



# **Local Hazardous Waste Management Program**

## **2013 Program Work Plan**

February 11, 2013

Publication Number: LHWMP\_0154

**Local Hazardous Waste Management Program  
2013 Program Work Plan  
Executive Summary**

**Mission of the Program:**

The Local Hazardous Waste Management Program (Program) is a multi-agency coalition program whose mission is to protect and enhance public health and environmental quality throughout King County by reducing the threat posed by the **production, use and storage** and **disposal** of hazardous material and to reduce the generation of hazardous materials, their evaporation into the air, and their disposal into the trash, sewers and storm drains (King County Board of Health Code 2.08.085).

In 2013, the Program is planning to deliver services in the amount of **\$16.3 million**. This Work Plan allocates those resources to work in the following three substantive areas of our mission.

**Production (Upstream) & Product Stewardship:**

In 2013, the Program will work on reducing the production of toxics and hazardous products and the promoting the stewardship of those products by their manufacturers. About **7.6%** of the Program's total budget (**\$1.2 M**), and **4.0 FTEs** are allocated to this area of work. These resources, which include associated project support and agencies' overhead, will focus on:

<b>Pharmaceuticals</b>	<b>Policy Development</b>	<b>Product Stewardship</b>
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**Use & Storage:**

In 2013, the Program has allocated about **41.8%** of our total budget (**\$6.8 M**) and **26.0 FTEs** to efforts to reduce the use of, and properly store, toxics and other hazardous products. These resources, which include associated project support and agencies' overhead, will focus on:

<b>Art Chemical Hazards</b>	<b>Business Field Services</b>	<b>Customer Services</b>
<b>EnviroStars</b>		<b>Healthy Schools</b>
<b>Indoor Pesticide Use Reduction</b>		<b>Interagency Compliance Team (ICT)</b>
<b>Interagency Resource for Achieving Cooperation (IRAC)</b>		
<b>Janitorial</b>	<b>Nail Salons</b>	<b>Outdoor Pesticide Use Reduction</b>
<b>Vouchers</b>		<b>Young Children</b>

**Collection & Disposal:**

Ensuring the proper disposal of toxics and hazardous wastes takes up about **50.6%** of our Program's 2013 total budget (**\$8.2 M**), along with **14.8 FTEs**. These resources, which include associated project support and agencies' overhead, will focus on:

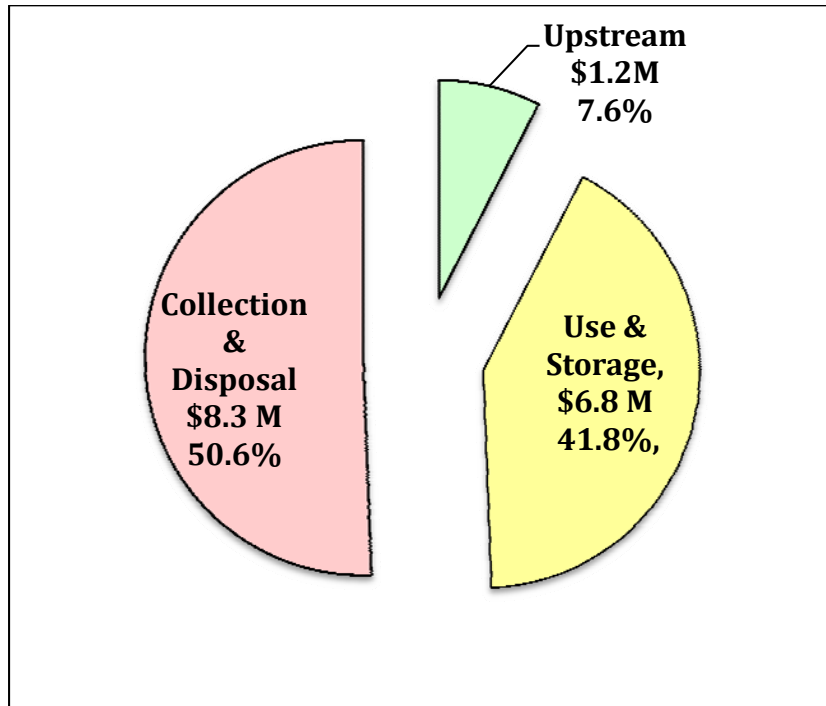
**Moderate Risk Waste (MRW) Collection & Disposal**

**Suburban and Other City, and Tribal Collection & Education Events**

**Project Support and Agencies' Overhead:**

Managing the Program, and providing both direct and indirect support to the projects in its three mission areas, includes a variety of functions. Those functions include: administration, fund and contracts management, research and evaluation, communications and web, data management, and ensuring equitable services to historically underserved populations. The resources assigned to these efforts are proportionally allocated amongst the three mission focus areas listed above.

