

Bay Area Hazardous Waste Management Facility Allocation Committee

administered by



Association of Bay Area Governments

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**Proposed Budget & Workplan FY 2011-2012**

**Adopted April 15, 2011**

**Revised January 27, 2012**

**Overview**

This revised Budget and Workplan for the Hazardous Waste Management Facility Allocation Committee (Committee) includes a summary of work accomplished in fiscal year 2010/11, and amends the proposed activities for fiscal year 2011/2012. Anticipated revenues of \$96,435 include \$10,559.50 from each of the 9 member counties, and \$1,400 in registration fees for the Environmentally Preferable Purchasing conference held in November 2011. Due to budget constraints, the anticipated \$10,000 grant from the Bay Area Air Quality Management District for Green Business Program outreach was not funded this year.

**Hazardous Waste:** During the 2011/12 Fiscal Year, staff will work with the Technical Advisory Committee to address the recommendations presented in the report on 2008 and 2009 hazardous waste manifest data analysis that was presented to and approved by the Committee at the meeting on October 29, 2010. In preparation for analyzing the 2010 and 2011 hazardous waste manifest data in 2012, we will consider how to improve the report to make it more useful to our members, and explore new opportunities to promote hazardous waste reduction, and consider how to address the large volumes of wastes being shipped outside the region. We will continue to track household hazardous waste issues, and track evolving and emerging issues such as nano wastes.

In response to strong interest from our members, we will continue to promote Sustainable Purchasing, by hosting one additional workshop in partnership with the San Francisco Estuary Partnership and the Responsible Purchasing Network (RPN)<sup>1</sup>. The workshop held in November 2011 had 50 participants and was very well received. We will continue to work with the RPN and our member agencies to facilitate information sharing, cooperative purchasing, and other collaborative efforts to increase the volume and reduce the cost of sustainable purchases. Some sustainable purchasing programs have started to include product stewardship in their standards. Promoting this feature affords us the opportunity to connect two of our key initiatives.

Staff will continue to monitor and report on the Green Chemistry Initiative and Extended Producer Responsibility (EPR) legislation and inform the Committee and TAC members when there are opportunities to comment or take other actions.

**Green Business Program:** With ongoing expansion of the Green Business Program and the success of the legislative effort to establish the California Green Business Program, staff will

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<sup>1</sup> The original plan to host two per year proved to be infeasible: The workshop scheduled for May 2011 was cancelled due to low registrations. We received feedback that purchasing managers and others involved with local agency purchasing had difficulties justifying two days out of the office per year for such workshops.

continue to focus considerable time on related activities. During 2011/12, in addition to regular coordination duties, we will work with county coordinators, regional and state partners on ways to increase capacity locally and assist in developing a strategic plan for orderly, consistent statewide expansion. Avenues to pursue include increasing efficiency in the local and regional programs, better coordination among state agencies with related missions, and identifying new funding sources. We will continue to participate in efforts to improve the appearance and usability of the online measurement and management system and the searchable directory of business listings, and will contribute both staff time and funds to that process.

We are seeking Committee approval for the revised 2011 – 2012 Budget and Work Plan. In summary, staff proposes to:

- Staff the Committee, Technical Advisory Committee (TAC), and Green Business Coordinators TAC.
- Analyze and develop recommendations for improving the hazardous waste data analysis and report for consideration by the Committee prior to initiating analysis of the 2010 and 2011 data in FY 2012/13.
- Evaluate feasibility/interest in undertaking a project to analyze potential to attract innovative universal waste processors to the Bay Area as an alternative to performing the biennial hazardous waste analysis and report in FY 2012/13.
- Work with Responsible Purchasing Network, San Francisco Estuary Partnership, TAC and others to hold one Sustainable Purchasing conference; integrate Extended Producer Responsibility.
- Update committee website to provide additional sustainable purchasing tools, resources and links for local governments; consider other opportunities to promote sustainable purchasing, including presentations to ABAG Executive Board.
- Monitor the California Green Chemistry Initiative (GCI); apprise Committee and TAC of opportunities to comment/get involved.
- Track Extended Producer Responsibility (EPR), Green Business, and other relevant legislation in Sacramento; apprise Committee and the ABAG Legislation & Governmental Organizations Committee of legislative initiatives; comment on legislation as directed.
- Coordinate, expand and promote the Green Business Program.
- Work with database developer and designer to improve Green Business Program listings; maintain Bay Area Green Business web resources.
- Identify opportunities to increase funding and improve efficiency to increase local and regional Green Business Program capacity.
- Work with DTSC and local coordinators around the state to develop strategic plan for the newly-established California Green Business Program.

