



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 7/22/2025

REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AWARDED, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF A GRANT FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) IN THE AMOUNT OF \$1,000 TO BE USED TO PURCHASE EQUIPMENT FOR THE HOUSEHOLD HAZARDOUS WASTE FACILITY; AND APPROVAL OF CONTRACT K-2526-20 BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND DEQ FOR THE GRANT AWARD AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman's Household Hazardous Waste (HHW) Facility provides a safe, year-round option for residents to dispose of hazardous waste in an environmentally responsible manner. The permanent facility, opened in February 2022, replaced annual one-day collection events that caused significant traffic congestion and posed safety challenges. Residents now schedule appointments to drop off materials and may also visit the swap shop to pick up usable items. The facility is staffed by one full-time employee with assistance from temporary workers.

Safe management of household-generated sharps—such as needles and lancets used by residents for medical purposes—has become an increasing need at the facility. Improper disposal of sharps in the trash or recycling stream can lead to injury and contamination risks for sanitation and HHW staff, as well as the public. Occasionally, residents have not had access to acceptable disposal containers which presents risks to both the public and staff. To encourage safe handling and reduce risks, containers need to be available on site for these instances.

DISCUSSION:

The Oklahoma Department of Environmental Quality (DEQ) offered a grant opportunity to support sharps disposal efforts. Staff submitted a grant application requesting reimbursement for the cost of purchasing individual sharps containers to distribute to residents who lack appropriate storage for their medical sharps.

On June 12, 2025, DEQ notified staff that the grant request of up to \$1,000 for 350 1-Qt sharps containers had been fully approved. Costs for the containers will be initially paid for by the City

of Norman Environmental Resilience and Sustainability Division from Environmental Services, Miscellaneous Supplies (Account 10110343-43199). DEQ will reimburse up to 80% of the cost spent on the equipment up to \$1,000 and will be receipted into the following accounts:

1. \$200 – Water Fund, Other Revenue - State Grant Reimbursement (Account 319-331380);
2. \$400 – Water Reclamation Fund, Other Revenue - State Grant Reimbursement (Account 329-331380); and
3. \$400 – Sanitation Fund, Other Revenue - State Grant Reimbursement (Account 339-331380).

The containers will cost no more than \$1,348 total which would make the City's portion no more than \$348.

RECOMMENDATION:

Staff recommends acceptance of the grant and approval of Contract K-2526-20 between the Norman Utilities Authority, and the Oklahoma Department of Environmental Quality (DEQ) accepting the equipment funding in the amount of \$1,000 for 350 1-Qt sharps containers to be purchased in Fiscal Year 2026.