**Planned Allocation of 2013 Program Resources**



Mission Focus Area	2013 Budget Amounts	Proportion of Total 2013 Budget
Product/Upstream & Product Stewardship	\$1,234,070	7.6%
Use & Storage	\$6,830,652	41.8%
Collection & Disposal	\$8,262,158	50.6%
<b>Program Total</b>	<b>\$16,326,880</b>	<b>100%</b>

Agency/Activity	2013 Assigned FTEs	2013 Budget Amounts
King County Solid Waste Division	10.25	\$3,605,435
King County Water and Land Resources Division	29.50	\$5,400,409
Public Health – Seattle & King County	17.75	\$3,716,553
Seattle Public Utilities	11.55	\$3,100,355
Suburban Cities and Tribes		\$481,128
Disaster Debris Contingency Fund		\$25,000
<b>Total</b>	<b>69.05</b>	<b>\$16,326,880</b>

In 2013, approximately 59% of the budget will be allocated to services and projects that primarily benefit residents. Approximately 41% of the 2013 budget will be devoted to services and programs that primarily benefit small quantity generators and other businesses and organizations. This is consistent with our projected revenues which are about 60% from residential sources and 40% from commercial sources.

The Local Hazardous Waste Management Program in King County is [committed to providing equitable delivery of its services](#). The Program has allocated approximately 20% of the 2013 budget (excluding overhead) to service historically underserved residents. This includes direct outreach projects, such as to Vietnamese Nail Salon Workers, Hispanic janitorial workers and house cleaners, and Korean dry cleaners, as well as general support work provided by the Communications, Environmental Justice and Research projects.

## Mission Focus Area Summaries and Project Level Details

### Mission Focus Area: Production (Upstream) and Product Stewardship

Mission Focus Area	Total FTEs Budgeted	Total Budget Amount	Proportion of Total Budget
<b>Production (Upstream) &amp; Product Stewardship</b>	<b>4.0</b>	<b>\$1,234,070</b>	<b>7.6%</b>

This mission focus area concentrates on the production stage and upstream preventative work to reduce or eliminate hazardous materials, chemicals and components in products. The projects in 2013 that implement this work include policy development and efforts to establish producer responsibility for pharmaceuticals and other products. In 2013, about **8%** of the Program's 2013 annual budget (approximately **\$ 1.23 million dollars**) will be devoted to this work.

Project Name	FTEs Budgeted	Project Budget
<b>Pharmaceuticals</b>	<b>1.0</b>	<b>\$141,319</b>

Unwanted medicines pose a risk to people's health and safety when stored in homes, and cause environmental harm when they are put in the garbage and sewers. There are currently very few convenient and secure medicine return programs to address this lack of safe disposal options. In 2013, this project will provide research and technical support for existing and developing take-back programs in King County; provide education outreach to King County residents on safe storage and disposal of unwanted medicine; and monitor and provide comments on relevant regulations and proposed rules that could affect medicine takeback.

Project Name	FTEs Budgeted	Project Budget
<b>Policy Development</b>	<b>2.0</b>	<b>\$264,261</b>

The Policy Development Project works to address moderate risk waste and toxics issues by changing laws, rules and policies at the federal, state and local levels. In 2013, policy project work will focus primarily on pharmaceutical product stewardship; mercury – containing light product stewardship ; other product stewardship initiatives including rechargeable batteries and paint product stewardship bills; state and federal legislative requests; and monitoring chemicals regulation and chemicals policy reform initiatives.

Project Name	FTEs Budgeted	Project Budget
<b>Product Stewardship</b>	<b>1.0</b>	<b>\$283,555</b>

Product stewardship ensures that local government will not always be responsible for the cost of disposing of problematic wastes at the end of their useful lives. Its aim is to have those who manufacture products pay for their disposal. Longer term, it strives to

motivate manufacturers to discontinue the hazardous components in their products or reformulate them so that they are less hazardous. This project will address that goal by promoting product stewardship at local, regional and national levels. It will do this by participating in regional and national forums. It will also provide support for legislative efforts on medicine return, mercury lighting and paint. At an operational level, it will manage the Take it Back Network for fluorescent bulbs and tubes.

