

Compost Procurement Ordinance (CPO) Reporting Walkthrough

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For the

Solid Waste Management Program

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Publication Information

This document is available on the Department of Ecology's [Compost Procurement Ordinances and Report for Local Government webpage](#).

The document has written instructions and screenshots to guide local government to submit their Compost Procurement Ordinance (CPO) report. Cities and counties with a CPO are required to submit an annual report by March 31 starting in 2025. The first years' report will include data from 2024 and is due March 31, 2025. All cities and counties required to have a CPO must follow Revised Code of Washington (RCW) [43.19A.150](#).

Section 5 of [RCW 43.19A.150](#) says "by March 31, 2025, and each March 31st thereafter, each city or county that adopts an ordinance under subsection (1) or (2) of this section must submit a report covering the previous year's compost procurement activities to the department of ecology that contains the following information:

- (a) The total tons of organic material diverted throughout the year and the facility or facilities used for processing;
- (b) The volume and cost of compost purchased throughout the year; and
- (c) The source or sources of the compost."

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¹ www.ecology.wa.gov/contact

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SAW and Portal Entry Instructions

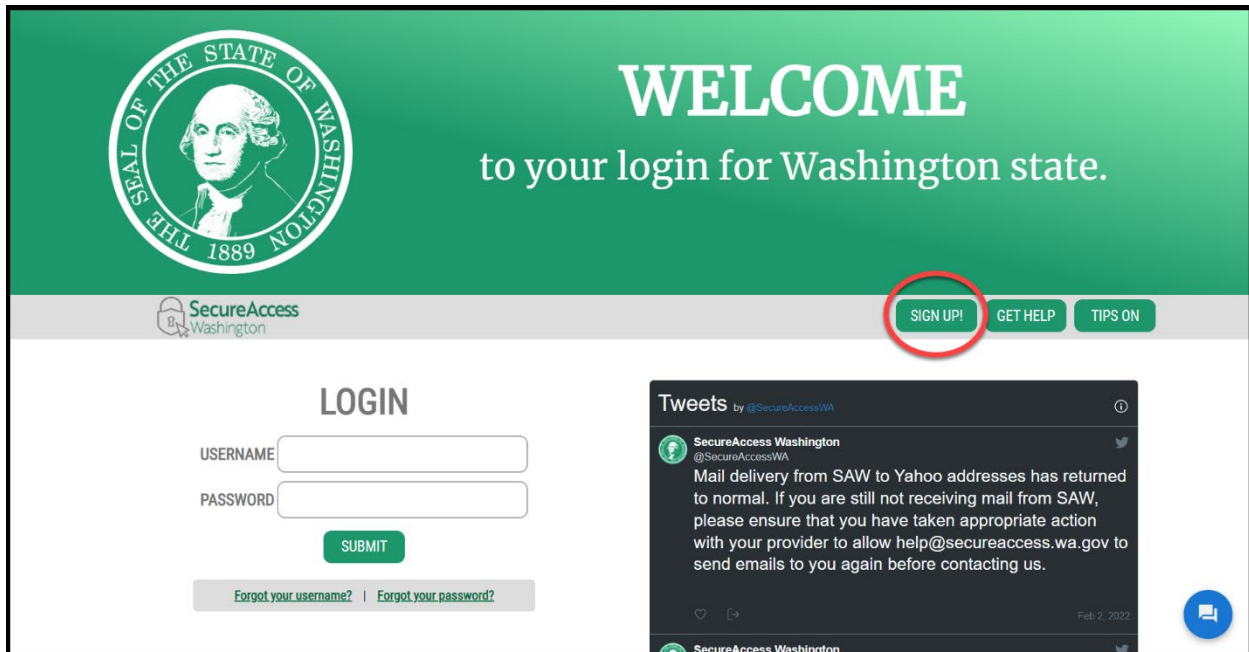
Step 1 – Sign up for a Secure Access Washington (SAW) Account

To start, you need to have a [SAW account](#). If you already have a SAW account, login and skip to Step 2 - [Add a New Service to Your Account](#) section.

Note: SAW accounts are user-specific and should not be shared between users.

Information needed to register:

- First name
- Last name
- Primary Email (preferably your email used for government work)
- Username
- Password

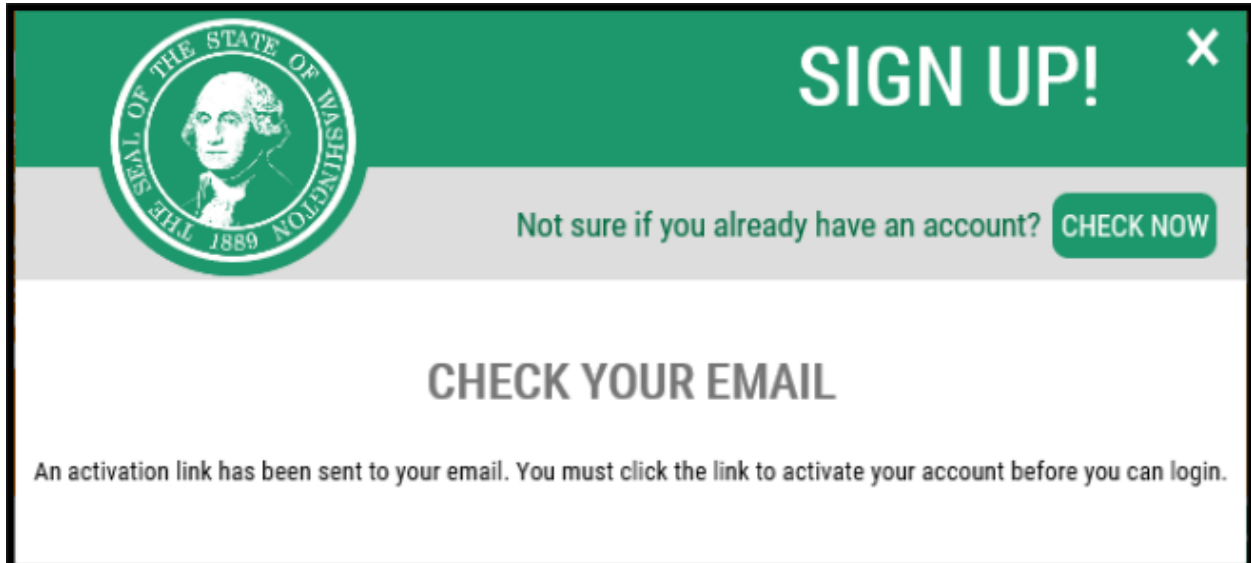


Screenshot 1 Go to the [SAW homepage](#)². Click **Sign Up** to create a username and password. Fill in the form with your information and click **Submit**.

