



## Northwest Product Stewardship Council

# Letter of Agreement 2010

### **MISSION STATEMENT**

The mission of the NW Product Stewardship Council (NWPSC) is to work together and with other governments, businesses and nonprofit groups to integrate product stewardship (producer responsibility) principles 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 products' life cycle, including end of life management. The greatest responsibility lies with whoever has the most ability to affect the full life cycle environmental impacts of the product. This is most often the producer of the product, though all within the product chain of commerce have roles.

### **OBJECTIVE**

The objectives of the Northwest Product Stewardship Council are to:

- Provide effective leadership on product stewardship initiatives in the region.
- Assist in coordinating product stewardship efforts in the Northwest and with national product stewardship initiatives whenever possible.
- Educate elected officials and other decision makers on the benefits to local government of product stewardship.

### **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, or mercury-containing products) to encourage product stewardship within that particular industry.
- **Associates** are local, state, regional and federal government agencies, businesses, and non-profit organizations that support the NWPSC mission and product stewardship principles. Associate Members are required to sign on to the program on behalf of their agency or organization. Associate Members agree to support product stewardship programs and legislation as their agency or organization allows. All Associate Members are subject to approval by the NWPSC Steering Committee. Associates have access to a NWPSC list serve discussion group and can participate in any of the subcommittee projects and programs.

### **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 2010.

**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 2010:**

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, Oregon  
Oregon Department of Environmental Quality  
Seattle Public Utilities, Washington  
Snohomish County Solid Waste Division, Washington  
Thurston County Public Works, Solid Waste Division, 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, 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:**

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

Bob Burns, Interim 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 Management Coordination Committee Chair  
Local Hazardous Waste Management Program in King County, Washington

Mat Korot, Program Director

Resource Conservation & Recycling  
Metro, Oregon

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

Ray Hoffman, Acting Director  
Seattle Public Utilities, Washington

Matt Zybas, Solid Waste Utilities Director  
Snohomish County, Washington

Lester Olson, Director  
Thurston County Public Works, Solid Waste, Washington

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

Laurie Davies, Program Manager  
Solid Waste and Financial Assistance Program  
Washington State Department of Ecology

Wendy Mifflin, Solid Waste Manager  
Yakima County Public Services, Washington

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**Signature, Title**

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**Date**

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**Organization**