
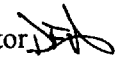


**PUBLIC WORKS AND UTILITIES
MEMORANDUM #08-06**

DATE: March 27, 2008

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: A.J. Krieger, City Manager 
David Allen, Public Works and Utilities Director 

SUBJECT: CR-57 – Agreement with Tri-County Health Department for the 2008 Household Chemical Roundup Program

RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved, would authorize the Mayor to execute a contract between the City of Northglenn and Tri-County Health Department for the 2008 Household Chemical Roundup Program. The not to exceed amount for the City's participation is \$35,650.00. Staff recommends approval of the proposed Resolution.

BACKGROUND:

The City of Northglenn has participated in this Household Chemical Roundup Program (Program) along with Adams County and the cities of Thornton, Federal Heights, Commerce City, and Brighton since 2000. Tri-County Health Department administers and manages the Program on behalf of the other participants. Three collection events are scheduled for 2008: May 3 at Highland Hills Water World in Federal Heights, June 28 at the Adams County Fairgrounds, and September 13 at the Super K-Mart on 104th Avenue and Marion Street in Thornton.

The City's proportionate share of this Program for calendar year 2007 was approximately \$31,000.00. The not to exceed cost of \$35,650.00 reflects a 15% increase from last year's Program. This increase is attributed to an increase in the operating and administration costs.

All residential households in the City of Northglenn are eligible to take advantage of this program and participation is on a voluntary basis. Northglenn residents may dispose of leftover paint products, motor oil, antifreeze, vehicle batteries, household cleaners, lawn and garden chemicals, scrap metal, fire extinguishers, fireworks, ammunition, mercury, propane tanks, and automotive and light truck tires at each of these events.

POTENTIAL OBJECTION:

City Staff is not aware of any specific opposition to the proposed Resolution.

BUDGET/TIME IMPLICATIONS:

There is no impact to the General Fund. The not to exceed cost for the City's participation in the Program during 2008 is \$35,650.00. There are sufficient funds in the 2008 Public Works and Utilities Department Operating Budget (Stormwater and Sanitation Fund account numbers 505.63102.000.4999 and 520.63516.000.3999, respectively) to pay for the City's proportionate share of the Program.

STAFF REFERENCE:

If Council Members have any comments or questions, they may contact David Allen, Public Works and Utilities Director, at dallen@northglenn.org or (303) 450-8783.

SPONSORED BY: COUNCIL MEMBER MILLER

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-57
Series of 2008

Series of 2008

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TRI-COUNTY HEALTH DEPARTMENT AND THE CITY OF NORTHGLENN, COLORADO FOR THE HOUSEHOLD HAZARDOUS WASTE PROGRAM

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Intergovernmental Agreement between the Tri-County Health Department and the City of Northglenn, Colorado for the Household Hazardous Waste Program, attached hereto, is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this _____ day of _____, 2008.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Intergovernmental Agreement for a Household Hazardous Waste Program

THIS AGREEMENT is made and entered into as of the ____ day of _____ in the year _____, by and between the City of Northglenn, a political subdivision of the State of Colorado (hereinafter "the City"), and Tri-County Health Department, (hereinafter "TCHD"), a political subdivision of the Counties of Adams, Arapahoe, and Douglas and the State of Colorado, with its principal offices located at 7000 E. Belleview Avenue, Suite 301, Greenwood Village, Colorado 80111.

THIS AGREEMENT establishes the service that TCHD will perform as the organizational and managerial entity for the Adams County Household Hazardous Waste Program (hereinafter "the HHW Program") for the term of November 1, 2007 through October 31, 2008.

RECITALS

- A. Said proposal by TCHD will assist in providing a safe and viable disposal option for household hazardous waste for the citizens of Adams County. Participating entities providing funding are Adams County, City of Brighton, City of Commerce City, City of Federal Heights, City of Thornton, and the City of Northglenn¹. Each participating entity will enter separate agreements with TCHD, but will act collectively as a Committee within the Program;
- B. A description of the Program, as designed by the participating entities, and guidelines for participation in the Program, are set forth in the Participation Guidelines, attached as Exhibit A;
- C. The essential elements of the proposal by TCHD, as referenced above, are set forth in the certain document entitled "Tri-County Health Department, Work Breakdown Structure (WBS), (hereinafter "WBS") for the Adams County HHW Program attached as Exhibit B;
- D. Said proposal by TCHD will assist in protecting the health and safety of the citizens of Adams County;
- E. The City, by and through its City Council, has accepted the proposal from TCHD, as described above;
- F. The City and TCHD mutually desire to embody their understanding and agreement in a written document as set forth herein.
- G. Intergovernmental agreements to provide functions or services by political subdivisions (includes cities and counties) of the State of Colorado are specifically authorized by state law, Colorado Revised Statute 29-1-203.

IN CONSIDERATION OF the mutual obligations of the City and TCHD, as hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and TCHD agree as follows:

¹ The Agreement will be amended if, and at such time, any funding entity is added to or deleted from the Program during the period of performance.

SECTION 1. SCOPE OF WORK

1. Performance by TCHD: TCHD shall plan and manage the HHW Program pursuant to the terms and conditions set forth in Exhibit B, as well as contract with a reputable private hazardous waste disposal contractor to dispose of the Household Hazardous Waste as contemplated herein. TCHD acknowledges that the City shall not be a party concerning TCHD's contract with a private hazardous waste disposal contractor to collect and dispose of waste resulting from the HHW Program and TCHD shall not be the City's agent for the HHW Program. TCHD also acknowledges that it is solely responsible for the operation and supervision of all event operations as specified in Exhibit B.
2. Limited Obligations: The City's obligations are limited to its financial contribution as specified herein and in Exhibit A and participation as a Household Hazardous Waste Committee member as specified in Exhibit A. Additional HHW Program services, if any, shall be subject to subsequent review and negotiation.

SECTION 2. HOUSEHOLD WASTES ACCEPTED AND EMERGENCY RESPONSE

1. The Program will accept Household Hazardous Wastes (hereinafter "HHW") and certain recyclable wastes from households. HHW, as contemplated herein, shall be defined as solid wastes which are specified in 40 C.F.R. Sec. 261.2 (*the Definition of Solid Waste*), but which are exempt from regulation pursuant to 40 C.F.R. Sec. 261.4(b)(1) as household generated wastes. The Program will not accept wastes from businesses. The Program will not accept any wastes that contain radioactive, biological, explosive, or asbestos components. The recyclable household solid wastes as defined in 40 C.F.R. Sec. 261.2 that the HHW Program will accept include, but are not limited to, motor oil, certain vehicle tires and automotive batteries.
2. The Emergency Response Plan and the Health and Safety Plan for the HHW Program events will specify notification and response procedures for any accident that may occur at the events, and will designate the responsible parties for any cleanup or damage that may result from accidents at any event.

SECTION 3. COMPENSATION FOR SERVICES

1. TCHD's direct labor expenses (wages and fringe) for the HHW Program shall not exceed \$50,000.00 for the term of the Program, unless authorized by the Committee, as defined in Exhibit A.
2. TCHD will invoice the participating jurisdictions for one half of its estimated expenses after the first event, and will invoice the participating jurisdictions for the remainder of its actual expenses, up to the specified not-to-exceed amount of \$35,650.00, after the third event and no later than November 30, 2008.

SECTION 4. BASIS FOR CALCULATING COSTS

1. TCHD will calculate the cost to each participating jurisdiction as outlined in Exhibit A, Section V. Program Financing. Total costs allocated among the participating jurisdictions, after deduction of Program revenues, include all contractors' fees; operational costs of the events and TCHD's direct and indirect management costs as outlined in Exhibits A and B.

