

Department of Resources Recycling & Recovery

SCOPE OF WORK

Independent Peer Review of Used Oil Life-Cycle Assessment Study

I. INTRODUCTION/OBJECTIVES

As part of Senate Bill 546 of 2009, CalRecycle was directed to 1) contract with a third-party consultant to conduct a life-cycle assessment (LCA) of the used lubricating and industrial oil management process; 2) solicit broad stakeholder input on all aspects of the LCA; 3) evaluate the impacts of certain components of SB 546; and 4) submit a report to the Legislature on the results and any recommendations to promote increased collection and responsible management of used oil. This contract would assist CalRecycle in fulfilling these requirements.

CalRecycle staff will implement a phased approach to this project. The series of stakeholder and workgroup meetings that will culminate in the development of the scope and design of the LCA study are collectively referred to as Phase I. During Phase II, an LCA Practitioner (under a separate contract) will conduct the LCA study and prepare a report on the study results. Phases I and II will provide CalRecycle with the materials necessary to develop the aforementioned Legislative report.

There will be three contractors assigned to this project:

1. Expert Facilitator
2. LCA Practitioner
3. LCA Peer Review Contractor

This contract represents the duties of the LCA Peer Review Contractor, above, and supports the successful completion of the LCA study report by providing an independent peer review of the LCA study and technical assistance to CalRecycle.

II. WORK TO BE PERFORMED

The Contractor will oversee and coordinate peer review services for the used oil LCA study from the beginning of Phase I through the completion of the LCA study report. The Contractor will participate in all phases of the study effort to help to ensure that the study meets International Organization for Standardization (ISO) standards and that the study is conducted in the most efficient and effective manner. The Contractor will provide technical assistance to CalRecycle staff when responding to stakeholder questions and/or comments concerning the process being used to ensure that the LCA study is being carried out in a way that is scientifically and technically defensible. In this capacity the Contractor will provide assistance in selecting the appropriate framework and details for conducting the used oil LCA study including goal definition and scoping, life-cycle inventory, and life-cycle impact assessment.

At various stages in the project, the Peer Review Contractor shall provide written review of the outputs to verify compliance with ISO standards and accepted procedures of LCA Practitioner.

III. TASKS IDENTIFIED

All written deliverables are subject to the Contract Manager's written approval.

Task 1. Provide Technical Assistance to CalRecycle.

Task 1a. Project coordination.

Task 1a.i. Prepare work plan. The Contractor will convene with the Contract Manager, the CalRecycle/DTSC project team, the Expert Facilitator, and the LCA Practitioner to discuss the project objectives, budget, timelines, and implementation of tasks, activities, and deliverables. The Contractor will develop a detailed work plan, subject to approval by the CalRecycle Contract Manager, following this meeting.

Deliverables: Work plan.

Timeline: This deliverable is expected to be completed by October 2010.

Task 1a.ii. Convene with project team. The Contractor will participate as needed in discussions between the Contract Manager, CalRecycle/DTSC project team, the Expert Facilitator, and the LCA Practitioner to ensure that the LCA study is conducted in the most efficient and effective manner. At a minimum, the Contractor will convene with the Contract Manager and the CalRecycle/DTSC project team after each stakeholder meeting and LCA study milestone.

Deliverables: A minimum of six 2-hour touch-base conference call meetings with CalRecycle/DTSC project team and other project contractors.

Timeline: These deliverables are expected to be completed by April 2012.

Task 1b. Participate in stakeholder meetings. Due to the fact that a stakeholder group will be guiding the scope and design of the LCA study, the Contractor will attend and participate in appropriate stakeholder meetings and conference calls as determined by the Contractor and CalRecycle/DTSC project team. During Phase I, the Contractor will attend up to 4 stakeholder and/or public meetings and up to 6 subgroup conference calls. The Contractor will attend up to 2 stakeholder and/or public meetings during Phase II, as detailed below.

Stakeholder meeting	Estimated date	Purpose
#1	Sept/Oct 2010	Explain process, introduce project team & contractors, background presentations, define subgroups, assign tasks, etc.

#2	Jan/Feb 2011	Stakeholders present draft recommendations; refine data/ recommendations.
#3	Mar/Apr 2011	Expert Facilitator Contractor presents draft Stakeholder Recommendations Report, receives feedback.
#4	May 2011	Expert Facilitator Contractor presents final Stakeholder Project Recommendations report (no input on report; report-out to interested parties).
#5 (Phase II)	October 2011	LCA Practitioner presents Draft LCA study report and findings (i.e. identifies what might be missing, needs for refinement, recommends further data needs).
CalRecycle Public Meeting	April 2012	CalRecycle gathers feedback on final LCA study report. Feedback will be included in CalRecycle's report to the Legislature.

The Contractor will provide technical assistance to CalRecycle staff when responding to stakeholder questions and/or comments concerning the process being used to ensure that the LCA study is being conducted so that the results and conclusions are scientifically and technically defensible. In this capacity, the Contractor will provide assistance in guiding the selection of appropriate framework and details for conducting the used oil LCA study including:

- Goal definition and scoping
 - Functional unit
 - System boundary
 - Systems modeling
 - Criteria for selecting appropriate life-cycle impact assessment models
- Life-cycle inventory
 - Methodology for data gathering
 - Data quality assessment
- Life-cycle impact assessment
 - Sensitivity and uncertainty analysis
 - Interpretation

Deliverables: Attend and participate in up to 6 stakeholder and/or public meetings and up to 6 subgroup conference calls.