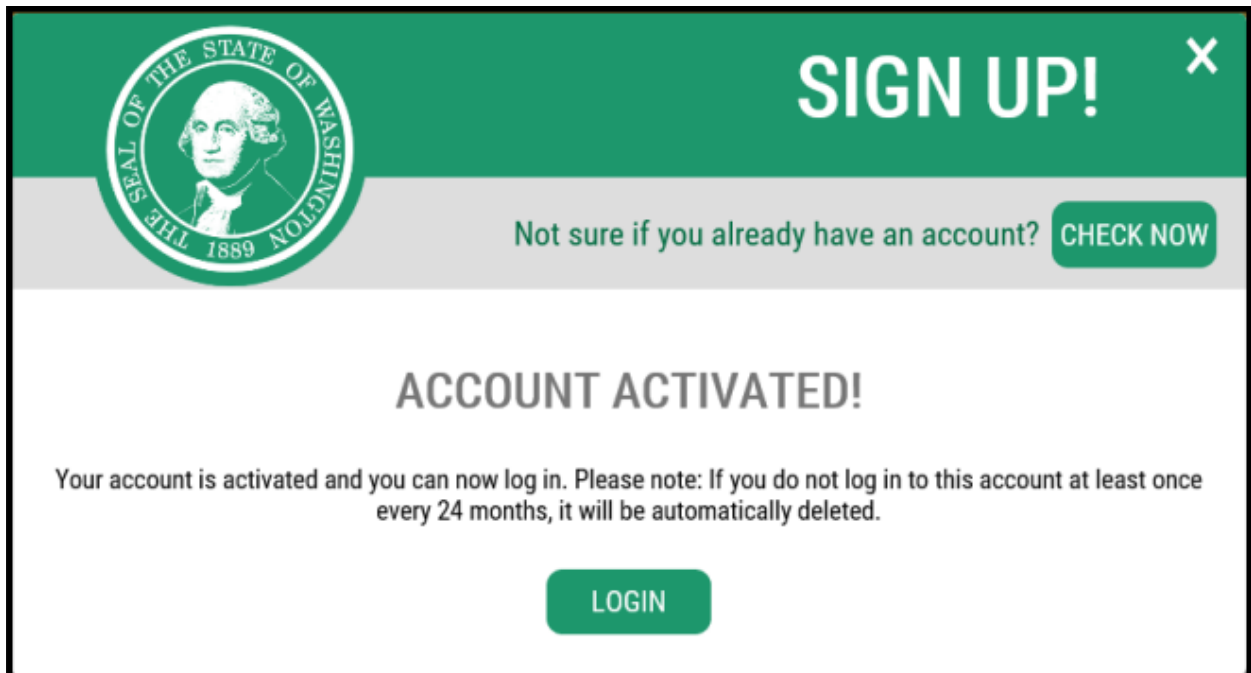
² <https://secureaccess.wa.gov/myAccess/saw/select.do>

Activate Your SAW Account

Once you click **Submit** from the previous screen, SAW will send you an activation email.



Screenshot 2 Click the activation link inside the SAW confirmation email.



Screenshot 3 Once you click the activation link, SAW verifies your account is active. Click **Login**.

Troubleshooting SAW

Ecology doesn't have access to your SAW account. The login page has the following options to recover your account:

- Forgot your password?
- Forgot your username?
- Get Help

After two failed password attempts, your account will lock. If this happens, you'll need to contact SAW.

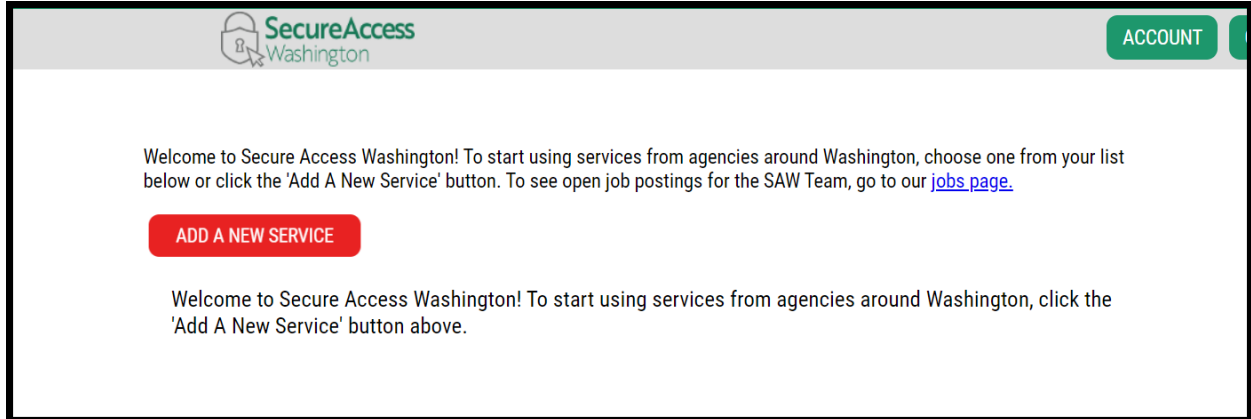
Users who have not logged into their accounts in the last 24 months will be expired and be deleted from the system.



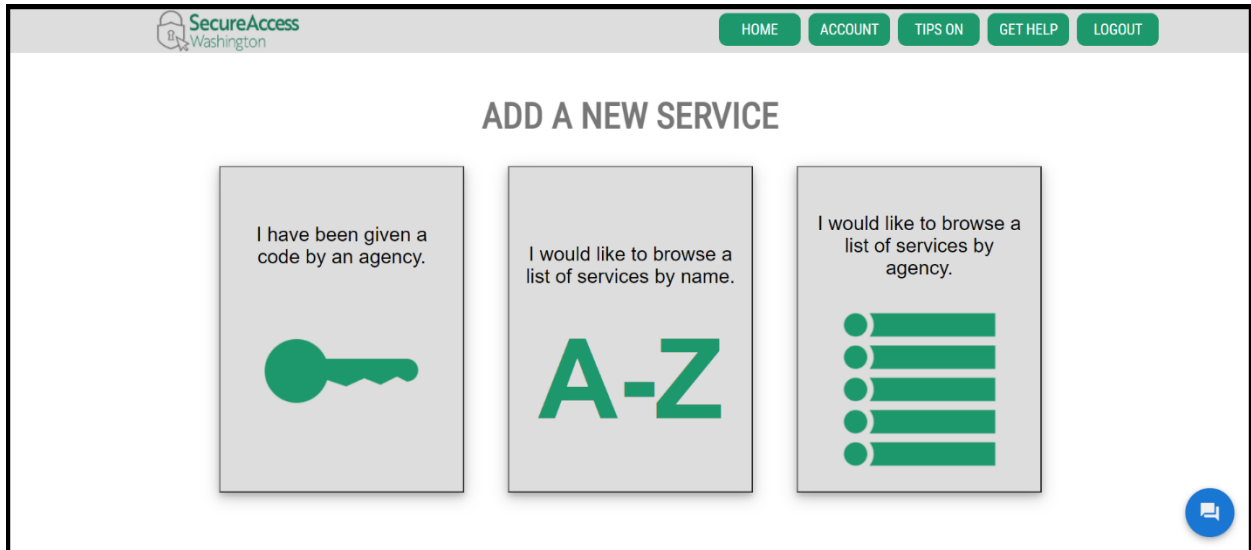
Screenshot 4 To recover your username or password, click on forgot your username or forgot your password.

Step 2 – Add a New Service to Your Account

You must **Add a New Service** to access the Compost Procurement Portal. You will only need to do this once.



Screenshot 5 Login to SAW and click, **Add a New Service**. The button may be green or red.



Screenshot 6 Click **I would like to browse a list of services by name**.

A list of services will display and include options from all state agencies in alphabetical order. If you prefer, you can click on **I would like to browse a list of services by agency**, and then select **Ecology**. Find the **Compost Procurement** portal through either method.