SECTION 5. PAYMENT

1. Payment to TCHD. The City shall make all payments to TCHD, pursuant to the terms set forth in Sections 3 and 4 herein, within 30 days from the date of the City's receipt of an invoice from TCHD.
2. Other payments. TCHD shall be responsible for payments to the vendor(s) that provide transportation and disposal services.

SECTION 6. TERMINATION

1. Either party may withdraw from this Agreement, which withdrawal shall be effective after (90) days written notice has been given to the other party to the Agreement. The withdrawing party will be discharged from its obligations hereunder, except as provided for in Section 8 herein, provided that it has paid all outstanding financial contributions for which it is obligated under this Agreement. The terms and obligations for this Agreement will be and remain in full force and effect as to the remaining party.

SECTION 7. INSURANCE

1. TCHD is recognized as a political subdivision of the State of Colorado. As such, it is governed by the Colorado Governmental Immunity Act.
2. TCHD shall maintain auto liability insurance.

SECTION 8. INDEMNIFICATION

The parties agree to be responsible for their own or their employees' or agents' negligent, grossly negligent or intentional tortuous actions or omissions in connection with the program. To the extent permitted by law, each party agrees to hold harmless and indemnify the other party to this Agreement to the extent provided by law, for any and all damages, costs, fines, forfeitures, penalties, judgments and other losses, including attorneys' fees and technical consulting fees, which any of them may incur or pay out as a result of death, personal injury, property damage, contamination of the environment or violation or alleged violation of any laws, regulations or orders. Such laws, regulations or orders include, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, or the Resource Conservation and Recovery Act of 1976, as amended. This provision applies to the extent such liability is caused by or arises out of any negligent, grossly negligent, or intentional tortuous act or omission of any party or its employees or agents. The right to indemnification shall include the right of the indemnitor to conduct the defense of the indemnitee. Nothing herein shall be construed as a waiver of the rights, immunities and limitations granted the parties by the Colorado Governmental Immunity Act, C.R.S. 24-10-101, *et seq.*, or otherwise provided by law, by any party. Indemnification, to the extent permitted by law, for any act of an agent shall not impede the parties' right to seek restitution or contribution from such agent.

SECTION 9. GENERAL PROVISIONS

1. This Agreement is solely for the benefit of the parties hereto and no third party shall be entitled to claim or to enforce any rights hereunder except as specifically provided herein.
2. This Agreement contains the entire agreement between the parties, and shall not be amended or modified in any manner without such amendment or modification being agreed to and executed in writing.
3. It is the intent of the parties to comply with the provisions of Article X, Section 20, of the Constitution of the State of Colorado. Therefore, the parties agree that this agreement shall terminate at the end of each party's current fiscal year.

4. This Agreement shall be governed by the laws of the State of Colorado.

Liaisons: For Tri-County Health Department Greg McConnell
Tri-County Health Department
4201 E. 72nd Avenue, Suite D
Phone: (720) 322-1541

For the City: Terrie Pineda
Public Works Department
City of Northglenn
11701 Community Center Drive
P.O. Box 330061
Northglenn, Colorado 80233
Phone: (303) 450-4003

IN WITNESS WHEREOF the City of Northglenn, by and through its authorized officer and agent, and the Tri-County Health Department, by and through its authorized agent have executed this AGREEMENT on the respective dates set forth below.

CITY OF NORTHGLENN
STATE OF COLORADO

By: _____
Mayor

Date: _____

ATTEST:

APPROVED AS TO FORM:

City Attorney

TRI-COUNTY HEALTH DEPARTMENT

By: Richard L. Vogt, M.D.
Richard L. Vogt, M.D.
Executive Director

Date: 3/10/08

ATTEST:

Robert Browning
Robert Browning

Director of Administration and Finance

EXHIBIT A

PARTICIPATION GUIDELINES

PARTICIPATION GUIDELINES
For the 2008
ADAMS COUNTY HOUSEHOLD HAZARDOUS WASTE PROGRAM

The following guidelines specify arrangements for local jurisdictions and supporting organizations in Adams County to implement a short term Program for the collection, recycling or proper disposal of common household chemicals.