Timeline: The stakeholder meetings are expected to be completed by October 2011. The CalRecycle public meeting is expected to be completed by April 2012.

Task 2. Coordinate LCA Study Peer Review Panel

Task 2a. Establish peer review services. The Contractor will act as the peer review panel chair for the used oil LCA study from the beginning of Phase I through the completion of the final LCA study report. The Contractor will identify, secure, and coordinate with two additional independent peer reviewers in consultation with CalRecycle staff. An effort shall be made that one of the reviewers is a subject matter expert (re-refining and/or crude oil refining) and the other is a LCA expert. It is preferred that both reviewers have ISO standard peer review experience.

Deliverables: Identify, secure, and coordinate with two additional independent LCA study reviewers.

Timeline: The two additional peer reviewers are expected to be in place by December 2010.

Task 2b. Oversee peer review services.

Task 2b.i. Review of LCA study Phase I scoping work. The Contractor will review the LCA study goal definition and overall scoping during Phase I of the project in order to submit a written review of the outputs to verify compliance with ISO standards and accepted procedures of LCA Practitioner (see Task 3b.i.).

Deliverables: Review of goal definition and overall project scoping.

Timeline: This review is expected to be completed by the end of Phase I (approximately May 2011).

Task 2b.ii. Review of draft and final LCA study reports. The Contractor, along with the Peer Review Panel, will review the draft and final LCA study reports prepared by the LCA Practitioner (see Tasks 3b.ii. and 3b.iii., respectively) to ensure that the results and conclusions are scientifically and technically defensible.

Deliverables: Review of draft and final LCA study reports.

Timeline: Review of the draft and final LCA study reports are expected to be completed by October 2011 and March 2012, respectively.

Task 3. Reporting

Task 3a. Quarterly progress reports. The Contractor shall submit progress reports on work done on Technical Assistance on a quarterly basis.

Deliverables: Quarterly progress reports.

Timeline: These deliverables are expected to be completed by December 2012.

Task 3b. Peer Review reports. The Peer Review Contractor shall provide written review of the outputs to verify compliance with ISO standards and accepted procedures of LCA Practitioner. This critical review shall be provided at the end of the following work stages (and as further detailed in Tasks 3b.i. and 3b.ii.):

- Goal definition and scoping (Phase I; see Task 2b.i.);
- Life-cycle inventory and life-cycle impact assessment (Phases I and II); and
- LCA report completion (Phase II).

Task 3b.i. Goal definition and project scoping. The Contractor will submit a written review of the outputs to verify compliance with ISO standards and accepted procedures of LCA Practitioner based on review the LCA study goal definition and overall scoping during Phase I of the project (see Task 2b.i.).

Deliverable: Project scoping report.

Timeline: This deliverable is expected to be completed by the end of Phase I (approximately May 2011).

Task 3b.ii. Interim Peer Review report. Following review of the draft LCA study report (see Task 2b.ii.), the Peer Review Contractor shall submit an interim Peer Review Report summarizing peer review findings and recommendations for improvement of the study.

Deliverables: Interim Peer Review report.

Timeline: This deliverable is expected to be completed by October 2011.

Task 3b.iii. Final Peer Review report. Upon completion of the final LCA study report by the LCA Practitioner, the Peer Review Contractor shall submit a Peer Review Report summarizing final review findings that will be included as an appendix to the final Legislative report prepared by CalRecycle.

Deliverables: Final Peer Review report.

Timeline: This deliverable is expected to be completed by March 2012.

IV. CONTRACT/TASK TIME FRAME

The timeframe for this project is estimated from September 1, 2010 through December 31, 2012. The timeline will follow the overall project timeline below and as amended during the course of the project.

Task	Timeframe	
	Begin	End
1. Provide Technical Assistance to CalRecycle.		
1a. Project Coordination.		
1a.i. Prepare work plan.	September 2010	October 2010
1a.ii. Convene with Project Team.	September 2010	April 2012
1b. Participate in stakeholder meetings.	Sept/Oct 2010	April 2012
2. Coordinate LCA Study Peer Review Panel.		
2a. Establish peer review services.	September 2010	December 2010
2b. Oversee peer review services.		

2b.i. Review of LCA study Phase I scoping work.	Sept/Oct 2010	May 2011
2b.ii. Review of draft and final LCA study reports.	September 2011	October 2011 & March 2012, respectively
3. Reporting		
3a. Quarterly progress reports.	December 2010	December 2012
3b. Peer Review reports.		
3b.i. Goal definition and project scoping.	Sept/Oct 2010	May 2011
3b.ii. Interim Peer Review report.	September 2011	October 2011
3b.iii. Final Peer Review report.	February 2012	March 2012

The following provisions will be included in the Terms and Conditions or Special Terms and Conditions of the Contract:

V. COPYRIGHT PROVISION

The contractor shall establish for CalRecycle good title in all copyrightable and trademarkable materials developed as a result of this Scope of Work. Such title shall include exclusive copyrights and trademarks in the name of the State of California, Department of Resources Recycling & Recovery.

VII. WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled Content Products: All products purchased and charged/billed to CalRecycle to fulfill the requirements of this contract shall be Recycled Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to CalRecycle to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

A. WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's *Guidelines For*

Preparing Reports (available upon request) and shall be reviewed by CalRecycle’s Contract Manager in consultation with one of CalRecycle editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., “printed on 100% postconsumer paper”). When applicable, the contractor shall provide the contract manager with an electronic copy of the document and/or report.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents.

DRAFT