SecureAccess Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ALL PUBLICLY DISPLAYABLE SERVICES

Please note that some services require an access code and will not appear in this list. If you have been given an access code, please enter it on the previous page.

ADVANCE NOTICE OF OIL TRANSFER <small>The Advance Notice of Oil Transfer (ANT) system is a web-based application that will capture and administer ANT, required by WAC 173-180-215, WAC 173-184-100, and WAC 173-185-070, which are submitted by oil transferring activities.</small>	APPLY
AESTIVA APPLICATION <small>Purchase order system for the Military Department.</small>	APPLY
AIR QUALITY APPLICATION PORTAL <small>Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.</small>	APPLY
AIRCRAFT INTERNET REGISTRATION <small>Annual registration of aircraft operation within the state of Washington.</small>	APPLY

Screenshot 7 The list is alphabetical. Find the **Compost Procurement** portal and click **Apply**.

REGISTRATION COMPLETE

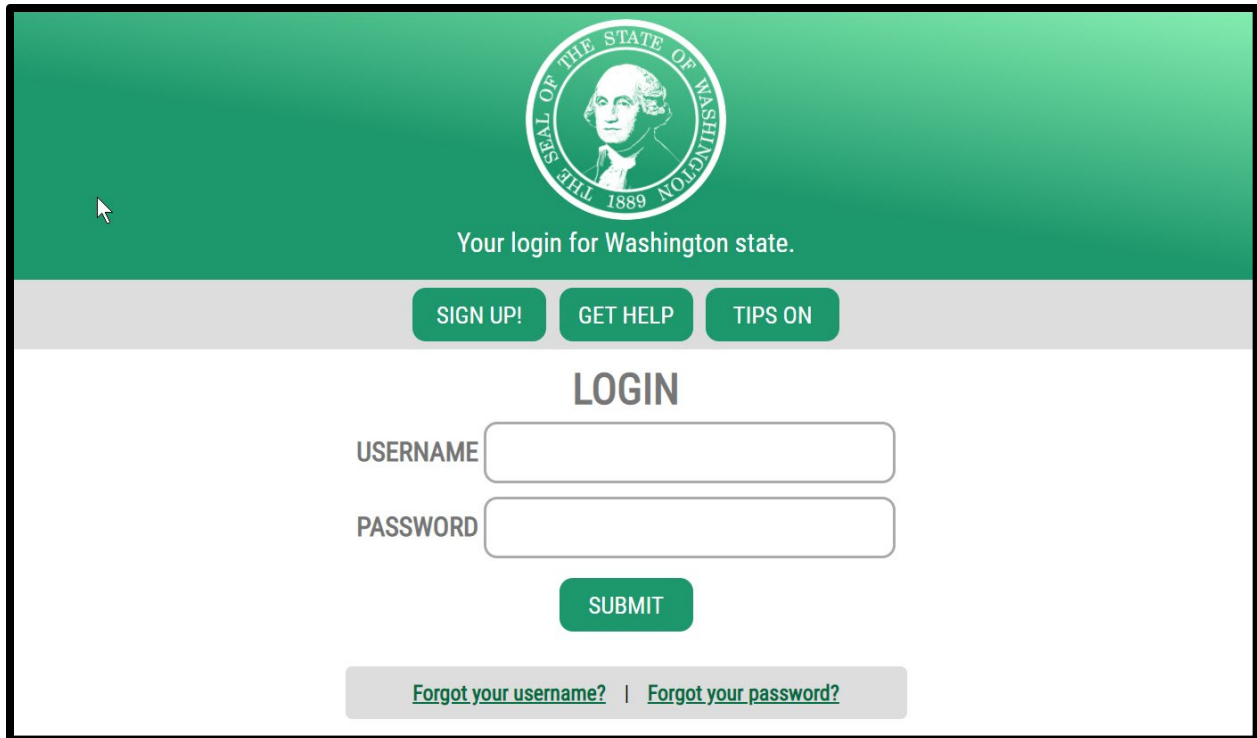
This service has been added to your list and is ready for you to start accessing.

[OK](#)

Screenshot 8 Your registration request is automatically approved. Click **OK** to return to your secure services homepage.

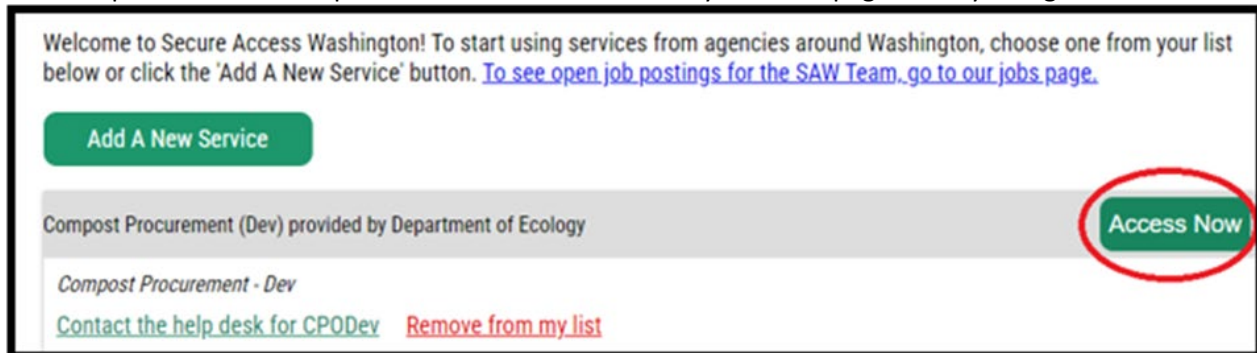
Step 3 – Enter the Compost Procurement Site

You may need to log back into SAW after adding the Compost Procurement portal.



Screenshot 9 Go to the [SAW login page](#)³. Enter your username and password. Click **Submit**.

The Compost Procurement portal should now be listed on your homepage when you log into SAW.



Screenshot 10 Find **Compost Procurement**, click **Access Now**, and click **Continue**.

The first time you access the Compost Procurement portal, an 'Action Required' notification will be listed under System User Information. You will need to add your contact information. The next step will be to register for your jurisdiction, so you can have access to their report.

³ <https://secureaccess.wa.gov/myAccess/saw/select.do>

Compost Procurement Report

Welcome to the Department of Ecology's Compost Procurement Report. This report is for certain cities and counties to submit their annual reports summarizing their compost procurement activities.

System User Information

Review and verify that your information is up to date

User Name: mian461 **Email:** mian461@ecy.wa.gov **Name:** △ Name Required

[Update Name](#)

Annual Reports

[RCW 43.19A.150](#) requires certain cities and counties to submit annual reports summarizing their compost procurement activities, the total tons of organic material diverted, the volume and cost of the compost purchased, and the source(s) of the compost.

Please submit only one annual report per jurisdiction. To edit or update your annual report select "edit" from your "Annual Reports" below.

You must first register for access, and Ecology must approve your access, before you submit your first annual report.

The first annual report is due on December 31, 2024 for 2023 data. After that, reports are due on December 31 every two years and will include the previous two years of data. So, the data for 2024 and 2025 will be due on December 31, 2026. However, you may submit your report annually.

My Jurisdictions

[Register for Jurisdiction](#)

Screenshot 11 Click **Update Name** under the System User section. Enter your information and click **Save**. Then click the **Register for Jurisdiction** button.