I. Long Term Program Goal

It is the goal of the Program participants that this effort will evolve into a sustainable and comprehensive Household Hazardous Waste Program providing equitable service countywide and steadily reducing the unit cost of participation. At the end of the term of the Agreement outlined in these guidelines, the participating jurisdictions and organizations will evaluate the level of support and the options for a permanent program, based on recommendations of the Household Hazardous Waste Committee described below. Such program will be designed to serve Adams County residents at a minimum, but may also be a collaborative effort with other jurisdictions in the region.

II. Participating Organizations

Participating organizations may include Adams County, municipalities wholly or partially within Adams County, Tri-County Health Department, Special Districts and other public and private sector organizations that wish to support the Program.

III. Program Area

The Program area will be defined by the boundaries of the jurisdictions that participate in the Program.

IV. Program Management

The participating organizations will execute an Agreement to formalize these guidelines and additional financial, management and organizational elements of the Program.

V. Program Financing

Participating organizations will fund the Program in the following manner:

1. Each participating jurisdiction will pay a pro-rated portion of the cost of the Program based on the number of participants that utilize the service from that jurisdiction (i.e., pay on the basis of actual participation).
2. Financial contributions to the Program from other public and private organizations will be applied to the total Program cost prior to allocation of the remaining costs among the participating jurisdictions.
3. For purposes of accurately allocating event costs, individuals participating in collection events will be required to demonstrate proof of residence. However, for the calendar year 2008, in instances where there are participants from Adams County jurisdictions

that are not participating in this Program, or when the jurisdiction of a household cannot be identified, the recycling/disposal costs for these participants will be allocated as follows:

- a. Sponsors will equally share the costs of participants from jurisdictions outside the Program area and the costs of waste collected from the event volunteers. Every effort will be made to limit outside participation.

VI. Term of Program

This Agreement will be for a period of one year, for the period beginning November 1, 2007 and ending October 31, 2008. Draft Agreements for the period beginning November 1, 2008 and ending October 31, 2009 shall be submitted by TCHD to Program sponsors no later than November 1, 2008.

VII. Program Description

For the period of the Agreement, the Adams County Household Hazardous Waste Program will consist of three 1-day collection events. Any modifications or additions to this Program will be agreed upon in writing by all participating jurisdictions.

VIII. Event Locations

1. The Household Chemical Roundup events will be held in Adams County. The participating jurisdictions have collectively identified the following sites to maximize event participation by Adams County residents:
 - a. Spring event (May 3, 2008)
 - Federal Heights (Water World at 88th & Pecos)
 - b. Summer event (June 28, 2008)
 - Adams County (Adams County Regional Park at 9755 Riverdale Road)
 - b. Fall event (September 13, 2008)
 - Thornton (Super K-mart at 1400 East 104th Ave.)

IX. Reciprocal Participation

Residents from participating jurisdictions may participate in any of the events, regardless of location, and may participate in more than one event.

X. Roles and Responsibilities of Participating Organizations

1. Each participating organization will appoint a representative to the Household Hazardous Waste Committee identified below and will actively participate in the Program.
2. Each participating organization may identify in-kind services it will contribute to the Program to reduce overall costs. This voluntary contribution will be independent of any

financial obligations set forth in the Agreement.

3. The participating organizations will collectively solicit additional sources of financial and in-kind Program support from other private and public entities.
4. The participating organizations will actively solicit volunteers to provide labor for each event, which includes staffing the various registration, waste collection and recycling stations. Volunteers may be staff from the HCR Committee member organizations, host site organizations, or other public or private entities, or may be members of the community. In the event that the minimum amount of labor required for an event has not been attained (as determined by TCHD), TCHD will supplement the volunteer labor force with TCHD employees.
5. Tri-County Health Department will assume responsibility for coordinating, managing and marketing the Program and staffing the Household Hazardous Waste Committee. The participating jurisdictions will compensate Tri-County Health Department for associated costs, as outlined in the attached Work Breakdown Structure.