## **2010/11 ACCOMPLISHMENTS:**

The following section, which describes 2010/11 accomplishments, is intended to update the Committee on the status of current efforts and provide context for ongoing activities. Work plan details follow in the section entitled Proposed 2011-2012 Work Plan, which begins on page 6.

▪ **Hazardous Waste Management Planning / Source Reduction**

Since inception, the Committee has had two objectives:

- 1) ensure adequate understanding of hazardous waste generation and treatment trends, and capacity for managing hazardous wastes generated within the Bay Area; and
- 2) promote source reduction activities to prevent pollution and avoid the need to site new hazardous waste management facilities.

While the means and methods to address them have evolved over the years, meeting these two objectives continues to define the Committee's work.

During 2010-11, staff has worked to accomplish the following:

- Monitored and reported on Green Chemistry-related activity in Sacramento, in consultation with Department of Toxic Substances Control staff.
- Worked with TAC, the California Product Stewardship Council, and others to stay apprised of Extended Producer Responsibility-related legislation and other initiatives.
- Coordinated with ABAG Legislation & Governmental Organizations Committee staff to recommend that EPR legislation be listed as a 2010 legislative priority; attended L & GO meetings to serve as a resource during discussion of EPR and other legislation.
- Consulted with the Technical Advisory Committee on ways to improve the analysis and reporting of Hazardous Waste generation and treatment data; at TAC's suggestion, staff met with Certified Unified Program Agency staff to seek information that might increase the value and utility of the 2008/09 Hazardous Waste Report.
- Hired and managed the work of consultant Linda Spencer, who analyzed and reported on the 2008 and 2009 hazardous waste generation data.
- Convened Sustainable Purchasing Work Group meetings to seek input on conferences, other potential sustainable purchasing activities.
- Strengthened partnership with Alicia Culver of the Responsible Purchasing Network to organize the sustainable Purchasing workshop held in October 2010. Planning is underway for a second workshop to be held on May 19, 2011.
- Maintained the Committee website (<http://www.abag.ca.gov/hazwaste/>) that lists members, posts agendas and minutes, and provides information about relevant topics and legislation.

▪ **Green Business Program:**

The Green Business Program continues to grow, though at a slower pace. As of March 2011, there were 2,255 Bay Area Green Businesses, an increase of just over 150 businesses since March 2010. In the previous 12 month period, 400 businesses were added.

The slower pace in certifications reflects to some extent the slow economy, since a number of certified businesses have closed their doors. Others may be reluctant to invest in the energy and water conserving fixtures that the standards require. It likely also continues to reflect program-related factors: 1) local government budgets have resulted in reduced staffing levels in some counties; 2) in counties that have offered the program for many years, recertification accounts for an increasing proportion of program time; and 3) many coordinators have spent significant amounts of time on the development and implementation of the online measurement and management system.

The online system was intended to improve efficiency, and enable coordinators and their partners to work with more businesses. After months of intensive work, it is much closer to fulfilling that promise. We have just engaged a design firm to upgrade the user experience so that businesses will need less support from coordinators as they complete their checklists.

All 9 Bay Area counties continue to offer the Program, though at significantly different levels. San Mateo County put its program on hold in July 2011 due to budget constraints. The county has identified new funding that will enable it to resume the Program in April 2012 at one-quarter rather than full time staff. Solano County similarly has staffing constraints that limit its participation.

The newest counties to join or recommit to their programs after discontinuing them for a period of time - San Mateo, Solano, Napa and Sonoma - account for close to 15% of Bay Area Green Businesses.

**Checklists:** To ensure that Program checklists reflect the most up-to-date recommendations and standards, coordinators in the Bay Area and around the state have implemented a consultation protocol so that new practices and technologies can be reviewed and added to the online checklists in a timely manner.

A checklist for Property Managers has been under development. This is one of the more complex checklists to be developed, since it will require that the firm demonstrate that they are meeting the standards not only at their own office but also at a significant percentage of the properties under management. We expect it to motivate managers to implement whole building retrofits that have significant environmental benefits.