Submitting a New CPO Annual Report

Step 1: Request Access to Jurisdiction(s) and enter Contact information

After entering your contact information and clicking on the Register for Jurisdiction button (see Screenshot 11), you can request access to a jurisdiction's report. Choose the jurisdiction from the drop-down list, which has all the cities and counties in the state. After selecting your jurisdiction, click the **Add Jurisdiction** button. If you need to complete more than one jurisdiction report, select and add the name of the jurisdictions one at a time.

If you do not see your city or county on the list, email the Organics Team at organics@ecy.wa.gov. Towns are not required to complete this report, so they are not part of this list, however their report data can be captured within their county's report.

After requesting access to a jurisdiction(s), they will appear under Pending Jurisdictions.

Important: Only select the jurisdiction(s) that you are authorized to complete and/or submit a report for. Reports are due annually on March 31 and should include information for the previous year.

My Jurisdictions

Select a Jurisdiction below and click 'Add Jurisdiction'. The request will be pending until approved.
If you don't see your Jurisdiction listed, [click here](#) to send an email to our organics team to request a new Jurisdiction.

- Jefferson
- benson
- Mason
- Skagit

Select a jurisdiction ▼

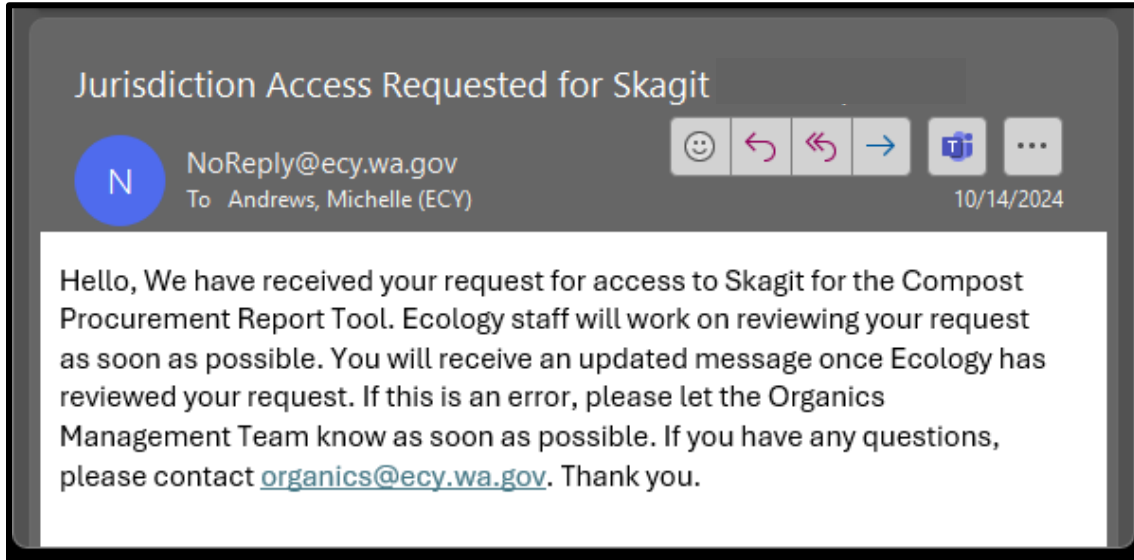
Add Jurisdiction

Pending Jurisdictions ⓘ

Name	Status
Whatcom	Pending

Screenshot 12 From the Compost Procurement Report Homepage, click on **Select a jurisdiction** to open a drop-down list. After selecting jurisdiction, click the **Add Jurisdiction** button. If the jurisdiction is not on the list, click on the 'click here' text to open an email to the Organics Team.

Once you have requested access to a jurisdiction, you will receive an email confirming Ecology received your request. Staff will review the request and approve or deny within three business days. You will receive another email letting you know whether your request has been approved or denied.



Screenshot 13 After the request has been submitted, you will receive a confirmation email that your request was received. A second email will be sent once access is approved or denied.

Enter jurisdiction details

Once your jurisdiction has been approved, enter the jurisdiction’s main mailing address. After entering the address, click the **Submit** button.

Home Contact Us Log Out

Jurisdiction Information

Jurisdiction Name:
Jefferson

Mailing Address Line 1: *required*
5050 Spruce St

Mailing Address Line 2:
PO Box 222

City: *required*
Port Townsend

State:
WA

Zip: *required*
98368

Submit Back

Screenshot 14 After entering the address, click the **Submit** button.

Add New Contact(s)

Next add a new contact for your city or county CPO report. To begin entering contact information, click Update Contacts.

Jefferson County

Jurisdiction Address: [Update](#)
5050 Spruce St PO Box 222
Port Townsend, 98368

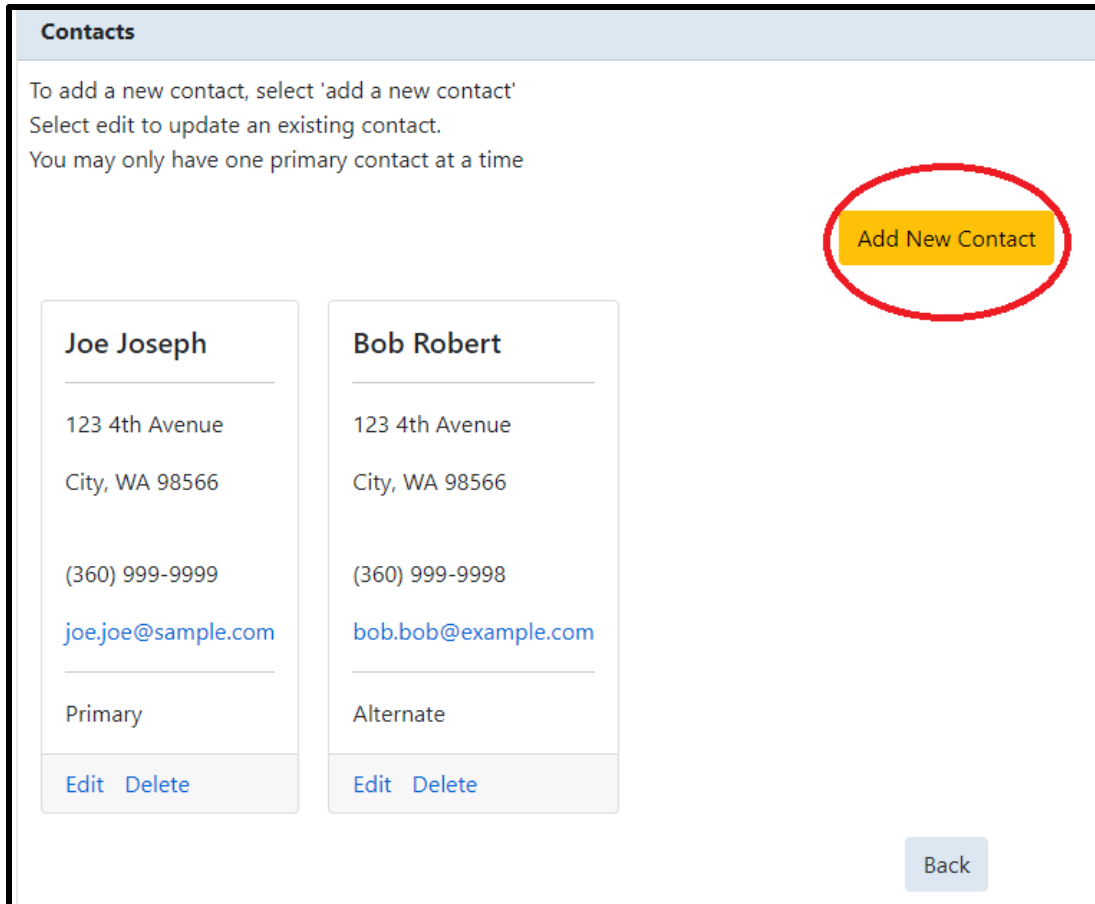
Contacts: [Update Contacts](#)

Name	Email	Contact Type
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[Report](#)

Screenshot 15 Click on **Update Contacts** to add new contacts or edit existing ones.