XI. Household Hazardous Waste Committee

A Household Hazardous Waste Committee will be created, consisting of an appointed representative from each participating organization. The Committee will have the responsibilities outlined below. Additional staff from the participating organizations may participate in Committee meetings, as appropriate.

1. Committee responsibilities: Planning, managing and promoting the Program pursuant to the terms of the Agreement, including, but not limited to the following:
 - i. Developing specifications for and selecting the waste disposal and recycling contractor(s);
 - ii. Determining whether donations will be solicited from event participants;
 - iii. Determining whether fees will be assessed for the management of certain categories of wastes (e.g., tires), and, if so, setting the level of such fees;
 - iv. Developing educational materials associated with the Program and mechanisms for their distribution;
 - v. Determining the dates of the collection events;
 - vi. Promoting the Program and identifying new methods and target areas to increase participation;
 - vii. Soliciting event volunteers;
 - viii. Collecting and maintaining data on participation, costs, in-kind contributions, volunteers and other elements of the Program;
 - ix. Evaluating the Program, and
 - x. Evaluating level of support for the program from both management of participating organizations and the public in the Program area;
 - xi. Evaluating level of support and options for a permanent program.
2. The Committee will seek to make decisions by consensus. Consensus will be defined as the majority decision made by the participating jurisdictions either at meetings, via e-mail or by phone.

3. To the extent the Committee fails to address or make a decision on any of the Committee responsibilities listed above, TCHD will assume those responsibilities.

EXHIBIT B

**TRI-COUNTY HEALTH DEPARTMENT
WORK BREAKDOWN STRUCTURE**

**TRI-COUNTY HEALTH DEPARTMENT
WORK BREAKDOWN STRUCTURE
For the
2008 ADAMS COUNTY HOUSEHOLD HAZARDOUS WASTE PROGRAM**

Presented below is Tri-County Health Department's (TCHD) work breakdown structure (WBS) for the Adams County Household Hazardous Waste (HHW) Program for 2008. The work elements (WE) and sub-elements of this WBS include scope of the Program to meet the objectives set forth in the Agreement(s) among the HHW Program participants dated _____.

WORK BREAKDOWN STRUCTURE

For the purposes of coordinating a one year Household Hazardous Waste Program, TCHD proposes the following WBS for 2008 in which TCHD will manage and coordinate the HHW Program for participating organizations within Adams County:

WE .10 PROGRAM MANAGEMENT

- WE .11 Resource Agency for Residents and Staff
- WE .12 Implementation of HHW collection events
- WE .13 Selection and Management of Solid and Hazardous Waste Contractors
- WE .14 Program Reports and Evaluation
- WE .15 Financial Management and Reporting
- WE .16 Staff Training and Development

WE .20 EVENT PLANNING OPERATIONS

- WE .21 Event Forms
- WE .22 Marketing Coordination
- WE .23 Volunteer Management
- WE .24 Emergency Personnel Coordination
- WE .25 Resource Coordination
- WE .26 Vendor Coordination

WE .30 MEETINGS

- WE .31 Program Development and Contracts
- WE .32 Contractor Coordination
- WE .33 Pre-Event Planning and Logistics
- WE .34 Post-Event
- WE .35 Program Evaluation and Recommendations

WE .40 EVENT OPERATIONS

- WE .41 Program Coordinator
- WE .42 Site Manager
- WE .43 Staff Personnel

WE .50 OUTREACH AND EDUCATION

- WE .51 Customer Service
- WE .52 Educational Materials
- WE .53 Presentations
- WE .54 Inter-agency Coordination and Awareness

GENERAL ASSUMPTIONS

1. The period of performance for the services under this scope of work is November 1, 2007 to October 31, 2008.
2. TCHD's proposed level of effort for this program is based on three collection events during the period of performance.
3. The HHW Committee will select the event locations and dates.
4. TCHD will conduct Program activities under the guidance of the HHW Committee described in the Participation Guidelines.

