

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PROGRAM: 764/99 INTEGRATED WASTE MANAGEMENT (CCD) IWM 1.3

ACTIVITIES QUESTIONNAIRE

The information obtained here should be reported on forms 1.6 A and B, and 1.8.

THE TEN GENERAL QUESTIONS

For each of the components listed below, the following questions generally pertain:

1. Which staff performed the duties? How much time was required?
2. Were there staff meetings? Who attended? Were there sign-in sheets? Agendas? Materials?
3. Was staff training conducted? Who attended? Were there sign-in sheets? Agendas?
4. What direct costs were required for materials, supplies, and equipment?
5. Were any contractor/consultant services needed?
6. What travel expenses were required?
7. Were policies and procedures updated?
8. What new forms and reports were created?
9. Was computer software and hardware upgraded?
10. What funds were used to pay for the new and increased activities and costs?

THE ACTIVITIES BY REPORTING CODE

1. Policies and Procedures

Were new policies and procedures adopted to implement the mandate?
Was there a committee?

2. Staff Training

Did district staff attend state training? Other training courses?

Did the district provide inservice to district staff?

Is training updated each year?

3. Plan Development

Was the plan adopted by the governing board at public hearing?

How were the agenda, agenda materials, and agenda minutes for the public hearings prepared?

Which district staff attended or conducted the public hearings?

Has the IWM Board conducted a compliance review of the district plan?

What were the findings? Did the district prepare a response?

4. Alternative Compliance

Was the plan submitted to the Waste Management Board on time?

If not, were extensions obtained?

Describe the process and how much time was required.

5. College Coordinator

Does each campus have a coordinator? Are these duties shared by more than one person?

How many hours per year does the coordinator spend implementing the mandate?

6. Plan Implementation

Is there a recycling committee? Who are the members? What dates did the committee meet each year?

What methods of solid waste reduction were implemented?

Which staff members are implementing the plan?

What items were purchased to implement the plan?

Was existing equipment used, or new equipment purchased?

7. Accounting Systems

How is waste reduction measured, tracked, and reported?

8. Annual Report

How were the progress reports researched and prepared?

REVENUES

Is any income being generated by the recycling program?

How much, and where are the monies deposited?