well as the entities designated to receive funding.

Funding agreement structure

Primary funding agreement

Funding elements and designations Amendment

- System expansion
- USCL depot operation
- PRO depot operation
- Transportation funding
- Contamination reduction
- Glass incentive (curbside)
- Roll carts with PCR
- PCRF & CMF

Addenda

- For each stream of funding for which a jurisdiction, service provider, or PRO collection partner is eligible, an addendum describing the terms and conditions of that funding stream will be included with each funding agreement.

- The addenda will include details on:
    - The information that must be submitted.
    - The timeframe within which payment will be made.
    - Any additional information required to verify performance.

CAA SOP for Addenda Consultation

- When your PFA is signed, you will receive a welcome email with portal login instructions.
  - Make sure serviceproviders.support@circularaction.org is whitelisted in your spam folder. Check your spam folder if do not receive welcome email in 2–3 business days.
- A second email will initiate the addenda consultation providing contact for your CAA specialist and funding application(s).
- Each CAA specialist will directly reach out to complete an application per each addendum
  - Consultations' main focus at beginning are Glass, Transportation and CRPF addenda.
  - Please hold off on any edits to the addenda until application is approved. MN will reach out for edits to addenda.
- The goal is to have the consultation completed in 2–3 weeks.
- The team aims to reply to all inquiries within 2 business days.
- If you do not hear from CAA team within one week after your initial consultation, please reach out to oregoninfo@circularaction.org.
- Miller Nash will reach out with drafted final addenda for your edits and approval prior to execution of DocuSign process.

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Priority 1: Transportation Reimbursement

Transportation Reimbursement Addendum (USCL and Glass)

Who needs to sign this?

Any entity claiming the payment of transportation of materials collected under the OTR, which are transported more than 50 miles to the nearest CRPF or REM with capacity. Local governments are strongly encouraged to designate the operator of their local transfer station/reload facility as the recipient of this funding.

What does the addendum cover?

Calculates the transportation reimbursement based on information provided by the funding recipient.

When does it need to be signed by?

July 2025 to cover eligible transport.

What should you do now to be ready?

If you are the transporter, determine all the local governments that a transfer station/reload facility might need to receive designation from.

If you are a local government, determine where USCL materials are consolidated and what party needs to be designated to receive this funding stream.

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Data needed for Transportation Reimbursement

The first step is to request approval for the transportation of material:

- The request date
- Originating Facility name and ID
- Destination Facility name and ID
- Material being transferred – name and ID
- Truck type, e.g., 120 yd WF, 53' trailer, etc. (from Reference Data)
- Preparation type of material, e.g., loose top load, baled, etc. (From Reference Data)
- Estimated cost ($ per load)

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Reporting Transportation Activity

The second step is to report transportation activity:

Origination info	Destination info
The Originating Facility weigh scale ticket number	The Destination Facility weigh scale ticket number
Originating Facility Name and ID# (ID# provided by CAA in Reference Data)	Destination Facility Name and ID# (ID# provided by CAA in Reference Data)
Service Date at Originating Facility (the date on the weigh scale ticket)	Service Date at Destination Facility (the date on the weigh scale ticket)
Service Time in and out of the Originating Facility	Service Time in and out of the Destination Facility

Reporting Transportation Activity

Additionally, CAA will need:

- Transportation Authorization number (as provided by CAA)
- Hauler Name and ID (ID# provided by CAA in Reference Data)
- Material Type and ID (ID# provided by CAA in Reference Data)
- Origin Gross, Tare and Net Weights
- Destination Gross, Tare and Net Weights
- Haul charge

Priority 2: Glass Incentive

Glass Incentive Addendum

What does the addendum cover?

Details incentive payment of $77/ton, and associated reporting requirements, for any community that would like to continue collecting glass through curbside collection or maintain and manage existing glass collection depots. Rates will be updated annually to match the cost to manage glass through the PRO depot collection system.

Who needs to sign this?

Local governments wanting to receive the $77/ton payment, or service provider designated as the recipient.

When does it need to be signed by?

Target date of July 31, 2025, so payments can begin to flow at start of the program.

What should you do now to be ready?

Determine what glass collection activity is currently underway in your community, what services are desired to be maintained and which entity should receive the incentive funding.