Next, click on Add New Contact to open a form where you enter contact information.



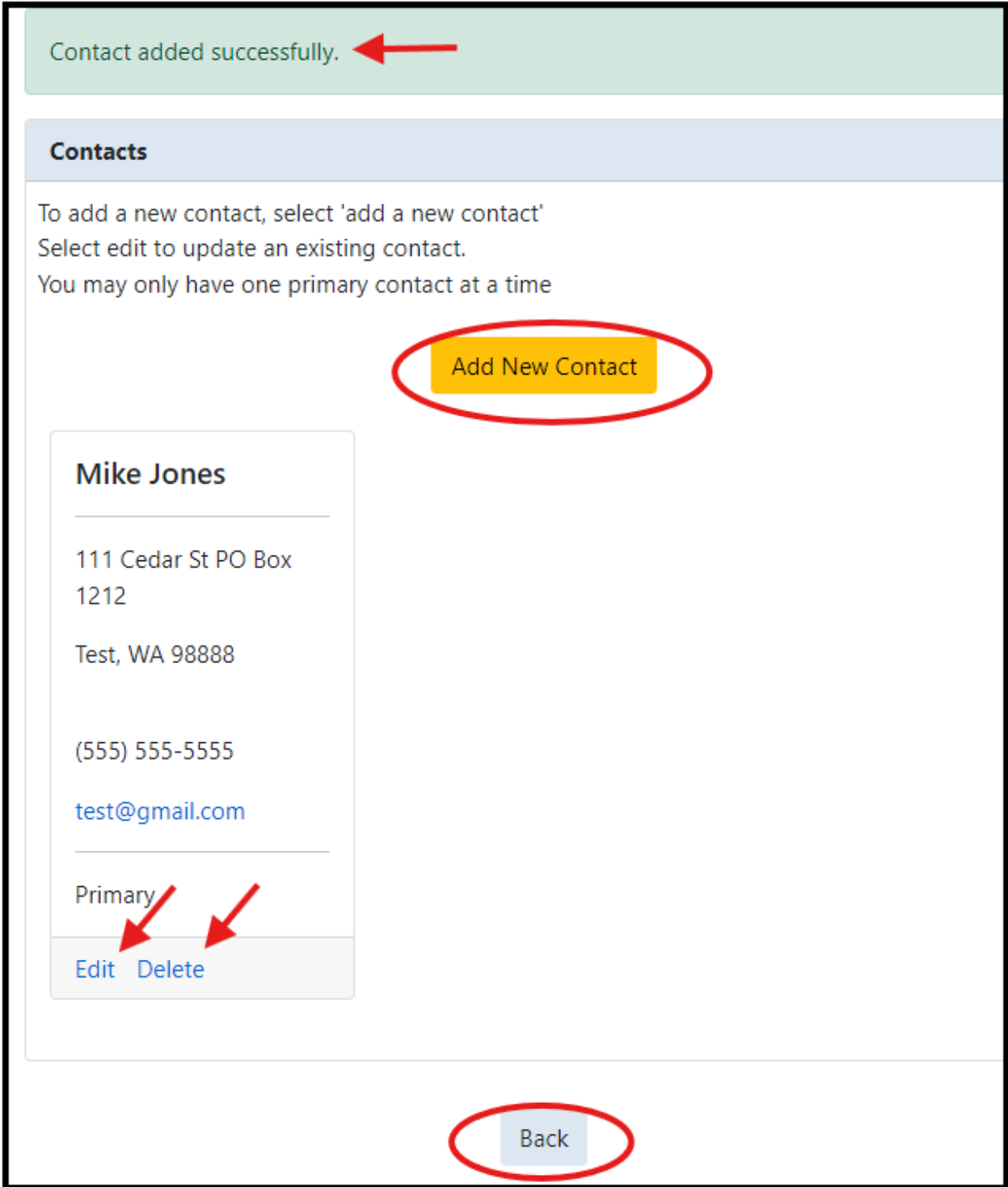
Screenshot 16 On the next screen, click on **Add New Contact**.

On the **Add Contact Form**, you have the choice of contact type, either primary or alternate. The first person entered will default to primary, and any additional persons can be made into the new primary or as an alternate. Each jurisdiction must have a primary contact always listed and can only have one primary contact, however there can be multiple alternates. Each person needs their own SAW account to access the report and the report history.

The screenshot shows a web form titled "Contact Form (Add)". At the top, there is a section "Select Contact Type:" with two radio buttons: "Primary" (which is selected) and "Alternate". Below this is the "Contact Details" section, which contains several input fields: "First Name" (filled with "Mike"), "Last Name" (filled with "Jones"), "Phone Number" (filled with "5555555555"), "Email address" (filled with "test@gmail.com"), "Address Line 1" (filled with "111 Cedar St"), "Address Line 2" (filled with "PO Box 1212"), "City" (filled with "Centralia"), "State/Province" (filled with "Washington"), and "Zip Code" (filled with "98888"). At the bottom of the form, there are two buttons: a blue "Back" button and a grey "Save Contact" button. Red circles and arrows highlight the "Primary" radio button and the "Save Contact" button.