Note: Best estimates for the hazardous waste contractor's handling and disposal costs, the antifreeze/waste oil contractor's recycling and disposal costs, and other projected costs of program are indicated in a separate document, Projected Budget for 2008, that is attached, but is not part of this WBS.

WE .10 PROGRAM MANAGEMENT

This work element includes a description of TCHD's labor activities to administer the HHW program.

- WE .11** TCHD will act as the primary resource agency for staff and residents of participating jurisdictions regarding Household Hazardous Waste. This will include providing information about HHW prevention, proper disposal, and regulatory issues pertinent to HHW.
- WE .12** TCHD will plan and implement three household hazardous waste collection events in 2008. Specific activities related to this are elaborated below.
- WE .13** TCHD will manage contractors for hazardous and solid waste management services for the Program at collection events, identifying cost effective waste management options, reviewing the Contractors' invoices and paying the Contractors.
- WE .14** TCHD will prepare a report after each event and an annual Program report. The event reports will include Program statistics such as total number of participants and/or households by jurisdiction, quantities of materials collected, detailed Program costs and cost per participant. The final report will include statistics from all events, annual unit and summary costs, Program evaluation and recommendations and other information as determined by the HHW Committee. If requested, TCHD will assist HHW Committee members in presenting to management 2008 Program results and recommendations for the future of the Program.
- WE .15** TCHD will track all revenues and expenses associated with the implementation of the HHW program and provide accurate and timely financial reporting to committee members upon request.

WE .16 TCHD will be responsible for ensuring that staff has adequate training and development to competently provide the services outlined in the WBS.

WE .20 EVENT PLANNING OPERATIONS

This work element includes labor, materials, and coordination efforts associated with collection event planning. Planning efforts will occur in advance of each collection event.

WE .21 TCHD will prepare, revise and produce standardized Event Forms that will be used to collect participant information such as types of HHW materials disposed, length of time stored, participant demographics, etc. Forms include a Participant Registration Form, Volunteer Registration and Release Form(s), Drop N' Swap Disclaimer Form, and an Event Evaluation Form. These materials will be utilized for each of the CY2008 collection events.

WE .22 TCHD will coordinate marketing efforts to assist the HHW Committee in promoting each event. Coordination includes preparing and distributing press releases, event flyers, and other event promotional materials such as posters. New market identification will be a key component to the success of these events and the future of the program. This activity includes an evaluation of collection area demographics to maximize event participation and increase countywide service. New market identification and development of marketing strategies will be a HHW Committee function.

WE .23 TCHD will provide volunteer management services to the HHW Committee. These services include:

- a) Based on the estimated size of each event, TCHD will determine volunteer manpower needs to assist in event operations.
- b) TCHD will prepare and manage a HHW volunteer database. The database will be utilized to organize and assign duties to the primary labor force for event operations. TCHD will prepare and maintain the database during the period of performance. TCHD will solicit volunteers, but will assume the HHW Committee will also provide TCHD names of volunteers through solicitations both in-house and within the community.
- c) Prior to each event, TCHD will prepare a Labor Force Assignment spreadsheet that will assign tasks to both the Contractor and Volunteer workforce.
- d) TCHD will plan for volunteer needs during each event. Volunteer needs include, for example, food, drink, personal protective equipment (PPE), training, sanitary facilities, shelters, a T-shirt or other memento, phone service, and parking. For this work element, TCHD will solicit in-kind contributions from the HHW Committee, the host site and industry leaders in the community.