Project Name	Proportional Budget Amount
<b>Project Support and Agencies' Overhead for Production (Upstream) &amp; Product Stewardship</b>	<b>\$544,935</b>

The cost of Project Support and Agencies' Overhead is split proportionally amongst all three mission focus areas. It directly supports and makes possible, the projects described above. These activities include administration and management, planning, fund administration, evaluation and reporting, suburban city program support, direct and indirect overhead, communications and web site support, data management, research services, and environmental justice and equitable service allocation. Personnel from all of our Program Partner agencies (KCSWD, KCWLRD, PH and SPU) staff this effort.

**Mission Focus Area: Use and Storage**

Mission Focus Area	Total FTEs Budgeted	Total Budget Amount	Proportion of Total Budget
<b>Use &amp; Storage Program Total</b>	<b>26.0</b>	<b>\$6, 830,632</b>	<b>41.8%</b>

This mission focus area concentrates on reducing use of and exposure to hazardous chemicals, materials and products, and also on ensuring that if hazardous products are used, that they are used and stored properly. It includes projects that provide general services for businesses and residents, as well as projects that target specific types of hazardous materials and waste (e.g., art chemicals and pesticides) or particular audiences, including underserved populations (e.g., Vietnamese nail salon workers, Hispanic and Ukrainian janitors, Hispanic landscapers, Korean dry cleaner workers, and residents in low-income government housing), and vulnerable populations (e.g., infants, children, pregnant mothers and women of child-bearing age). In 2013, about **41.8%** of the Program's budget, (approximately **\$6.83 million dollars**) will be devoted to this work.

The projects in this mission area are described in detail in the following pages.

Project Name	FTEs Budgeted	Project Budget
Art Chemical Hazards	1.0	\$133,313

Approximately 15,000 artists in King County are working with a wide variety of art materials, many of which contain hazardous chemicals. Most of them are unaware of these hazards and are unsure of how to protect themselves, their families and the environment from them. Many are also unaware of safer products or less-hazardous alternative ingredients for their hazardous art chemicals. In 2013, this project will continue to collaborate with art schools, artist supply stores and arts organizations to recognize hazardous art products, select less hazardous products, and use and dispose of art products properly. Project staff will conduct workshops for artists, utilize social media and web based tools to educate artists about chemical management options; and expand art chemical hazard guidelines and outreach efforts to new audiences.

Project Name	FTEs Budgeted	Project Budget
Business Field Services	9.0	\$1,840,590

Business Field Services (BFS) provides direct technical assistance and follow up visits to businesses that generate small quantities of hazardous wastes. That technical assistance comes in the form of onsite assistance with regulatory compliance, and the application of best management practices in the use, storage and disposal of hazardous materials, chemicals, products and wastes.

#### **Business Field Services –Public Health**

In 2013, BFS staff at Public Health (PH) will undertake a new initiative: they will work with the City of Tukwila as a priority community based on demographic information which indicates a population with high poverty, low income, high ethnic diversity and a high percentage of foreign born people. In addition, BFS-PH will respond to complaints and requests for technical assistance visits; work in partnership with the City of Redmond to prevent contamination of groundwater that is used for drinking water; and support other LHWMP projects. They will continue to focus on working with businesses in vulnerable geographic areas (floodplains, groundwater and wellhead protection zones, and/or that use on-site sewage treatment systems). They also will provide secondary containment to SQG businesses as an incentive to follow best management practices and prevent pollution. This project team has **5 FTEs** and a budget of **\$613,530**.

#### **Business Field Services –Water and Land Resources**

In 2013, BFS staff at King County Water and Land Resources Division (WLR) will focus on involving property owners with hazardous materials and hazardous waste management by their small quantity generator tenants as well as by their own property management activities. BFS-WLR will prepare and provide 12 presentations to property managers and other stakeholders to increase their awareness of hazardous materials, hazardous

waste and liability issues, and to encourage them to take advantage of LHWMP services. BFS-WLR will also prepare and send introductory letters to property managers and owners; conduct field visits to businesses identified through these efforts; sponsor booths at Property Manager trade shows; join and participate in property management associations; and respond to requests for action throughout King County. In addition, three new employees will be trained. The project team **has 4.0 FTES** and a budget of **\$414,301**.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Customer Service</b>	<b>1.75</b>	<b>\$170,146</b>

The Customer Service project houses our Household Hazards Phone Line and E-mail, and the Business Waste Line and E-mail. Project staff are front line contacts with the ratepayers, citizens and businesses in King County. Often, they are the first contact that a customer has with the Program. The phone lines serve as a gateway to other Program services. Staff answers queries from the public and businesses, dispatch technical assistance for businesses, and refer requests for collection from the homebound to collection staff. This project also supports our industrial materials exchange (IMEX).