Staff discussed with Bay Area Air Quality Management staff their interest in initiating a certification program for commercial and passenger fleets. The Air District has included an action item in the draft Clean Air Plan to explore with us the potential to add this new sector to the Green Business Program.

**Outreach:** The regional website is a key marketing tool for the Program and its businesses. The site provides a portal to the searchable listings of the Green Businesses in the Bay Area and throughout the state, validating a business's claim that it meets Program standards.

To better manage the addition of new Green Businesses to the website, which was very time-consuming, and provide more descriptive listings staff pursued conversion to a searchable database system that is integrated into the measurement/management system. ABAG's

webmaster created a portal on the Bay Area Green Business Program site that draws in the search form from the statewide system. This preserves our local brand identity while allowing site visitors to find Green Businesses in the Bay Area and beyond. The switch from manual to automatic updates occurred in December 2010.

***Program Expansion:*** While the Program has garnered attention from the California Air Resources Board (CARB) and other entities seeking programs that could be scaled up and replicated to help small businesses reduce their greenhouse gas emissions, we have not identified additional financial resources that would help existing counties sustain or expand their operations, or new counties elsewhere in California initiate programs.

We continue to enjoy strong support from the Department of Toxic Substances Control and to work with DTSC staff to forge closer relationships with state agencies such as the California Air Resources Board, CalRecycle, and the CPUC that might, in future, have resources to support local environmental initiatives like the green business program. The success of AB 913, which establishes the California Green Business Program with DTSC as the state coordinator, is expected to help DTSC and the local Green Business Programs around the state make a stronger case for better coordination and improved support from state agencies for our local Programs.

Last year the Committee approved a change to the Policy Guidelines to allow local programs to charge businesses fees for participating in the Program. To date, no counties in the Bay Area have developed a fee schedule, though some have indicated they anticipate instituting fees in 2011.

***California Green Business Network:*** The Program continues to serve as a model elsewhere in the state and nation. San Benito County joined Santa Cruz and Monterey, expanding the 7-year old Monterey Bay Area Green Business Program. Programs in the City of Santa Monica and Santa Barbara County are strong. The City of Thousand Oaks launched a program in 2010. The City of Los Angeles and Humboldt County expect to launch programs soon. Mendocino County was ready to launch in late 2010, but has been stymied by budget problems. Fresno County is in the exploratory phase. The City of Torrance and surrounding south bay cities are also starting to organize.

The Bay Area counties continue to participate with colleagues in other programs, and our statewide coordinator at the Department of Toxic Substances Control in the California Green Business Program Network. Meetings during the current fiscal year have focused primarily on the measurement/management system. Several subcommittees were recently formed to focus on other issues such as consistency of standards, checklist development and marketing.

During 2010-2011 staff has accomplished the following:

- Convened and staffed county coordinator meetings.
- Facilitated development of property manager checklist.
- Maintained and enhanced website, updating county information and business listings.
- Managed development of updated website design.

- Coordinated enhancement of searchable business listings component of the measurement and management system, and subsequent launch on Bay Area site.
- Organized and hosted the annual government agencies recognition event.
- Strengthened partnership with the Bay Area Air Quality Management District by meeting with key District managers and staff.
- Organized a Green Business panel for a CPUC small business workshop.
- Consulted with Mendocino County, Thousand Oaks and other jurisdictions on program development.
- Served on the review panel for the Air Resources Board's Cool California Awards.

## PROPOSED 2011 / 2012 WORKPLAN

Staff activities are broken down into two main categories: Hazardous Waste Management Planning/Source Reduction, and the Green Business Program. Approximately 40% of staff time is devoted to the former category, and 60% to the Green Business Program.

### ▪ Hazardous Waste Management Planning

- Convene TAC and consultant to prepare for analyzing 2010/2011 data in 2012/13; identify ways to improve next report so that it is more useful to members and better supports hazardous waste reduction and other Committee objectives; explore opportunities to reduce the amount of wastes generated and/or address the high volume of hazardous wastes being shipped outside the region.
- Evaluate feasibility/interest in undertaking a project to analyze potential to attract innovative universal waste processors to the Bay Area as an alternative to performing the biennial hazardous waste analysis and report in FY 2012/13.
- Follow the Department of Toxic Substances Control's Green Chemistry Initiative; apprise Committee and TAC of opportunities to comment and participate in related discussions on ways to expand state and local pollution prevention programs.
- Organize and offer one Sustainable Purchasing workshop;
- Work with the Sustainable Purchasing work group to identify additional ways to motivate/assist local jurisdictions interested in implementing EPP programs, which may include seeking funds to support development of tools and resources.
- Work with TAC, the California Product Stewardship Council, and others to track and apprise the Committee of Extended Producer Responsibility, Environmentally Preferable Purchasing, and Green Chemistry activities, including legislation.
- Inform and, when directed by the Committee, seek action from ABAG's Legislation & Governmental Organizations Committee, and Executive Board on relevant legislation.
- Report on regulatory / other changes pertaining to universal and electronic wastes.
- Staff the Committee and TAC; maintain the Committee website at <http://www.abag.ca.gov/hazwaste/>.