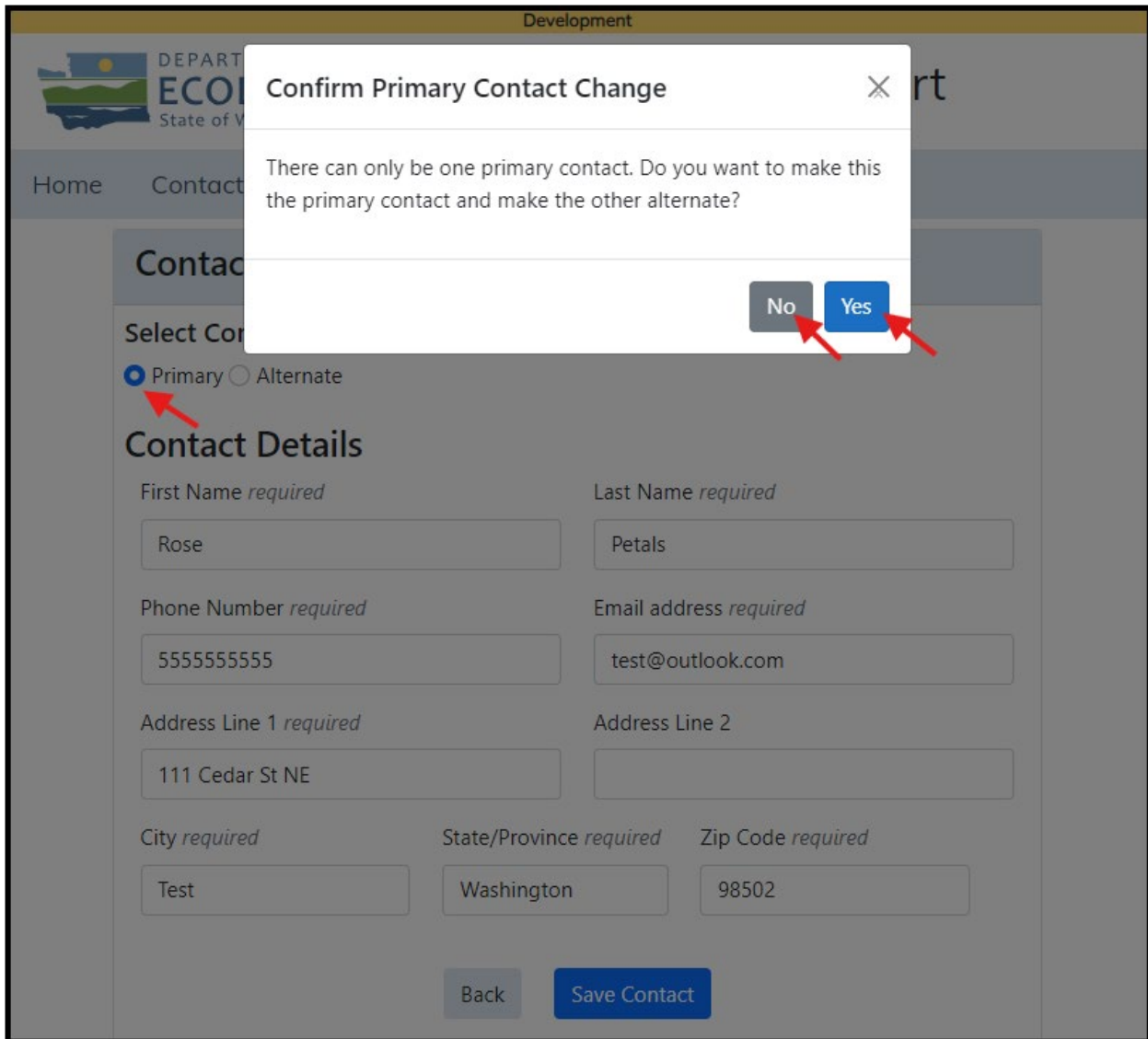
Screenshot 17 Select **Primary** or **Alternate** contact type. Fill out the contact details. Click **Save Contact** when done.

After saving the contact, a green bar at the top of the page appears confirms the contact was added. At this stage, you can edit or delete the contact, add other new contacts, or click the back button to go back to the main page.



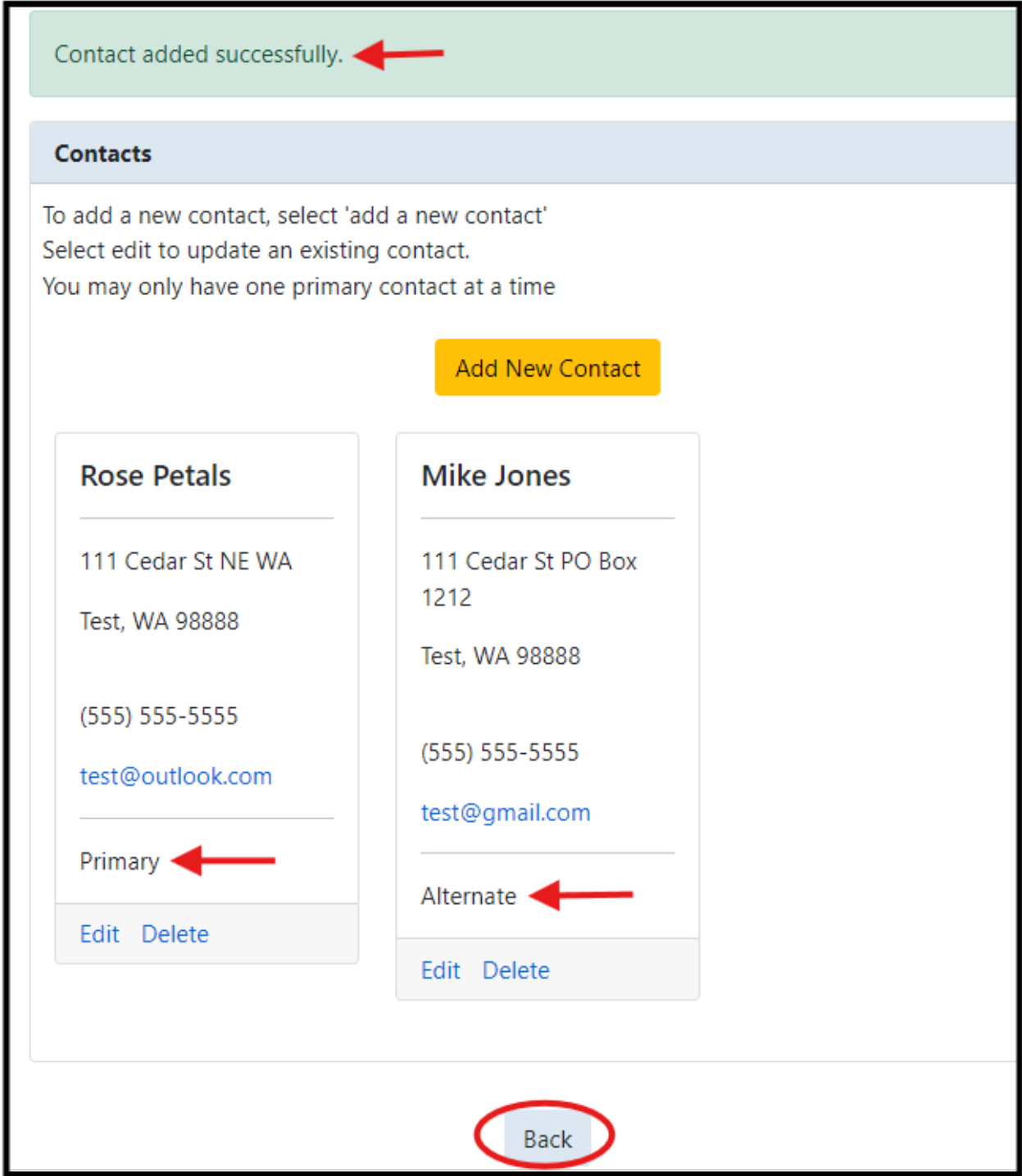
Screenshot 18 Click **Edit** to change contact information, **Delete** to remove a contact, **Add new contact**, or click **Back** to return to the main page.

If you add a new contact and mark them as primary when one already exists, a pop-up window will appear. Select Yes to make them the new primary or select No if you want the existing primary contact to stay the same and make the new contact an alternate.



Screenshot 19 When adding a new primary contact, and one already exists, select **Yes** to replace them as the primary contact.

A green banner will appear at the top of the page to confirm the new contact was added. When making a new contact the new primary, the system will automatically make the previous primary contact the alternate. Click the back button when you are finished adding contacts.



Screenshot 20 A green banner will display when a contact is successfully added. Click the **Add New Contact** to add more contacts as needed. Click **Back** to return to the main screen.

When you are done adding jurisdiction and contact information, click on the red Report button to start filling out your annual report.