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>EnviroStars</b>	<b>1.75</b>	<b>\$279,442</b>

The EnviroStars project provides encouragement to businesses to move beyond compliance in their operations and toward using lower and lower levels of hazardous materials. It does this by certifying their operations at various levels of achievement and by encouraging consumers to use EnviroStar certified businesses. In 2013, the project will finalize and market the Auto Repair application; create an on-line general application worksheet submission process; provide industry trainings and workshops; produce and promote a recruitment video; and conduct technical assistance, follow-up, verification and renewal visits with businesses working to meet qualification standards. The project will also work collaboratively with internal staff and external partners to leverage upstream influence on small business product choices and practices. The project plans to add at least 30 new EnviroStar businesses in 2013.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Financial Incentives – Vouchers &amp; Grants</b>	<b>1.5</b>	<b>\$305,040</b>

The Financial Incentives project provides vouchers and grants to help qualified businesses to offset the cost of equipment and practices that address the proper use, storage and disposal of hazardous materials, chemicals, products and wastes. In 2013, the project will continue to provide its \$500 matching vouchers to reimburse businesses half of what they spend to buy needed storage equipment and properly dispose of their hazardous waste (up to \$500). The project will also assist the Business Field Services project with the purchase of secondary containment equipment to be provided to businesses that are out of compliance with secondary containment protocols. Finally,



the project will also offer \$20,000 grants to assist up to three qualified dry cleaning businesses to replace their old machines that use perchloroethylene with other machines that use less toxic solvents.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Healthy Schools</b>	<b>0.7</b>	<b>\$180,903</b>

Secondary schools continue to use chemicals to teach science, art and shop classes in King County. Chemical safety continues to be a concern, though much less of one, since we've been working with schools since 1996 to reduce the use of on-site chemicals and to clear out old chemical stockpiles. Demand for our services to schools has steadily decreased along with their stockpiles. In 2013 we will continue to provide teachers and administrators with accurate and needed information on chemical hazards in schools and ways to reduce them. Project staff will update our on-line School Chemicals Database. We will continue to provide technical assistance inspections to schools participating in the King County Green Schools Program and will assist schools in chemical safety planning by providing chemical hygiene planning workshops, creating videos of the workshops, and making the videos available on the LHWMP web site. Vouchers will be offered to help schools procure equipment to reduce exposures to chemicals and properly store them. We also will continue to provide teacher trainings and parent outreach on the proper use, storage and disposal of hazardous household chemicals. Work with parents and training for teachers will include presentations to parent groups and preschool cooperatives about hazardous household products and alternatives, with emphasis on outreach to English language learners. Mini-grants will be provided to further student learning about hazardous products and household hazardous wastes (HHW).

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Indoor Pesticide Use Reduction</b>	<b>1.0</b>	<b>\$134,575</b>

This project focuses on reducing the use of indoor pesticides, which have been associated with illnesses, especially childhood illnesses like leukemia. Studies have shown that exposure during pregnancy increases the risk of childhood illnesses, as compared to exposures before pregnancy and after birth. During 2013, project staff will continue to work with housing and placement professionals, residents, and the pest management industry to develop an Integrated Pest Management (IPM) outreach program on how to prevent and respond to indoor pest infestations in multi-family housing, while minimizing the application of pesticides. Project staff will work with project partners to develop training, workshop and community outreach materials and to provide at least 12 trainings and workshops to partner staff and residents. Project staff also will provide outreach at community events in coordination with our Janitorial Project.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Interagency Compliance Team (ICT) Project</b>	<b>0.5</b>	<b>\$70,551</b>

The ICT project addresses chronically mismanaged sites that pollute natural resources and present risks to communities, neighboring properties, and businesses. Local, state and federal regulatory agencies work with businesses, private residences and undeveloped property owners that have regulatory violations that don't always fit directly within one agency's authority. Even after extensive educational and technical assistance is provided separately by multiple agencies, some owners and operators of businesses and properties will not comply with environmental, safety and health regulations. The Interagency Compliance Team (ICT) addresses problematic sites within King County. ICT coordinates the activities of various agencies to reduce overlapping jurisdiction; leverages resources and authority amongst participating agencies to obtain compliance; gains knowledge and accesses expertise through its multi-agency effort; effects quicker resolutions and clean ups; and cultivates stronger interagency relationships. During 2013, the ICT expects to address about 10 priority sites and complete satisfactory cleanup of five sites.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Interagency Resource for Achieving Cooperation (IRAC)</b>	<b>1.0</b>	<b>\$148,819</b>