- e) TCHD will develop, administer, and evaluate the results of a Volunteer Survey to find ways to improve future events.
 - f) TCHD will prepare and mail Volunteer and donor/sponsor "Thank You" letters following each event.
- WE .24 Each event requires participation from the local Fire Department, Hazardous Material Response Team, and possibly the Police Department for traffic control. TCHD will coordinate with these entities for collection events within this Program.
- WE .25 TCHD will identify and coordinate the provision of supplies, equipment and services needed for each event. This includes but is not limited to signs, traffic control devices, tents, dumpsters, sanitary services and other equipment or services needed. TCHD will procure these items directly or coordinate with participating jurisdictions to obtain the necessary resources.
- WE .26 TCHD will coordinate event vendors for the disposal and/or recycling of materials collected at the events, including household hazardous wastes, solid waste, and recyclables such as cardboard, metal, tires, batteries, used oil, and antifreeze.

WE .30 MEETINGS

Coordination between TCHD and the Committee will require numerous meetings during the year. This scope of work breaks meetings into the following categories:

- Program Development
 - Contractor Coordination
 - Pre-Event Planning and Logistics
 - Post-Event
 - Program Evaluation/Recommendation
- WE .31 TCHD proposes to conduct Program Development meetings to address finalizing contractual agreements with Program sponsors, finalization of the program budget, selection of the number of events and event locations, development of marketing strategies, identification of new "markets" or target populations and the selection of the HHW disposal contractor.
- WE .32 TCHD will conduct a meeting with the contractor(s) to assure 2008 program scope, dates and operational expectations are clear and renew / extend the contract.
- WE .33 TCHD assumes that each event will require one Pre-Event Planning and Logistics Meeting. A sample agenda may include site layouts, traffic flow patterns, contractor responsibilities, volunteer staffing and training, outside agency support (Police/Fire/Hazmat), PPE, site safety, and resource identification.

- WE .34 One Post Event Meeting will be held after each event to summarize survey data, contractor's preliminary tabulation of materials collected, donations, expenditures, etc.
- WE .35 An Evaluation/Recommendation Meeting will be held to evaluate the overall CY 2008 Program, to outline the Final Report and to identify recommendations to incorporate into the planning of the Program for CY 2009.

WE .40 EVENT OPERATIONS

This work element includes scope for TCHD to coordinate event operations on the day of each collection event. In-kind services provided by the HHW Committee members or TCHD are also identified in this work element.

- WE .41 TCHD's Program Coordinator will oversee and manage each collection event. This includes coordination with and management of the contractors during set up, on event day and during break down, which may extend beyond the day of the event. The Coordinator will act as the co-manager of site safety along with the hazardous waste disposal contractor. At the end of the event, the Coordinator will collect all participant surveys, donations and volunteer waivers and document preliminary participation results for each event.
- WE .42 TCHD will provide a Site Manager for each collection site. Duties will include volunteer training, involvement in planning activities, oversight of volunteer assignments and workforce adjustments, management of donations, site layout, signage, documentation of event activities, and making waste refusal decisions with the Program Coordinator. The Site Manager will act as the co-manager of site safety if the Program Coordinator is not on-site. Post event activities will include event critique and Program recommendations.
- WE .43 Other than TCHD and Contractor labor, it is assumed that all other labor for event operations will be in-kind, provided by HHW Committee members' jurisdictions or volunteers.

WE .50 OUTREACH AND EDUCATION

- WE .51 TCHD will provide information to residents of participating jurisdictions about HHW issues, including suggestions for proper disposal. TCHD will act as the lead referral agency for resident inquiries by telephone, the Internet, or written request.
- WE .52 TCHD will coordinate the revision, printing and distribution of educational materials to encourage Pollution Prevention and proper management of household chemicals. It is anticipated that other Program sponsors will provide in-kind services to assist TCHD in the distribution of educational materials.

WE .53 TCHD will provide presentations on HHW and related issues upon request to interested groups, such as homeowner's associations, citizen advisory committees, etc.

WE .54 TCHD will coordinate with other agencies within participating jurisdictions to increase awareness of HHW issues and resources available to them through this Program.