

II. Stewardship Submittal Instructions (Carpet)

Note: This is the second section of the proposed draft rulemaking (see the *DRAFT Outline of Proposed Regulations* for all the sections in the rulemaking). These instruction will cover submittals for plans and annual reports. CalRecycle envisions having an on-line report form for submitting this information. Attachments with more detailed information may also be submitted in addition to the on-line information. See *Section III Criteria for Plan Approval* and *Section IV Criteria for Evaluating Annual Reports* for information on the content of plans and reports.

A. Online Manufacturer Registration Instructions

A corporate officer, acting on behalf of a manufacturer or stewardship organization, shall register with CalRecycle. The registration process shall include, but not be limited to, the following information:

- i) Contact information of the corporate officer responsible for submitting stewardship plan and annual report documents to CalRecycle and for overseeing paint stewardship program activities, including, but not limited to:
 - (1) Contact Name
 - (2) Title
 - (3) Name of Company or Stewardship Organization
 - (4) Mailing address
 - (5) Phone number
 - (6) E-mail address
 - (7) Web address, if applicable
- ii) List and contact information for each manufacturer participating in the stewardship organization, including, but not limited to:
 - (1) Contact Name
 - (2) Title
 - (3) Name of Company or Stewardship Organization
 - (4) Mailing address
 - (5) Phone number
 - (6) E-mail address
 - (7) Web address, if applicable
- iii) List of associated brands covered under the stewardship plan.

B. Stewardship Plan Submittal Instructions

- i) An authorized representative acting on behalf of a manufacturer or stewardship organization shall register with CalRecycle via an online registration process (insert web address).

- ii) The product stewardship plan should be submitted electronically at (insert web address). A hard copy signed by a corporate officer of a manufacturer or stewardship organization under the penalty of perjury must also be submitted to CalRecycle.
- iii) The information submitted in a stewardship plan shall address the criteria for approval per (insert appropriate rulemaking reference) in the format outlined in Section III. Criteria for Stewardship Plan Approval and be organized according to this standard outline:
 - (1) Contact Information
 - (2) Scope
 - (3) Performance Goals and Activities
 - (4) Solid Waste Management Hierarchy
 - (5) Collection System
 - (6) Market Development
 - (7) Financing Mechanism
 - (8) Education and Outreach
 - (9) Program Performance Measurement
 - (10) Stakeholder Consultation
 - (11) Audits
- iv) Plans shall be updated within 30 days of a significant or material change.
- v) The approved stewardship plan shall be a public record, except that financial, production, or sales data reported to the department by a manufacturer or stewardship organization is not a public record under the California Public Records Act, as described in Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code and shall not be open to public inspection.

The department may release financial, production, or sales data in summary form only that cannot be attributable to a specific manufacturer.

C. Annual Report Submittal Instructions

- i) The annual report shall be submitted by a corporate officer acting on behalf of a manufacturer or stewardship organization that is operating a carpet stewardship program under a CalRecycle-approved stewardship plan.
- ii) The annual report should be submitted electronically to CalRecycle at (insert web address). A hard copy, signed by a corporate officer of a manufacturer or stewardship organization under the penalty of perjury, must also be submitted.
- iii) The information submitted in an annual report shall address the criteria for a finding of compliance per (insert appropriate rulemaking reference) as outlined in Section III. Criteria for Evaluation of the Report and be organized according to this standard outline:

- (1) Contact Information
- (2) Executive Summary
- (3) Scope
- (4) Program Outline
- (5) Description of Goals and Activities
- (6) Market Development
- (7) Financing Mechanism
- (8) Education and Outreach
- (9) Audits

Discussion Draft