



Connecticut Product Stewardship Council

Letter of Agreement

PURPOSE

The purpose of this Letter of Agreement is to bring together local governments and their representatives and other interested parties, to form and participate in, a Connecticut Product Stewardship Council. This Letter of Agreement will outline the common vision of product stewardship as a means of managing municipal solid and hazardous waste streams and establish the structure and process of the council.

MISSION STATEMENT

To shift Connecticut's product waste management system from one focused on government funded and ratepayer financed waste diversion to one that relies on producer responsibility in order to reduce public costs, increase recycling rates and drive improvements in product design that promote environmental sustainability. The Connecticut Product Stewardship Council works to integrate the principles of product stewardship into the policy and economic structures of Connecticut.

DEFINITION OF PRODUCT STEWARDSHIP

Product Stewardship or Extended Producer Responsibility (EPR) is a product-centered approach to environmental protection that calls on all those in the product life cycle – designers, manufacturers, retailers, users and waste managers to share responsibility and costs for reducing the adverse environmental impacts of products. The greatest responsibility lies with the producers who have the most ability to affect the lifecycle environmental impacts of the product through product design and marketing. Product stewardship holds producers liable for the costs of responsibly managing their products at end of life.

OBJECTIVES

The objectives of the CTPSC are to:

- Provide a forum for the exchange of ideas and information regarding existing and proposed EPR programs.
- Provide effective leadership on product stewardship initiatives in the region.
- Educate elected officials and other decision makers on the benefits of product stewardship.
- Coordinate, support or participate in product stewardship initiatives locally, regionally and nationally.
- Develop and recommend product stewardship policies and educational tools to organizations, institutions, governments, state legislatures and legislators.

ORGANIZATION

The CTPSC will operate as an unincorporated association and will be comprised of the **Members and Partners**.

Members: Members of the CTPSC consist of municipalities, councils of governments, solid waste authorities and operating committees, and household hazardous waste administrators located in Connecticut that:

- a) Commit staff time to attend CTPSC meetings and conference calls.
- b) Support the CTPSC Mission and Objectives and sign the CTPSC Letter of Agreement.
- c) Call meetings, set agendas, make decisions, establish rules and are authorized to act on behalf of the council in accordance with the Structure and Process section of this agreement.

Partners: Partners of the CTPSC consist of individuals, businesses, state government, academic institutions, and environmental organizations located in Connecticut that:

- a) Commit staff time to attend CTPSC meetings and
- b) Sign the Letter of Agreement.

COUNCIL STRUCTURE

The CTPSC shall consist of members and partners. The members may actively participate in meetings, serve on committees, and vote on matters before the council. Members shall elect a coordinator annually. The coordinator's responsibilities shall include, scheduling and running meetings, setting an agenda, keeping records and calling votes. Members can be designated by the coordinator to speak for or otherwise represent the council.

Any individual or organization that endorses the CTPSC mission and signs the CTPSC pledge is invited to be a Partner. Partners may actively participate in meetings and serve on committees. Partners are not allowed to vote on matters before the council.

DECISION MAKING

The council coordinator can call for a vote on issues. Each member municipality will have one vote. Members who represent regional entities will also have one vote. The council shall strive for consensus however if consensus cannot be reached, a decision will be made by majority vote.

REPRESENTING THE COUNCIL

Only the coordinator or a council member designated by the coordinator may speak on behalf of or represent the council on general correspondence and communications.

FUNDING

The council members and partners will not be required to pay dues or contribute any other funds to participate in the council. No member or partner shall be compelled to financially support a project for any reason including a vote by the council. Members and partners may choose to financially support particular projects they deem to be in their interest.

REVISIONS TO THIS LETTER OF AGREEMENT

This letter of agreement may be revised by a majority vote of the members.

Organization/Town: _____

Representative: _____ **Title:** _____

Signature: _____ **Date:** _____