### ▪ Green Business Program

- Support county programs to accelerate certifications, develop checklists for property managers and other new sectors identified by coordinators.
- Assist counties interested in developing / implementing fee schedules.
- Work with the Air District to explore potential to add a commercial and passenger fleet certification as a new sector and to integrate new air quality initiatives into Program checklists.

- Support implementation of measurement/management system and enhancement of searchable directory.
- Enhance/maintain Program website.
- Develop relationships with new and strengthen relationships with existing partners to sustain current operations and expand capacity.
- Coordinate development and purchase of collateral materials.
- Participate in outreach activities.
- Organize annual public agency recognition event.
- Support green business networking opportunities.
- Participate in California Green Business Program Network to ensure program integrity as it expands statewide.
- Work with DTSC and local coordinators around the state to develop strategic plan for the newly-established California Green Business Program.
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## Proposed 2011/2012 BUDGET

### Anticipated Revenue

**County Contributions:** **\$95,035**

On March 23, 2007, the Committee approved annual cost-of-living adjustments to the county fee based on the 12-month moving average of the Consumer Price Index calculated in the same month as the adjustment to the ABAG membership dues. For 2010-11, the fee each county paid was set at \$10,403.50. For the 2011/12 Fiscal Year, the percentage increase is 1.5%. That yields an increase of \$156 for an adjusted fee of \$10,559.50.

**Partner Support:** **\$10,000**

The Bay Area Air Quality Management District has supported Program outreach for several years. We requested a contribution of \$10,000 for Fiscal Year 2011-12, however, due to budget considerations, the Air District is unable to meet that request this year. While no direct funding is available, their Spare the Air coordinator has invited us to jointly sponsor outreach events that will be paid for by Spare the Air.

**Registration Revenues:** **\$4,200**  
**\$1400**

To defray the costs of hosting 1 EPP Conference in November 2011 we charged a registration fee. With a \$35 fee and 40 paid registrants, the event generated \$1,400. The fees were used to cover cost of refreshments and venue fees.

**Total:** **\$109,235**  
**\$96,435**

### Budgeted Expenses:

**Personnel and Overhead** **\$87,753**

**Consultants** **\$6,000**

**Materials, Conferences, Miscellaneous Expenses** **\$2,681**

**Total:** **\$96,435**

## PROPOSED STAFF ALLOCATIONS

### 1. Committee administration.

**Staff time: 82 hours**

Task Summary: Schedule meetings, develop agenda packets, write minutes, staff meetings, research legislation, report to ABAG Legislation and Governmental Organizations Committee and Executive Board, prepare annual budget and work plan.  
(Krebs – 16 hours; Scandone – 40 hours; Support staff – 26 hours)

### 2. Hazardous waste facility siting / source reduction/ EPP.

**Staff time: 180 hours**  
**Consultants: 55 hours**

Task Summary: Prepare to analyze data from 2010 and 2011 state manifests, write recommendations for improving report and present for TAC and Committee review; organize and implement EPP workshops and related activities; identify/scope Green Chemistry, EPR, and other source reduction opportunities; monitor legislation; maintain website.  
(Krebs – 50 hours; Scandone – 130 hours; Consultants – 55 hours)

### 3. Bay Area Green Business Program Coordination.

**Staff time: 410 hours**  
**Consultants: 10 hours**

Task Summary: Support county coordinators; identify resources/efficiencies to improve capacity; purchase materials/implement outreach; update website; ensure consistent application of standards; support expansion into new industries, including potential partnership with Air District on fleets; participate in efforts to improve coordination/partnerships with state agencies.

(Scandone – 400 hours; Communications /Support staff 10 hours; Consultants – 10 hours)