



Northwest Product Stewardship Council

Letter of Agreement 2008

MISSION STATEMENT

The Northwest Product Stewardship Council is a group of government organizations that works with businesses and nonprofit groups to integrate the principles of product stewardship into the policy and economic structures of the Pacific Northwest.

DEFINITION OF PRODUCT STEWARDSHIP

Product stewardship is an environmental management strategy that means whoever designs, produces, sells, or uses a product takes responsibility for minimizing the product's environmental impact throughout all stages of the product's life cycle. The greatest responsibility lies with whoever has the most ability to affect the lifecycle environmental impacts of the product.

OBJECTIVE

The objectives of the NWPSC are to:

- Develop and recommend product stewardship policies to organizations, institutions governments, state legislatures and legislators.
- Provide effective leadership on product stewardship initiatives in the region.
- Coordinate product stewardship efforts in the Pacific Northwest and with national product stewardship initiatives whenever possible.
- Educate elected officials and other decision makers on the benefits of product stewardship to local, state and federal governments.

ORGANIZATION

The NWPSC has the following structure:

- The **Steering Committee** provides leadership to the Council, is a forum for communication, facilitates coordination with other product stewardship activities and conducts general administrative duties.
- **Project Subcommittees** are representatives from government, businesses and nonprofit groups that focus their work on specific commodities or materials (such as electronic equipment, paint, carpet or mercury-containing products) to encourage product stewardship within that particular industry.

Steering Committee

The purpose of the Steering Committee is to provide leadership, to develop and recommend product stewardship policy, to facilitate communication and coordination between parties conducting product stewardship activities and to broadly publicize the concept of product stewardship.

Members of the Steering Committee are representatives of government agencies that provide funding and/or staff time to NWPSC product stewardship activities and projects and commit staff time to attend monthly Steering Committee meetings. Agendas are sent out in advance and should be reviewed to see if members are presenting information at the meeting. In cases where members cannot attend the meetings, they should notify the Council Coordinator that they will not be attending the meeting. All Steering Committee members should review meeting minutes that are sent out after each Steering Committee meeting. Each agency provides one official representative to the Steering Committee and receives one vote for decision-making purposes. Membership in the Steering

Committee is limited to 15 people. Voting members will be accepted at the beginning of each year, or at other times as agreed upon by the Steering Committee. Voting members shall be added to the formal list of members in the Letter of Agreement at the beginning of each calendar year.

The Steering Committee may convene ad-hoc committees to work on specific issues or events, and may invite other Council members to participate in a non-voting capacity in Steering Committee meetings. The Steering Committee maintains a mailing list of parties that are interested in Product Stewardship issues and sends out periodic mailings to this group.

Chair: A Steering Committee chair or co-chairs shall be elected at the beginning of each year from the steering committee. Whenever possible, it is desired that we have a chair from each state participating on the steering committee. The election process will work as follows: Nominations will be taken from the group in an open format. Nominations can be in the form of self-nominations or nomination of another council member. If there are only two nominees, one from each state, an "all in favor" vote will be taken. If there is more than one nomination for one or both states, then a vote will be taken via emails sent to the council coordinator. Email votes will be kept confidential.

The chair(s) will represent the NWPSC on general correspondence and communications. Lisa Sepanski, King County Department of Natural Resources and Parks, Washington and Scott Klag, Metro Solid Waste and Recycling Department, Oregon will serve as co-chairs of the Steering Committee for the year 2008.

Decision-Making: The Steering Committee makes decisions by consensus and is informed by the General Membership. If consensus cannot be reached, a vote is taken. Issues requiring comment or approval via email will be sent to Steering Committee members for review or comment by a firm, established deadline, allowing at least 5 business days for review. If Steering Committee members do not respond by said deadline, they will be counted as in agreement with the proposal. If a member is unable to comment during the scheduled period or is on vacation, they may inform the council coordinator of an approved alternate to review materials in their place.

Steering Committee Members as of January 2008:

City of Tacoma, Washington
King County Department of Natural Resources and Parks, Washington
Kitsap County Solid Waste Division, Washington
Local Hazardous Waste Management Program in King County, Washington
Metro Solid Waste and Recycling Department, Oregon
Oregon Department of Environmental Quality
Seattle Public Utilities, Washington
Snohomish County Solid Waste Division, Washington
Thurston County Department of Water and Waste Management (WWM), Washington
Thurston County Public Health and Social Services Department (PHSS), Washington
Washington State Department of Ecology
Yakima County Public Services, Washington

Project Subcommittees

Subcommittees are generally comprised of representatives from government, businesses and nonprofit groups that focus their work on specific commodities or materials (such as electronic equipment, paint, carpet or mercury-containing products) to encourage product stewardship within that particular industry. Because of the large number of targeted Product Stewardship activities underway in the Pacific Northwest, coordination is essential. As participants in the NWPSC, groups conducting Product Stewardship activities can coordinate with similar product stewardship activities.

Subcommittees meet independently of the Steering Committee, but give updates to the Steering Committee on a regular basis. They may be called upon to participate in conferences and events as appropriate.

FUNDING

Projects and activities that are conducted on behalf of the council may be funded directly by agencies as appropriate. The Steering Committee may seek additional funding for project work, such as conferences, through grants and contributions.

LOGOS AND CREDITS

All projects undertaken on behalf of the NWPSC shall use the NWPSC logo on project materials.

General Correspondence

The NWPSC name and logo will be used on all general correspondence. "Official" NWPSC letterhead will be used. The Council Chair(s) will sign letters.

Project Materials

All materials developed in coordination with and on behalf of the NWPSC shall display the NWPSC logo and mission statement.

Agencies that fund a portion of specific projects and materials on behalf of the NWPSC will be credited using the following language (agency logos may also be displayed):

This *product* was funded by *agency and agency*, members of the NWPSC.

LETTER OF AGREEMENT

This letter of agreement shall be revised at the beginning of each year by the Steering Committee. New members to the Steering Committee may be added at this time. Letters of Agreement will be signed by the appropriate representative of each government entity participating on the Steering Committee. Steering Committee members will prepare a scope of work and budget at the beginning of each year.

Signed:

Kenneth Tross, Solid Waste Division Manager
City of Tacoma, Washington

Theresa Jennings, Director
King County Department of Natural Resources and Parks, Washington

Pat Campbell, Senior Program Manager
Kitsap County, Washington

Jeff Gaisford, Recycling and Environmental Services Manager
Department of Natural Resources and Parks and Interim Management Coordination Committee Chair
Local Hazardous Waste Management Program in King County, Washington

Lee Barrett, Manager
Waste Reduction & Outreach Division
Metro Solid Waste and Recycling Department, Oregon

Loretta Pickerell, Manager
Solid Waste Program
Oregon Department of Environmental Quality

Chuck Clarke, Director
Seattle Public Utilities, Washington

Sam Chandler, Solid Waste Utilities Director
Snohomish County, Washington

Richard Blinn, Director
Thurston County Department of Water and Waste Management (WWM), Washington

Sherri McDonald, Director
Thurston County Public Health and Social Services, Washington

Acting Program Manager
Solid Waste and Financial Assistance Program
Washington State Department of Ecology

Wendy Mifflin, Manager
Yakima County Public Services, Washington

Signature, Title

Date

Organization