My Jurisdictions

Jefferson County

Jurisdiction Address: Update

5050 Spruce St PO Box 222

Port Townsend, WA 98368

Contacts: Update Contacts

Name	Email	Contact Type
Mike Jones	test@gmail.com	Alternate
Rose Petals	test@outlook.com	Primary

Annual Report

←

Screenshot 21 Click on the **Report** button to begin filling out the report.

Step 2: Add Report Information

The required report information includes:

- the total tons of organic material diverted from landfills throughout the report year, and
- the facility(ies) used for processing it;
- the volume and cost of compost purchased throughout the year, and
- the sources(s) of the compost.

First, select the report year you want to complete. The current report year is for the previous year. For example, if you are doing the report for 2025, it will be for activities done in 2024.

The first part of the report will focus on the amount of organic material your city or county diverted from the landfill. According to [WAC 173-350-100](#), organic materials are defined as “any solid waste that is a biological substance of plant or animal origin capable of microbial degradation. Organic materials include, but are not limited to, manure, yard debris, food waste, food processing wastes, wood waste, and garden wastes.”

Enter the tons of organic material diverted. If only the amount of cubic yards is available, then use conversion formulas in Ecology's General Measurement Standards and Reporting Guidelines to convert to tons. When you are finished, click Continue.

Screenshot 22 Fill out the report year and the tons of organic materials diverted from landfills, then click **Continue**.

The second page of the report continues asking about the organic material diverted from landfills throughout the report year. Select Yes or No if your jurisdiction diverted organic materials from the landfill during the report year.

If your jurisdiction diverted organic material, then you will need to report which processing facility(ies) processed the organic materials. Organic material processors are usually compost facilities. Click on the Select a Facility box to open a drop-down list of facilities and select the correct facility. For each facility, click **Add Facility to Report**. You must add each organics processing facility you used individually. Once added, the facility name will be added to the list of processing facilities on your report.

Use the **Delete** link next to a facility to remove it from your list of processing facilities.

If the name of a processing facility is not on the list, click "Don't see your facility listed? Click here". A form will open as an option to add a facility that is not already on the list. **Carefully review the list before adding a new facility**. Be sure to **enter the facility name correctly**. Once you enter it, it will be added to the list that everyone uses for this report. Sometimes a facility

has multiple names, for example Pierce County Recycling, Composting and Disposal LLC is also known as LRI Hidden Valley Compost and LRI Compost Factory. For this example, the facility is listed as LRI Compost Factory. If your jurisdiction used another type of organic material processor, for example one that produced biochar, you can add that facility to the list.

Screenshot 23 Click **Yes** or **No** if organic materials were diverted from landfills, then click on the box to open the drop-down list with the names of compost facilities. Choose the facilities that processed the organic materials, then click **Add Facility to Report** after each one. Click on the hyperlink **Don't see your facility listed? Click here** in order to enter the name of an organic material processor that is not already on the list.

Click **Continue** when your list of processing facilities is complete. Next enter the volume and cost of the compost your jurisdiction purchased either directly or through your contractors. Do not report compost that was not purchased.

First enter the amount of compost that was purchased. This can be in cubic yards or tons. If you enter tons, the report automatically converts tons to cubic yards using the factor of 1,100 pounds per cubic yard of compost. Next enter the total cost of compost your jurisdiction

purchased during the report year. Do not include transportation, tax or other miscellaneous fees. Only enter the cost of the compost itself.

Compost Report Organics Diverted Facilities Compost Purchased Review Page

Compost Procurement Report

Compost Purchased

Did your jurisdiction purchase compost in 2024? Yes No

Please report the total volume and cost of compost purchased from each source for the year. If you only have the amount in tons, select the drop-down and choose tons and your amount will be converted automatically to cubic yards (the conversion used is 1,100 pounds per cubic yard of compost).

Sources are facilities that produced the compost you purchased. If you bought compost from a third-party retailer (i.e. big box store) or a soil blender, please look on the bag, or ask the retailer to tell you where the compost was produced and list the compost producer.

Enter the total amount of compost purchased in 2024. i

100 Cubic Yards

Enter the total cost of compost purchased in 2024. i

2,000 Dollars

Screenshot 24 Enter the volume and total cost of compost purchased during the report year.

Select the source(s) for the facility that produced the compost purchased. Typically compost facilities are the sources. If you bought compost from a third-party retailer (i.e. big box store) or a soil blender, please look on the bag, or ask the retailer to tell you where the compost was produced and list the compost producer.

Click on the text “Don’t see a facility listed, add it here” if the source of the compost purchased is not on the list. That will bring up an option to add a new facility. **Please carefully review the list before adding a new facility.** Sometimes a facility can have multiple names, for example Pierce County Recycling, Composting and Disposal LLC is also known as LRI Hidden Valley Compost and LRI Compost Factory. For this report we list this facility as LRI Compost Factory.

Select the source(s) of compost purchased (Select all that apply). i

<input type="checkbox"/> Bailand Farms Yardwaste (Bailey) Compost	<input type="checkbox"/> JBLM PCSS Storage + Treatment Facility/and Composting Facility	<input type="checkbox"/> Riverside Topsoil Inc
<input type="checkbox"/> Barr-Tech Composting Facility	<input type="checkbox"/> Kittitas County Compost Facility	<input type="checkbox"/> Silver Springs Organics Composting LLC
<input type="checkbox"/> Boise White Paper LLC	<input type="checkbox"/> Lawrence Farms LLC Compost Facility	<input type="checkbox"/> Skagit Soils Inc
<input type="checkbox"/> Cedar Creek Corrections Center WWTP	<input type="checkbox"/> Lenz Enterprises Inc	<input type="checkbox"/> Smit's Compost
<input type="checkbox"/> Cedar Grove Composting Co. Maple Valley	<input type="checkbox"/> LRI Compost Factory	<input type="checkbox"/> Stemlit World Famous Compost Facility
<input type="checkbox"/> Cedar Grove Composting, Inc.	<input type="checkbox"/> Mailliard's Landing Nursery	<input type="checkbox"/> Sudbury Landfill Compost Facility
<input type="checkbox"/> Centralia Composting	<input type="checkbox"/> Mesa Compost Facility	<input type="checkbox"/> Sunnyside Dairy
<input type="checkbox"/> City of Port Angeles Compost Facility	<input type="checkbox"/> Midnight's Farm	<input type="checkbox"/> Test
<input type="checkbox"/> City of Richland Horn Rapids Composting Operation	<input type="checkbox"/> Natural Selection Farms Composting Facility	<input type="checkbox"/> Thomas Farm Agricultural Composting
<input type="checkbox"/> Colonial Lawn & Garden, Inc.	<input checked="" type="checkbox"/> NORTH MASON FIBER CO	<input type="checkbox"/> United States of Compost
<input type="checkbox"/> Columbia Rock Products Inc.	<input type="checkbox"/> Olympic Organics LLC	<input type="checkbox"/> Wilcox Farms Inc
<input type="checkbox"/> Cowlitz Valley Compost	<input type="checkbox"/> OVENELL FARMS COMPOSTING FACILITY	<input type="checkbox"/> Wildwood Farm
<input type="checkbox"/> Dirt Hugger LLC	<input type="checkbox"/> Pacific Topsoils - Maltby	<input type="checkbox"/> Woodland Park Zoo
<input type="checkbox"/> Dykstra Farm	<input type="checkbox"/> Pierce County (Purdy) Composting Facility	<input type="checkbox"/> WSU Compost Facility
<input type="checkbox"/> Green Earth Technology (Compost)	<input type="checkbox"/> Port Townsend Biosolids Compost Facility	
<input type="checkbox"/> H & H Wood Recyclers	<input type="checkbox"/> Quincy Compost	

