REQUEST FOR APPROVAL

To: Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

From: Michelle Martin
Acting Branch Chief, Financial Resources Management Branch

Request Date: March 28, 2014

Decision Subject: Approval of Scope of Work and California Polytechnic State University, San Luis Obispo (Cal Poly) as Contractor for the Used Oil and Oil Filter Curbside Collection Research Contract (Used Oil Recycling Fund, FY 2013/14)

Action By: April 4, 2014

Summary of Request:
Staff requests approval of the Scope of Work (SOW) and Cal Poly as Contractor for the Used Oil and Oil Filter Curbside Collection Research Contract.

Recommendation:
Staff recommends that CalRecycle enter into a contract with Cal Poly as the Contractor for the Used Oil and Oil Filter Curbside Collection Research Contract in an amount not to exceed $300,000 for the tasks outlined in the attached Scope of Work.

Funding:
The California Used Oil Recycling Fund Three-Year Spending Plan (FY 2013/14 – FY 2015/16) allocated $300,000 for used oil and oil filter curbside collection research.

Contract	Fund Source	Amount Available	Amount to Fund Item	Amount Remaining	Line Item
Used Oil and Oil Filter Curbside Collection Research Project	Used Oil Recycling Fund (FY 2013/14)	$11,395,000	$300,000	$11,095,000	State Operations

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Deputy Director Action:

On the basis of the information and analysis in this Request for Approval and the findings set out below, I hereby approve the Scope of Work for the Used Oil and Oil Filter Curbside Collection Research Contract and the selection of California Polytechnic State University (Cal Poly) as Contractor in an amount not to exceed three hundred thousand ($300,000).

Dated: 4/3/14

Howard Levenson

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Deputy Director, Materials Management and Local Assistance Division

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Background Information, Analysis and Findings:
In accordance with the California Oil Recycling Enhancement Act, the Request for Approval for the California Used Oil Recycling Fund Three-Year Spending Plan (FY 2013/14 – FY 2015/16) was approved by CalRecycle's Director in September 2013 to pursue used oil efforts including outreach and research. The Plan included contracting with an entity to identify obstacles that local jurisdictions face in implementing a used oil and filter curbside collection program and the qualities and characteristics needed to implement a successful curbside used oil and oil filter collection program. Senate Bill (SB) 546 (Lowenthal, Stats. of 2009, Chapter 353) made a number of changes to the California Oil Recycling Enhancement Act resulting in a larger than usual reserve for the California Used Oil Recycling Fund. With these changes, the funding level for the curbside collection research contract was increased to reflect more realistic needs.
The contractor will be required to research the following: (1) identify and evaluate the obstacles to collection, (2) identify qualities and/or characteristics needed to implement a successful curbside used oil and oil filter collection program, (3) determine why many jurisdictions do not have a curbside program, (4) identify how a jurisdiction can establish and/or maintain a successful curbside used oil and oil filter collection program. Based on the research, the contractor will develop a list of qualities or characteristics that would make a jurisdiction or program more likely to be successful in implementing such a curbside collection program. The contractor will also educate and provide training to local jurisdictions on how to effectively implement a successful and sustainable curbside collection program.

Contractor Background
Cal Poly conducts work on a wide range of projects for California state agencies, including a previous comprehensive assessment of CalRecycle's Used Oil Program under contract to what was formerly the California Integrated Waste Management Board. Cal Poly's team members have experience with producing guidebooks and providing solid waste management training to jurisdictions; environmental policy and planning; pollution prevention and control; hazard mitigation, preparedness, response and recovery; evaluation and assessment; climate action planning and sustainability; and environmental planning.

Attachment: Scope of Work