



## Neighborhood Clean Up Program – Disposal Pass Information

### What is a disposal pass?

The Disposal Pass program is designed to help residents in the City of Spokane remove extra waste. The program provides \$25 vouchers (disposal passes), valid at the Waste to Energy Facility. Disposal passes are available until program funding is expended.

### Who can request a disposal pass?

This program is only available for residents in the City of Spokane. Businesses, schools, and organizations are not eligible to receive disposal passes.

City of Spokane residents may request one disposal pass every 30 days while funds are available.

### How do I request a disposal pass?

There are three ways to request a disposal pass.

1. *For residents with access to a computer or smartphone:* Create an account or login to your account at [my.spokanecity.org/account](https://my.spokanecity.org/account) via web browser. Once you are logged in to your account, visit the [Disposal Pass Request form page](#) to request your pass. Your disposal pass will be emailed to you immediately after completing the disposal pass request form.
2. *For residents who would like to pick up a disposal pass:* Disposal passes are available on the first floor of City Hall at the My Spokane Customer Service counter, Monday–Friday 8:00 a.m. – 5:00 p.m. Will be unavailable on holidays.
3. *For residents who would like to mail in a request for a disposal pass:* Spokane C.O.P.S. locations will have disposal pass request forms available for residents without computer access. Residents can mail the form to request a pass. Once the request form is received and verified the information meets the pass requirements, a pass will be mailed to the resident.

### What if I want to request a disposal pass, but cannot redeem it myself?

City of Spokane residents who are unable to redeem their disposal pass because they do not have a vehicle, because of physical ability, etc., can include the name of an

alternate person who can redeem the pass on their behalf. The alternate person's name must be included at the time of the request.

Passes are only to be used by the City of Spokane resident that it was issued to or the identified alternate name. A valid ID matching a name on the disposal pass will be required upon exiting at the Waste to Energy Facility (2900 S Geiger Blvd).

### **How long are disposal passes valid?**

Disposal passes are valid to redeem for 30 days. The expiration date will be listed on the disposal pass for reference. Residents may only request one disposal pass every 30 days. If you currently have an active pass, you may not request another.

### **What if I requested a digital disposal pass, but it did not get emailed to me?**

When your digital disposal pass request is successfully submitted, you will receive an email from [cleanup@spokanecity.org](mailto:cleanup@spokanecity.org) with your disposal pass, including a one-time Disposal Pass ID. If you do not receive the email, check your junk/spam/promotions mailboxes.

If you submitted a request form and received an error message it is either because you already have an active request within the past 30 days or your address is ineligible due to not being within City limits.

If you have questions, email [cleanup@spokanecity.org](mailto:cleanup@spokanecity.org).

### **Where can I redeem my disposal pass?**

The Disposal Pass is only valid at the Waste to Energy Facility (2900 S. Geiger Blvd). Their hours are 7:30 a.m. - 5:00 p.m., 7 days a week (except for New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas).

### **What can I dispose of using my disposal pass?**

Please refer to the Waste Disposal Guide for information on what is allowed and not allowed at the Waste to Energy Facility. Make sure to view the [Waste Disposal Guide](#).

Electronics (computers, monitors, TVs, DVD Players, e-readers) are not allowed. Please visit the [Washington Recycles page](#) to learn where your closest electronics recyclers are.

Loads being delivered to disposal sites must be covered with a tarp or secured with a rope or other means to prevent spillage. If your load is not secured/covered, a fee will be charged.



*My*Spokane **3 1 1**  
call for city services

808 W. Spokane Falls Blvd.  
Spokane, WA 99201

Dial 311 or 509.755.CITY (2489)