This project cultivates relationships between the Program and regulatory agencies that protect the environment, public and worker safety, and human health. It resolves issues that arise when regulations that govern hazardous chemicals conflict. IRAC promotes business compliance by pursuing agreements between agencies about the management of hazardous chemicals so that requirements are consistent and understandable. It provides inspector training, general meetings, newsletters, and workgroup facilitation around hazardous materials, chemicals, products and wastes. It also develops partnerships to advance our Program's work. In 2013, IRAC's Dry Cleaning Workgroup will consolidate dry cleaning guidance and provide it to inspectors and dry cleaners using culturally appropriate outreach materials. The project will also provide training for LHWMP and local agency staff on the Globally Harmonized System (GHS), which brings changes to labeling, definitions, safety data sheets, ranking and communicating about chemicals and their risks. Project staff will conduct a usability test of the on-line Auto body Rule Tool.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Janitorial</b>	<b>1.0</b>	<b>\$135,102</b>

Janitorial work often involves use of and exposure to numerous hazardous household chemicals, cleaners and solvents. The industrial janitors and domestic housekeepers that do this work usually have inadequate hazardous materials training and limitations on product selection (house cleaners are often required to use client products

regardless of the availability of less hazardous alternatives). Due to no, or poor, training, product labels are not read or understood, and mixing cleaners together is a prevalent practice, especially with the new immigrants. This industry is heavily staffed by Hispanics, as well as members of the Somali, Vietnamese, Ukrainian/Russian, and Bhutanese populations. This project trains workers from those populations about hazardous chemicals and products, and the use of personal protective equipment (and provides gloves/masks/eye protection). It does this through workshops, at community events, and through radio interviews. In 2013, project staff will continue to identify and use a variety of approaches to connect with and educate target audiences regarding safer cleaning practices. The project will undertake much of its work with the help of numerous NGOs and other partners, including: YWCA/Work Source, New Futures, CASA Latina, St. Mary's Church, Refugee Women's Alliance (ReWA), SOAR-Children and Youth Org., the Mexican Consulate,, SeaMar Community Health Clinics, Molina Health, White Center Development Association, Goodwill, WA Dept of Labor and Industries and Puget Sound Clean Air. Project staff will participate in community health and safety fairs, work with partnering agencies, and provide Cleaning with Caution workshops at partner work locations and facilities in south and east King County.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Nail Salons</b>	<b>1.0</b>	<b>\$148,819</b>

There are 4,223 licensed nail technicians and 435 licensed nail salons in King County. Roughly 60% of those salons and technicians are Vietnamese (2533/261). In South Seattle, specifically in Rainier Valley, 85% are Vietnamese. The chemicals and products used in these activities disproportionately impact their health. In addition, many of the salons have children present for part or all of the working day. Nail salon workers don't have access to safety training documents in their native language and have limited resources to make safety improvements. In 2013, this project will continue to conduct training and research to help reduce chemical exposures. Specifically, the project will contract with the University of Washington to test local ventilation devices for effectiveness; institute a Healthy Nail Salon Recognition Program based on the San Francisco for the Environment Program; provide technical assistance to 100 new nail salons and provide workshops for nail salon owners, workers and students. The project will also work to improve cosmetologist/nail technician safety guidance, and to develop continuing education units for license maintenance with the WA Department of Licensing.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Outdoor Pesticide Use Reduction</b>	<b>1.25</b>	<b>\$376,620</b>

