Local Hazardous Waste Management Program
Management Coordination Committee Meeting
Tuesday, June 21, 2016
10:00 a.m. – 12:00 p.m.
King Street Center, Chinook Conference Room, 6th Floor

Introductions - All

General Business - All (5 min.)

1. May Meeting Minutes
2. Announcements and Public Comments

Discussion Items

3. Project Overview: Information and Marketing Project, Including LHWMP Strategic Communications Plan
   Hear about a key General Services project, and a comprehensive plan for managing the Program’s internal and external communications.
   - Michell Mouton (30 min.)

4. Hazardous Waste Vendor Issue
   Briefing about a vendor issue, and a related MCC policy discussion regarding mercury-containing lamps.
   - Lynda, Tim (30 min.)

5. Proposed Policy – Non Work Plan Requests
   Discuss proposed guidelines for managing agency non-work plan requests involving LHWMP staff (continued from March MCC meeting). Provide input to guidelines and/or approve.
   - Lynda (20 min.)

Updates

6. Policy Update - Policy Team (10 min.)
7. Secure Medicine Return Implementation - Taylor (10 min.)
8. Director’s Report and Upcoming MCC Meetings
   • Report on current activities.
   • Look-ahead to upcoming MCC meetings; decide summer schedule.
   - Lynda (10 min.)

Decision Items:

- May Meeting Minutes (Item 1)
- HW Vendor: City of Seattle Request (Item 4)
- Policy for Non-Work Plan Requests (Item 5)

Read-Ahead Material:

- May Meeting Minutes (Item 1)
- HW Vendor Issue Briefing and Seattle Request (Item 4)
- Draft Policy for Non-Work Plan Requests (Item 5)
- Director’s Report and Upcoming MCC Meetings (Item 8)

Next Meeting: July 19, 2016, 10:00 a.m. to 12:00 p.m., 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA