

EXHIBIT A

PARTICIPATION GUIDELINES

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For the 2015
ADAMS COUNTY HOUSEHOLD CHEMICAL ROUNDUP PROGRAM

The following guidelines specify arrangements for local jurisdictions and supporting organizations in Adams County to implement a short term Program for the collection, recycling or proper disposal of common household chemicals.

I. Long Term Program Goal

It is the goal of the Program participants that this effort will evolve into a sustainable and comprehensive Household Chemical Roundup Program providing equitable service countywide and steadily reducing the unit cost of participation. At the end of the term of the Agreement outlined in these guidelines, the participating jurisdictions and organizations will evaluate the level of support and the options for a permanent program, based on recommendations of the Household Chemical Roundup Committee described below. Such program will be designed to serve Adams County residents at a minimum, but may also be a collaborative effort with other jurisdictions in the region.

II. Participating Organizations

Participating organizations may include Adams County, municipalities wholly or partially within Adams County, Tri-County Health Department, Special Districts and other public and private sector organizations that wish to support the Program.

III. Program Area

The Program area will be defined by the boundaries of the jurisdictions that participate in the Program.

IV. Program Management

The participating organizations will execute an Agreement to formalize these guidelines and additional financial, management and organizational elements of the Program.

V. Program Financing

Participating organizations will fund the Program in the following manner:

1. Each participating jurisdiction will pay a pro-rated portion of the cost of the Program based on the number of participants that utilize the service from that jurisdiction (i.e., pay on the basis of actual participation).
2. Financial contributions to the Program from other public and private organizations will be applied to the total Program cost prior to allocation of the remaining costs among the participating jurisdictions.
3. For purposes of accurately allocating event costs, individuals participating in collection events will be required to demonstrate proof of residence. However, for the calendar year 2015, in instances where there are participants from Adams County jurisdictions

that are not participating in this Program, or when the jurisdiction of a household cannot be identified, the recycling/disposal costs for these participants will be allocated as follows:

- a. Sponsors will equally share the costs of participants from jurisdictions outside the Program area and the costs of waste collected from the event volunteers. Every effort will be made to limit outside participation.

VI. Term of Program

This Agreement will be for a period of one year, for the period beginning January 1, 2015 and ending December 31, 2015. Draft Agreements for the period beginning January 1, 2016 and ending December 31, 2016 shall be submitted by TCHD to Program sponsors no later than December 31, 2015.

VII. Program Description

For the period of the Agreement, the Adams County Household Chemical Roundup Program will consist of two 1-day collection events. Any modifications or additions to this Program will be agreed upon in writing by all participating jurisdictions.

VIII. Event Locations

1. The Household Chemical Roundup events will be held in Adams County. The participating jurisdictions have collectively identified the following sites to maximize event participation by Adams County residents:
 - a. Spring event (May, 2015)
 - Federal Heights (Water World at 88th & Pecos)
 - b. Fall event (September, 2015)
 - Thornton (Thornton IMC facility at 12450 Washington St.)

IX. Reciprocal Participation

Residents from participating jurisdictions may participate in any of the events, regardless of location, and may participate in more than one event.

X. Roles and Responsibilities of Participating Organizations

1. Each participating organization will appoint a representative to the Household Chemical Roundup Committee identified below and will actively participate in the Program.
2. Each participating organization will identify in-kind services it will contribute to the Program to reduce overall costs. This voluntary contribution will be independent of any financial obligations set forth in the Agreement.

3. The participating organizations will collectively solicit additional sources of financial and in-kind Program support from other private and public entities.
4. The participating organizations will actively solicit volunteers to provide labor for each event, which includes staffing the various registrations, waste collection and recycling stations. Volunteers may be staff from the HCR Committee member organizations, host site organizations, or other public or private entities, or may be members of the community. In the event that the minimum amount of labor required for an event has not been attained (as determined by TCHD), TCHD will supplement the volunteer labor force with TCHD employees.
5. TCHD will assume responsibility for coordinating, managing and marketing the Program and staffing the Household Chemical Roundup Committee. The participating jurisdictions will compensate TCHD for associated costs, as outlined in the attached Work Breakdown Structure.

XI. Household Chemical Roundup Committee

A Household Chemical Roundup Committee will be created, consisting of an appointed representative from each participating organization. The Committee will have the responsibilities outlined below. Additional staff from the participating organizations may participate in Committee meetings, as appropriate.

1. Committee responsibilities: Planning, managing and promoting the Program pursuant to the terms of the Agreement, including, but not limited to the following:
 - i. Developing specifications for and selecting the waste disposal and recycling contractor(s);
 - ii. Determining whether donations will be solicited from event participants;
 - iii. Determining whether fees will be assessed for the management of certain categories of wastes (e.g., tires), and, if so, setting the level of such fees;
 - iv. Developing educational materials associated with the Program and mechanisms for their distribution;
 - v. Determining the dates of the collection events;
 - vi. Promoting the Program and identifying new methods and target areas to increase participation;
 - vii. Soliciting event volunteers;
 - viii. Collecting and maintaining data on participation, costs, in-kind contributions, volunteers and other elements of the Program;
 - ix. Evaluating the Program, and
 - x. Evaluating level of support for the program from both management of participating organizations and the public in the Program area;
 - xi. Evaluating level of support and options for a permanent program.
2. The Committee will seek to make decisions by consensus. Consensus will be defined as the majority decision made by the participating jurisdictions either at meetings, via e-mail or by phone.
3. To the extent the Committee fails to address or make a decision on any of the Committee responsibilities listed above, TCHD will assume those responsibilities.