Pesticides can have lasting health and environmental effects. They may contain carcinogens, endocrine disruptors, mutagens. They can bio-accumulate and contaminate food, air, and water supplies. Children are particularly susceptible to chemical damage from exposure to pesticides. Workers in landscaping and agricultural businesses can be exposed to pesticides at work, and they can, in turn, bring those

chemicals home on their work clothes and in their vehicles, potentially exposing family members as well. Many of these workers are English Language Learners (ELL) who do not understand their exposure risks. This project works to reduce the health risks and environmental impacts of pesticide use by promoting Integrated Pest Management approaches and safer alternatives. In 2013, the project's Green Gardening program will conduct Integrated Pest Management (IPM) workshops for professional landscapers and trainings for nursery staff, horticultural students and landscapers who speak Spanish, Vietnamese and Cambodian. The project's Natural Yard Care Neighborhoods effort will work with underserved communities in Seattle and King County. The project also will provide professional trainings for landscape professionals in which building and design professionals learn to create landscapes that need fewer pesticide inputs, and landscape maintenance professionals learn about effective alternatives to pesticides. This project also provides the Garden Hotline, which offers individualized solutions to garden problems that are safe, natural, and effective. The project will continue to partner with Oregon Metro and Thurston County, WA to improve the Grow Smart Grow Safe content, and web site information, improve user interfaces and develop a mobile phone application that supports the avoidance of pesticides or use safer alternatives. Finally, the project will continue to support the Pesticide-free Public Spaces interactive, web-based map of pesticide-free-and-reduced public spaces throughout King County, and provide education and outreach to parents, caregivers and land managers to help reduce pesticide exposures.

Project Name	FTEs Budgeted	Project Budget
Young Children	4.55	\$703,961

Young children and pregnant women are highly vulnerable to toxic chemical exposures. This project strives to reduce exposure and subsequent health damage through a wide variety of education and technical assistance efforts.

**Young Children – Public Health**

In 2013, the Young Children –Public Health (PH) will use collaborative community based practices to help residents in King County to reduce chemical hazards in their homes. The Project will: 1) work to reduce chemical exposures in the homes using a Promotora model by training trusted residents in high risk communities to teach in-home chemical exposure reduction classes; 2) provide technical assistance, education, and outreach to families of children with elevated blood lead levels, health care providers, and at risk communities; 3) establish a community directed partnership to jointly conduct a community level needs assessment on residential chemical exposure and then design and develop a plan for addressing it in 2014; and provide technical support for childcare facilities visits and to the Horn of Africa Services on a federal grant to help East African women to start child care businesses. This project team has 3.57 FTES (one vacant) and a budget of \$573,098.

**Young Children – Water and Land Resources**

In 2013, project staff will work to reduce toxic exposures of young children through three discrete projects. First, the project will promote use of the Healthy Child Care<sup>®</sup> (EHCC) model to help child care providers to reduce toxic exposures at their sites; staff will develop a training module and provide EHCC training workshops. Project staff will provide outreach to mothers with messages to help them reduce toxic exposures of their children. Finally, staff will continue to address the general problem that families do not know basic information about household hazardous products; they will provide general outreach and messaging by working collaboratively with regional stakeholders through the Children’s Environmental Health Working Group of the Collaborative for Health and the Environment – WA (CHE-WA). This project is staffed by .8FTE and has a budget of \$130,863.

Project Name	Proportional Budget Amount
<b>Project Support and Agencies’ Overhead for Use &amp; Storage</b>	<b>\$3,016,247</b>

The cost of Project Support and Agencies’ Overhead is split proportionally amongst all three mission focus areas. It directly supports, and makes possible, the projects described above. These activities include administration and management, planning, fund administration, evaluation and reporting, suburban city program support, direct and indirect overhead, communications and web site support, data management, research services, and environmental justice and equitable service allocation. Personnel from all of our Program Partner agencies (KCSWD, KCWLRD, PH and SPU) staff this effort.

**Mission Focus Area: Collection & Disposal**

Mission Focus Area	Total FTEs Budgeted	Total Budget Amount	Proportion of Total Budget
<b>Collection &amp; Disposal Program Total</b>	<b>14.8</b>	<b>\$8,262,158</b>	<b>50.6%</b>

Ensuring the proper disposal of toxics and hazardous wastes makes up more almost **51%** of our Program's 2013 annual budget, or approximately **\$8.2 million dollars**. These efforts include collection of household hazardous waste (HHW) and hazardous waste from businesses and institutions that generate similar types and quantities as HHW (conditionally exempt small quantity generators, known as CESQGs or SQGs). These wastes are collected at four regular collection sites (at the Auburn Supermall, Factoria Transfer Station, North Seattle HHW Collection facility and South Seattle HHW Collection facility) and by the Wastemobile, which travels to various sites throughout King County ten months of the year. The Program also collects HHW directly from

homebound residents and funds suburban and other city, and tribal government, collection events.

Project Name	FTEs Budgeted	Project Budget
<b>Moderate Risk Waste (MRW) Collection &amp; Disposal</b>	<b>14.55</b>	<b>\$4,075,219</b>
<b>Emergency/ Disaster Debris Contingency Fund</b>		<b>\$25,000</b>

One of the primary functions of the Program is to ensure that we provide collection and disposal options for moderate risk waste (household hazardous waste and hazardous waste generated in small quantities from business), and that it is disposed of according to Washington State's Waste Management Hierarchy. This project provides those services through four collection sites in urban areas and Wastemobile service in suburban and rural areas. These facilities and services also provide information about disposal options and support the disposal of disaster debris when needed.

**Allocation of Full Time Equivalent (FTE) Employees by Program Partner and Service**

	KCSWD FTEs	SPU FTEs	Total FTEs
<b>HHW Collection</b>	<b>6.35</b>	<b>8.0</b>	<b>14.35</b>
<b>SQG Collection</b>	<b>0.20</b>	<b>0.0</b>	<b>0.20</b>
<b>Totals</b>	<b>6.55</b>	<b>8.0</b>	<b>14.55</b>

**Allocation of Total Budget by Program Partner and Service**

	KCSWD	SPU	Total
<b>HHW Collection</b>	<b>\$2,301,903</b>	<b>\$1,593,401</b>	<b>\$3,895,304</b>
<b>SQG Collection</b>	<b>\$129,915</b>	<b>\$50,000</b>	<b>\$179,915</b>
<b>Capital Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Totals</b>	<b>\$2,431,818</b>	<b>\$1,643,401</b>	<b>\$4,075,219</b>
<b>Emergency/ Disaster Debris Contingency Fund</b>			<b>\$25,000</b>

Project Name	FTEs Budgeted	Amount Budgeted
<b>City and Tribal Collection Events</b>	<b>0.25</b>	<b>\$492,574,</b>
<b>Public Health Review and Inspection Fees</b>		<b>\$21,000</b>

In 2013, the Program will continue to fund 37 cities and towns, and 1 tribal government in King County, to undertake Suburban and Other City, and Tribal collection and education events. Often the City/Tribe uses Program funds in combination with other funds to sponsor joint solid and hazardous waste collection events. Personnel from Public Health administer these contracts.

<b>Project Name</b>	<b>Proportional Budget Amount</b>
<b>Project Support and Agencies' Overhead for Collection and Disposal</b>	<b>\$3,648,365</b>

The cost of Project Support and Agencies' Overhead is split proportionally amongst all three mission focus areas. It directly supports, and makes possible, the projects described above. These activities include administration and management, planning, fund administration, evaluation and reporting, suburban city program support, direct and indirect overhead, communications and web site support, data management, research services, and environmental justice and equitable service allocation. Personnel from all of our Program Partner agencies (KCSWD, KCWLRD, PH and SPU) staff this effort.

<b>Mission Support: Project Support and Agencies' Overhead</b>
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<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Project Support and Agencies' Overhead</b>	<b>24.25</b>	<b>\$7,209,547</b>

In this section, all of the Administration, Direct Project Support and Agencies' Overhead are described in detail, starting with Administration.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Administration</b>	<b>13.10</b>	<b>\$1,836,590</b>

Administration addresses the overall management and implementation of the Program's work plan, stewardship of the Program fund, management of the Program's data and evaluation of performance, reporting of results, communicating amongst the Program Partners and to the public, and ensuring that the Program's efforts are founded on sound research and science. Administration coordinates these activities through the following cross-program functions. In 2013, in addition to completing annual recurring work on the Program's work plan and budget and routine housekeeping and administrative work, management will continue initiatives to more systematically address historically underserved populations, revise our evaluation and reporting system, advance our analysis of our rate structure to increase its fairness, and work on emergency planning and disaster debris handling.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Communications</b>	<b>3.55</b>	<b>\$879,235</b>

Many King County residents and businesses are unaware that some products in their homes and businesses are hazardous and that misuse or incorrect disposal of them can cause health and environmental problems. The Communications project supports

LHWMP staff in their efforts to reach out to King County residents and businesses by helping them with communications planning, strategies, tactics, implementation, evaluation and resources. The Communications project also manages its own projects that inform King County residents and businesses on best management practices, program services and issues of human and environmental health. . Project staff work to provide that information in the most culturally relevant ways possible and to deliver those messages in as many languages as possible. In 2013, this project will continue its targeted outreach to the Hispanic Community, assist other projects with their messaging, launch Household Hazardous Waste outreach campaigns in the spring and fall; provide content for the Program’s website, and continue to expand the Program’s social media outreach and community networks. This project will be hiring a new communications specialist to assist the program with public planning, outreach and engagement and emergency messaging.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Data and Web Services</b>	<b>2.25</b>	<b>\$468,544</b>

Data is essential for monitoring and evaluating Program effectiveness. Our database powers the Program’s website and underpins much of the Program’s work. The Data and Web Services project develops and maintains the structures that house the Program’s data and provides those data in a variety of forms for use by Program staff and management. The database manager works closely with the web developer to develop and maintain Program’s website. The Website serves as a primary communication vehicle for the general public. In 2013, the project will maintain and update existing web pages and undertake a variety of updates and enhancements including improving website navigation, sitemap, usability and searchability. The project also will maintain applications, data systems and web applications; develop a training and evaluation module; and make needed revisions to the Grow Smart Grow Safe project, including database revisions, web revisions and development of mobile applications.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Environmental Justice Network in Action (EJNA)</b>	<b>0.6</b>	<b>\$206,281</b>

The Program has identified various historically underserved populations in King County that are not being adequately served. This project is one of the Program’s efforts to improve service equity. In 2013, the project will help LHWMP to implement its Planning and Engagement Service Equity Policy by developing staff capacity and through direct outreach. The project staff and their consultants will provide training to Program staff in culturally competent public outreach and engagement strategies, tools, and approaches; assist several projects with planning and engagement; work with staff to develop, access, and use tools and resources to more effectively plan. Project staff also will continue to partner with non-profit community organizations and other program staff that work with underrepresented groups (i.e. people of color, low income,



immigrant, refugee and disabled) to identify and deliver LHWMP services to these groups.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Records Management (&amp; Yellow Book)</b>	<b>1.0</b>	<b>\$131,589</b>

The partner agencies of the Local Hazardous Waste Management Program (LHWMP) have created a voluminous cache of hard copy (paper) and electronic records since its inception approximately 20 years ago. This is especially true for the Hazardous Waste Unit within King County’s Water and Land Resources Division. This project has been created to manage, archive and/or dispose of these records in accordance with state law. In 2013 project staff will dispose of or archive the current cache of paper and electronic records that have exceeded their retention schedule; develop and implement a record files plan; provide consultation and training to other LHWMP staff; and respond to public disclosure requests according to protocol. Within this project, .25 FTE is allocated to update the “Yellow Book” – the Program’s directory of waste-related service providers.

<b>Project Name</b>	<b>FTEs Budgeted</b>	<b>Project Budget</b>
<b>Research and Evaluation</b>	<b>4.75</b>	<b>\$802,391</b>

The Research and Evaluation project supports Program management, as well as project work. It conducts original research, monitors emerging issues, provides technical support to project staff, surveys Program customers, builds the program’s evaluation design and summarizes program evaluation data. It uses data-driven approaches that combine the perspectives of research and evaluation into tools and recommendations. In addition to the above-mentioned work, in 2013, the project will conduct a feasibility study to determine if waterborne paint systems and alternative gun cleaners are viable safer alternatives for LHWMP to promote; develop a safer alternative methodology guidance document; participate in a low income housing biomonitoring project in partnership with the Washington Department of Health; provide technical assistance to work with dry cleaners; conduct research to support Program partners and other LHWMP projects or teams; support the service equity needs assessment and evaluation project; develop and further develop long-term measures for evaluating program impacts and effectiveness.

<b>Agencies' Overhead</b>	<b>Total Budget Amount</b>
<b>Direct Project Overhead</b>	<b>\$1,181,652</b>
<b>Indirect Project Overhead</b>	<b>\$1,834,854</b>
<b>Total</b>	<b>\$3,016,506</b>

Overhead consists of all charges that cannot easily be directly attributed to the Program. It is often disaggregated into direct and indirect overhead. While the definitions of direct and indirect overhead vary amongst agencies, direct overhead can be thought of as those support services that are intermediate to the project staff. They might include such things as pooled administrative services, intermediate agency management, vehicle costs, equipment, and general supplies. Indirect overhead might be thought of as the highest levels of support to project staff that might include higher levels of agency management, agency operating costs and other broad support services. Overhead costs are charged by all four of our implementing Program Partner agencies.

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**Alternative Formats on Request  
(206-263-3050) TTY Relay: 711**



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*"Local Governments for Health & the Environment"*