

SAMPLE RECYCLED PAINT CERTIFICATION PROJECT WORK PLAN

See reverse for sample format

INSTRUCTIONS FOR COMPLETING THE WORK PLAN

Distinct from other projects in this grant cycle, the Recycled Paint Certification Project has a predetermined set of Tasks that have been developed in collaboration with the Product Stewardship Institute's National Paint Dialogue and is one of eleven projects being piloted nationally. The Work Plan must list all activities described in the project narrative that are necessary to complete the proposed project. Please follow the format presented in the sample on the back of this page.

1. Fill in the applicant name, collaborating partner organizations or contractors and the date the work plan was written in the appropriate spaces at the top of the work plan form.
2. In the left column, re-state the tasks noted below. You may ADD tasks to the list, but you cannot subtract any of the required tasks.

REQUIRED TASKS

- A. Coordinate with National Paint Dialogue Markets Workgroup (Workgroup), Product Stewardship Institute, and recycled paint manufacturers. Participate in monthly conference call.
- B. Analyze strengths and weaknesses of the following organizations that might develop performance-based standards for recycled latex paint: ASTM, Master Painters Institute, and Scientific Certification Systems.
- C. Establish a collaborative process to select (and contract with) one of the organizations listed above and Green Seal to develop appropriate performance and environmental standards, testing protocols, and certification process for recycled latex paint.
- D. Circulate proposed standards and certification process to interested parties for review and comment.
- E. Develop final recommendation to Workgroup and Special Waste Division of CIWMB for approval of standards and certification process.

3. In the second column from the left, number and describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name) will be the lead for that activity. (Be sure to describe the experience of each staff member or consultant referenced in the Work Plan in *Section 7: Letters of Support and Experience* of your application narrative.) In the fourth column, state the corresponding budget category. (For this project, the relevant budget categories are: Personnel/Other, Research, and perhaps Publicity & Education.) In the final column, note the beginning and end date for each activity.
4. The Work Plan narrative section of your application should provide additional detail to explain the tasks and activities.

SAMPLE

Applicant: Green County

Date: April 1, 2005

Collaborating Partner Organizations: Contractors: PSI, Green Seal, Monet Consulting

Task	Description of Activity(s) to Accomplish Task	Staff or Contractor	Budget Category	Time Period
A. Coordination with PSI, NPDM Workgroup and manufacturers. B. Analyze Certification Organizations C. Develop Performance and Environmental Standards & Certification Process D. Review standards & certification process E. Submit Final Recommendation for standards & process	1. Participate in monthly conference calls 2. Submit drafts for review.	Anrold	Personnel	Ongoing