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Data needed for Glass Incentive

The following information is required on the Glass Collector Report to get reimbursement for glass collection:

- Weighscale ticket number at the destination facility
- Direction (inbound)
- Service date
- Service time in and out at the destination facility
- Originating community name and ID (ID# provided by CAA in Reference Data)
- Hauler name and ID (ID# provided by CAA in Reference Data)
- Destination facility name and ID (ID# provided by CAA in Reference Data)
- Material name and ID (Three–Mix Glass; ID# 106)
- Route number
- Truck ID#
- Gross, tare and net weight of load
- Haul charge (optional)

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System expansion

System Expansion Funding Addendum

What does the addendum cover?

The eligible funding a local government or their service provider for infrastructure needed to support transition to collecting the list of USCL materials.

Who needs to sign this?

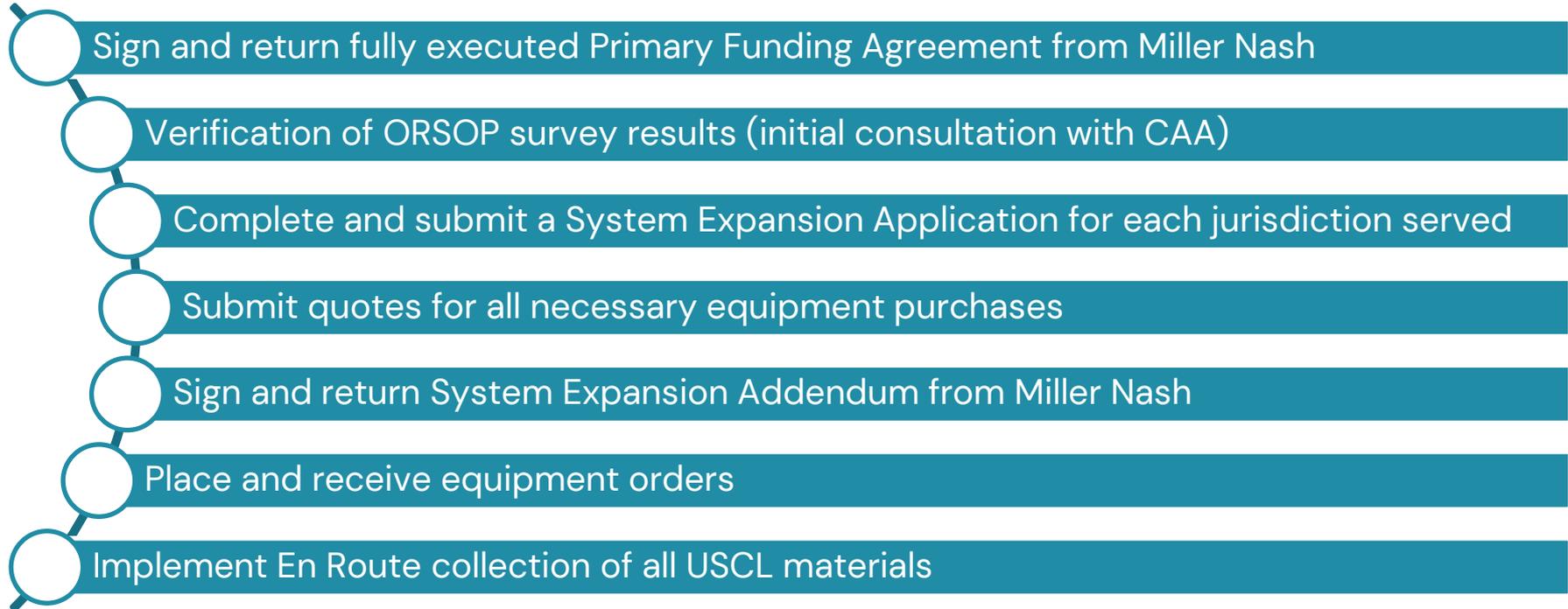Local governments, or their designated service provider.

When does it need to be signed by?

During the open consultation period for the local government's designated priority group (see program plan for scheduling).

What should you do now to be ready?

Local governments and service providers should catalogue needed investments to support USCL collection in advance of the consultation with CAA.

