

II. Stewardship Submittal Instructions (Paint)

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 instructions will cover submittals for stewardship plans and annual reports. The department 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 more information in 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 the department. 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 the department and for overseeing paint stewardship program activities, including, but not limited to:
 - (1) Contact Name
 - (2) Title
 - (3) Name and 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 the department.
- iii.) The product stewardship plan must be submitted for re-approval upon any significant or material change, as defined. The department shall review the revised stewardship plan within 90 days of receipt and make a determination whether or not to approve the plan.
- iv.) The information submitted in a stewardship plan shall address the criteria for approval per (insert appropriate rulemaking reference) as outlined in Section III. Criteria for Stewardship Plan Approval and be organized according to this standard outline:
 - (1) Contact Information
 - (2) Scope
 - (3) Program 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
 - (12) Dispute Resolution (optional)
- 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 an architectural paint stewardship program under a department-approved stewardship plan.
- ii.) The annual report should be submitted electronically to the department 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 IV.

Criteria for Evaluating Annual Reports 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 Based on the Stewardship Plan
- (6) Market Development
- (7) Financing Mechanism
- (8) Education and Outreach
- (9) Audits

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