[Don't see a facility listed, add it here](#)

←

Total Compost Purchased Amount: 100.00 Cubic Yards

Total Compost Purchased Cost: \$ 2,000.00

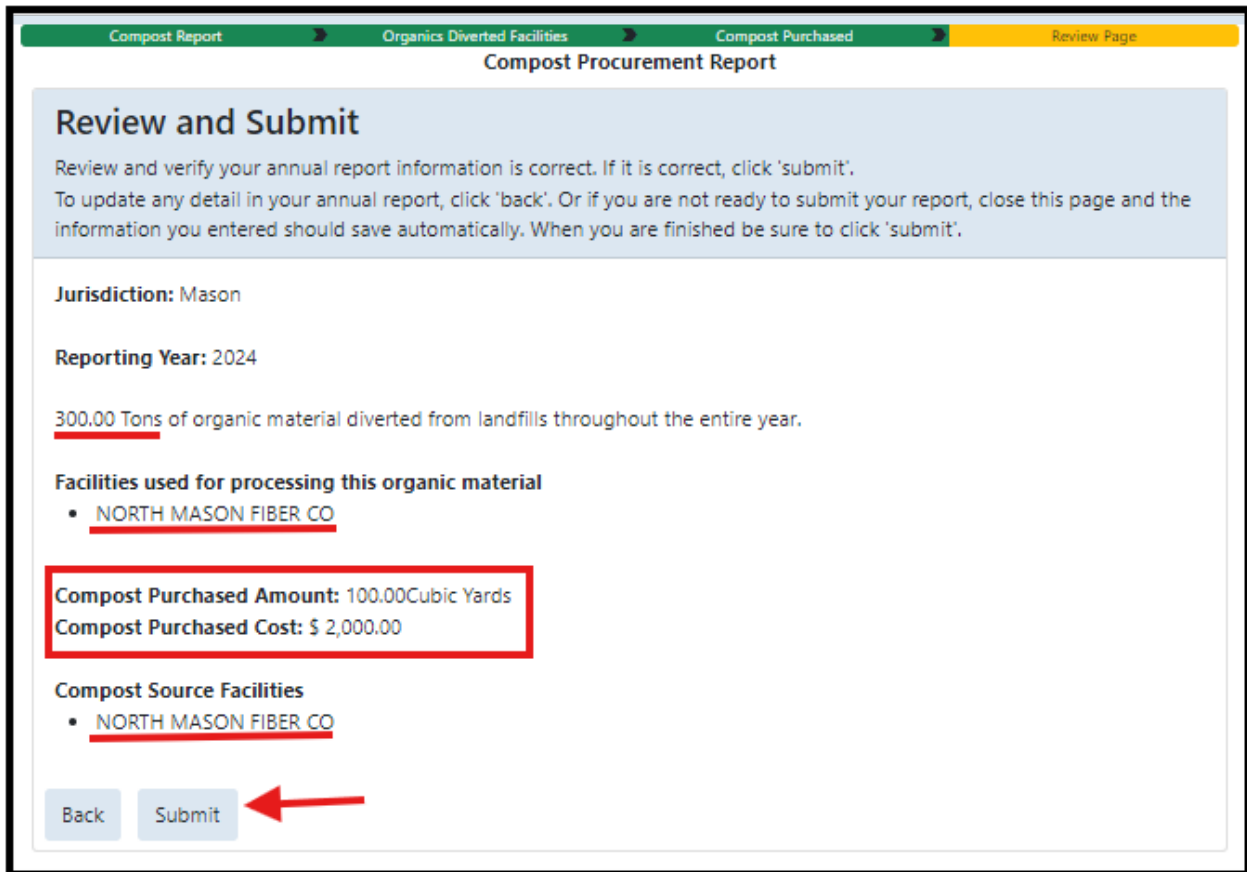
Source Facilities:

- NORTH MASON FIBER CO [Delete](#) ←

Screenshot 25 Select the facility(ies) that produced the compost that was purchased (sources) then click **Add/Update**. Click **Delete** to remove a facility added. When finished, click **Continue to Review Page**.

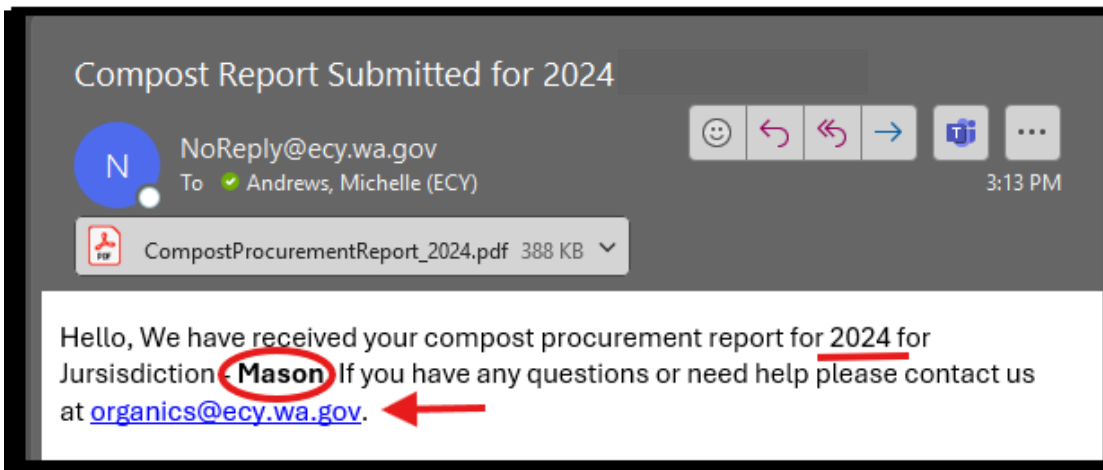
Step 3: Review and Submit

Review the information in your report. Click **Back** to make edits and **Submit** when complete.



Screenshot 26 Use the **Back** button to return and add/edit information, if needed. Once everything is correct, click **Submit** to submit your report.

When submitted, you'll be taken back to the jurisdiction home page and receive an email confirmation showing the name of your city or county and the report year. You will also receive a PDF copy of your report attached to the email.



Screenshot 27 Email from Ecology confirming report received and includes a copy of report.

If your report was submitted successfully, you will automatically return to the jurisdiction’s home screen of the CPO report portal. A green banner will show at the top, and the latest submission is added to the report history at the bottom.

You can open a copy of the report by going to the Submission History section and using the appropriate hyperlink under Annual Report. An email confirmation will also be sent. Please save a copy for your records.

Submission Date	Submitted By	Annual Report	First & Last Name	Email
12/3/2024	mian461	2025-0-AnnualReport-53	Michelle Andrews	mian461@ecy.wa.gov

Screenshot 28 The report submittals are displayed and are also accessible on the Submission History section of the jurisdiction’s report home page.

For questions, please visit our [CPO webpage](#), or contact Ecology’s Organics Management Team at organics@ecy.wa.gov.