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Process Steps for System Expansion

Sign and return fully executed Primary Funding Agreement from Miller Nash

Verification of ORSOP survey results (initial consultation with CAA)

Complete and submit a System Expansion Application for each jurisdiction served

Submit quotes for all necessary equipment purchases

Sign and return System Expansion Addendum from Miller Nash

Place and receive equipment orders

Implement En Route collection of all USCL materials

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System Expansion Engagement – Phase 1

Priority A
15 community meetings complete.

Priority B
18 USCL depots meetings complete

Priority C
42 USCL depots have been contacted, and meetings are in progress.

Priority D
33 counties engaged, and meetings are in progress.

$ 17.5 M+
The amount CAA plans to invest in Priority A Communities.

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System Expansion Engagement – Phase 2

Priority E
10 proposed USCL and/or Combination depots in 9 counties to be engaged

Priority F
124 jurisdiction to be engaged (includes 30 CDP – Census Designated Places)

Non-Responders

- 108 Jurisdictions without complete responses to the 2024 ORSOP Survey
- ALL have been offered an opportunity to participate in the ORSOP 2.0 Survey – closing date 7/25/2025
- ALL responders will be included in Phase 2 Outreach

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Service Provider Portal

Integration into payment system

- CAA has built the Service Provider Portal that will be a one stop shop to:
  - Submit requests for reimbursement
  - See invoices
  - Find corresponding data outlined in the contract

- CAA will document all local government designations and contract addenda for each service provider
  - Each local government or service provider will only have access to submit invoices and data associated with a signed contract addendum

- The Service Provider Portal will enable the setup of payment accounts for easy receipt of payments
  - Serviceproviders.support@circularaction.org

Integration Into Service Provider Portal

- Following the completion and approval of your PFA
  - CAA will set up your account for the Service Provider Portal, and a welcome email will be sent with guides for both Vendor (Billing) and Activity Reporting
- Information necessary for complete setup in the SP Portal
  - Billing Contact: contact responsible for invoicing CAA and receiving reimbursements from CAA
    - Billing contact will be requested directly from person who signed PFA, or completed application form.
  - Activity Report Contact(s): Person(s) responsible for submitting activity reports into Service Provider Portal
    - Can have more than one Activity Report contact set up

SP Portal – Two Main Functions

Activity Reporting

- Submit activity reports
- Review status of activity reports
- Receive and review monthly summaries

Invoices

- Extra security: only available to billing contact
- Enter and update bank information
- Submit invoices
- Review invoice status

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What are Activity Reports?

Originating Facility ID	Originating Facility Name	Destination Facility ID	Destination Facility Name	Material ID	Material Type	Truck Type	Material Preparation Type	Estimated Cost	Estin
Required	Optional	Required	Optional	Required	Required	Required	Required	Required	Optic
GIS_050	Marion County RR	GIS_028	Garten Services Recycling	103	Single Stream - Transfer	TL120yd	Loose Top Load	$ 500.00	
GIS_050	Marion County RR	GIS_028	Garten Services Recycling	103	Single Stream - Transfer	TL120yd	Loose Top Load	$ 500.00	
Sample entries above for reference									
		Directions							
Originating Facility ID		For materials to be transferred from a Reload Facility to a CRPF, indicate the Originating Facility ID (see Refere							
Originating Facility Name		For materials to be transferred from a Reload Facility to a CRPF, indicate the Originating Facility Name (see Re							
Destination Facility ID		For outbound transfer loads, indicate the proposed Destination Facility ID (see Reference Data)							
Destination Facility Name		For outbound transfer loads, indicate the proposed Destination Facility Name (See Reference Data)							
Material ID		Indicate the Material ID for the material to be put onboard the outbound truck (see Reference Data for materia							
Material Type		Indicate the Material Name for the material to be put onboard the outbound truck (see Reference Data for mat							
Truck Type		Indicate the type of transfer truck to be used for the load							
Material Preparation		Indicate how the material will be prepared for shipment (See Reference Data)							
Estimated Cost		Indicate the estimated cost for the transfer shipment							
Estimated Tons		Indicated the anticipated weight of the transfer load (within 5%) in tons							
Transportation Number		To be provided by CAA							

- Excel template with detailed information to be filled out by the SP on material movement

- Each template will be available on the portal and can be shared once an addendum is signed

- Templates include detailed directions, reference data and a sheet to fill data

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Activity Reporting – Frequency

Service Provider Role	Activity Report	Frequency	Notes
CRPF	Inbound/Outbound Report	Daily (or weekly with CAA approval)	All reports for the month must be submitted by the 3rd business day of the next month
CRPF	Inventory Report	Monthly	Report must be submitted by the 3rd business day of the next month
CRPF	Broker/End Market Report	Monthly	All shipments must be tracked to Responsible End Market
Transfer Station/ Reload Facility	Inbound/Outbound Report	Weekly	All reports for the month must be submitted by the 3rd business day of the next month
Glass Collection	Delivery Report	Weekly	All reports for the month must be submitted by the 3rd business day of the next month
Transportation Reimbursement	Request for Approval	Monthly	Shipments must be approved PRIOR to shipment, recommend requesting approval for expected loads for the UPCOMING month
Transportation Reimbursement	Shipment Confirmation	Monthly	Report must be submitted by the 3rd business day of the next month

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Submitting for transportation reimbursements

- Service Provider will submit a Transportation Reimbursement Request (Activity Report)
  - Fill in one row for each expected shipment for the coming month.
  - Each row has Origin Facility, Destination Facility, Material, Material Preparation Type, Truck Type, Estimated Cost and Estimated Tons.
  - CAA's system will validate the request against the approved travel segments for the service provider submitted during the contracting process.
  - CAA's system will return the Activity Report with a Transportation Authorization number.
- After shipment and by the end of the month, the Service Provider will submit a Transportation Reimbursement Activity Report
  - Each row will contain actual shipment information, including scale tickets, actual price, actual tons and a valid Transportation Authorization number.
- CAA will generate a monthly summary available in the Portal
- The Service Provider will submit an invoice that matches the monthly summary

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Baseline Data – CRPFs, TS/Reload, Transportation Reimbursement

- CAA Data & Analytics team is reaching out to service providers to support data gathering:

  - CAA will support mapping inbound/outbound transactional exports to our system

  - CAA will work with each service provider to map facilities, materials and customers to our reference data

- CAA requires a **route** field for all local inbound loads to CRPFs and TS/Reload facilities

  - Service providers should work to include that field in their scale systems

  - CAA is working with haulers to get reference data for each of their routes

- Look for communication from Dan Lantz specifically on data requests (daniel.lantz@circularaction.org)

Baseline Data
(CRPFs, TS/Reload, Transportation Reimbursement)

- CRPFs & TS/Reload Facilities
  - 3+ months of transactional data
  - Inbound and outbound scale tickets
- Transportation Reimbursement
  - Transportation segments
  - Estimated monthly shipments
  - Truck types
  - Material preparation type

Support for Service Provider Portal

- If you are having issues with the following once set up in the Service Provider Portal
  - Data Submission
  - Portal Access
  - Email Change
  - Other issues that require CAA assistance
- Activity Report Contacts will be able to submit cases in the "Help and Support" tab for CAA to provide support and assistance
  - Issues logging in? Contact serviceproviders.support@circularaction.org
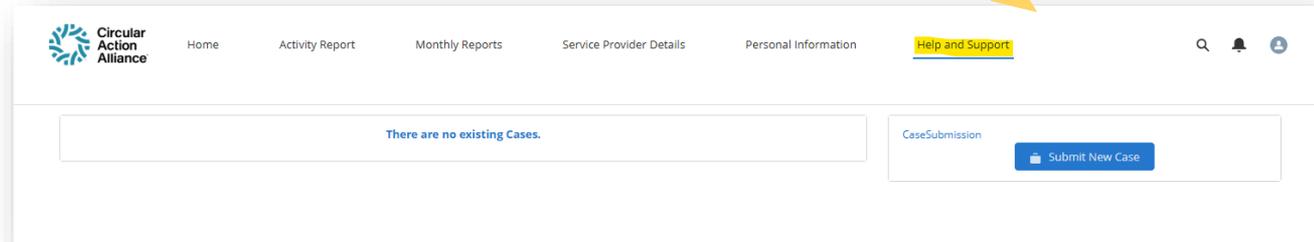
Questions?

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