


DATE: 10/28/99 AGENDA ITEM # 2  
( ) APPROVED ( ) DENIED  
( ) CONTINUED TO \_\_\_\_\_

TO: James L. App, City Manager  
FROM: Mike Compton, Director of Administrative Services   
SUBJECT: COMPREHENSIVE OIL MANAGEMENT PROGRAM GRANT  
DATE: October 28, 1999

---

Need:

For the City Council to consider adoption of a resolution authorizing the submission of a comprehensive oil management program grant to the California Integrated Waste Management Board.

Facts:

1. The State mandated, via AB939, that all jurisdictions adopt a Source Reduction and Recycling Element (SRRE). The City's SRRE was adopted on January 19, 1993, (Resolution No. 93-13).
2. A component of the SRRE, the Household Hazardous Waste Element, dictates that the City provide for the collection of used motor oil and certain other household hazardous wastes such as paints, pesticides, etc.
3. The City's current used motor oil collection needs are being met with only two certified recycling collection centers. During fiscal year 1997/1998, two other certified collection centers, Paso Robles Recycling Center, and Paso Robles Unocal discontinued their recycling collection centers.
4. The two operating certified centers indicate that their oil collection tanks are filled weekly and are forced to turn away many deliveries due to lack of capacity.
5. The City has a need for additional used motor oil collection capacity and other programs such as education to heighten public awareness about the environmental impacts of improper disposal of used motor oil.
6. Grant funds are available through the Integrated Waste Management Board to provide additional capacity and programs to meet local collection needs.
7. The grant if submission is authorized and an award is made and accepted would provide for implementation of the following used motor oil collection components:
  - a. Implement a curbside used motor oil and oil filter collection program in the City.
  - b. Establish used oil and oil filter collection sites at the municipal airport.
  - c. Establish pilot program requiring city vehicles to use re-refined oil.
  - d. Provide for an expanded public awareness and school education effort.

8. The grant amount requested is \$92,905 and the budgeted uses are identified in Exhibit E on page no. 21 of the grant application (copy attached).

Analysis and Conclusion:

With the passing of AB939 and the City's adoption of the SRRE including the Household Hazardous Waste Element, it became incumbent upon the City to implement a mechanism for disposing of used motor oil. The City had established certified collection centers to accomplish this goal. However, due to closure of two facilities and the increase in quantity of used oil, the need is outpacing available storage capacities. Due to this higher public demand, the current collection centers are no longer sufficient to meet the needs of the citizens.

The availability of grant funds to provide additional capacity would appear to be a cost effective means of providing additional used oil storage capacity. Additionally, grant funds would provide the means of implementing other used oil related programs as identified in Fact # 7 above. However, there are staff concerns relative to the City use of re-refined oil. During the two year pilot program for use of e-refined oil, the re-refined oil would be available for free. However, at the end of the pilot program, the City would have to purchase re-refined motor oil, and in today's economy it is more expensive than virgin oil. Additionally, the use of re-refined motor oil is not compatible with the City's current motor oil distribution and collection system. A compatible system is estimated to cost \$5,000 and is not a budget component of the grant application.

Fiscal Impact:

Initial set up cost of a comprehensive oil management program for the City is approximately \$69,000 which would be provided by grant funds from the Integrated Waste Management Board. The annual cost to maintain the program is approximately \$10,000. The former Public Works Director had proposed that the estimated annual cost be offset largely by the Used Oil Block Grant monies (approximately \$7,500) received annually from the Integrated Waste Management Board. However, this money has been earmarked for the annual operating cost of the City's opened household hazardous waste facility. Thus, the City will incur an additional recurring expense of \$10,000.

Options:

- a. That the City Council adopt the attached resolution authorizing the submission of a grant application to establish a comprehensive oil management program; or
- b. Amend, modify or reject any of the options above.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AUTHORIZING THE SUBMITTAL OF AN USED OIL GRANT APPLICATION  
TO ESTABLISH A COMPREHENSIVE OIL MANAGEMENT PROGRAM

---

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, the City of Paso Robles may enter into an agreement with the State of California for development of the project.

**THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the City Council of Paso Robles does hereby authorize the submittal of an Used Oil Opportunity Grant application to establish a comprehensive oil management program for the City of Paso Robles to the California Integrated Waste Management Board. The comprehensive oil management program will establish curbside used motor oil and oil filter collection to over 22,500 residents; establish used oil collection sites at the City airport; establish a pilot program requiring all city maintained vehicles and transit buses use re-refined oil; and provide expanded public awareness and school education.

**Section 2.** That the City Council of the City of Paso Robles does hereby authorize and empower the Director of Administrative Services, or his designee to execute in the name of the City of Paso Robles all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

**PASSED AND ADOPTED** by the City Council of the City of Paso Robles, this 28<sup>th</sup> day of October 1999, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Duane J. Picanco, Mayor

**ATTEST:**

---

Dennis Fansler, City Clerk



# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

September 30, 1999

California Integrated Waste Management Board  
Attn: Mercy Caputi  
Grants Administration Unit  
8800 Cal Center Drive, MS-14  
Sacramento, California 95826

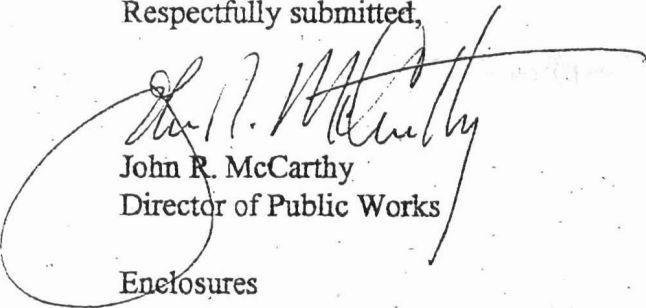
## FIFTH CYCLE LOCAL GOVERNMENT USED OIL OPPORTUNITY GRANT APPLICATION

Please find enclosed our Grant Proposal for a comprehensive oil management program for City of Paso Robles. A signed resolution from the Paso Robles City Council authorizing our application will be mailed on October 20<sup>th</sup>, 1999.

We are requesting a grant in the amount of \$92,905 for establishing curbside used motor oil and oil filter collection to over 22,500 residents; establishing used oil collection sites at the city owned and operated airport; establishing pilot program requiring all city maintained vehicles and transit buses use re-refined oil; and providing expanded public awareness and school education.

If you have any questions regarding the enclosed application information, please call me. Thank you for your consideration of this grant request.

Respectfully submitted,

  
John R. McCarthy  
Director of Public Works

Enclosures

Used Oil Opportunity Grant Application - City of Paso Robles

# APPLICATION COVER SHEET

Applicant: <b>City of El Paso de Robles</b>		
Department or Agency: <b>Department of Public Works</b>		
Street Address: <b>1000 Spring Street</b>		
Mailing Address (if different from street address):		
City & Zip Code: <b>Paso Robles</b>	<b>93446</b>	County: <b>San Luis Obispo</b>

**Regional Participants (if applicable):**

<b>Primary Contact (Name &amp; Title): John McCarthy, Director of Public Works</b>	
Phone: <b>(805) 237-3860</b>	Fax: <b>(805) 237-6565</b>
Email Address: <b>John @ PRCity.com</b>	

<b>Finance Officer (Name &amp; Title): Michael J. Compton, Administrative Services Director</b>	
Phone: <b>(805) 237-3999</b>	Fax: <b>(805) 237-6565</b>
Email Address: <b>Mike @ PRCity.com</b>	

<b>Program Director (Name &amp; Title): John McCarthy, Director of Public Works</b>	
Phone: <b>(805) 237-3860</b>	Fax: <b>(805) 237-6565</b>
Email Address: <b>John @ PRCity.com</b>	

Assembly District(s): <b>#23 – Abel Maldonado</b>
Senate District(s): <b>#18 – Jack Oconnell</b>

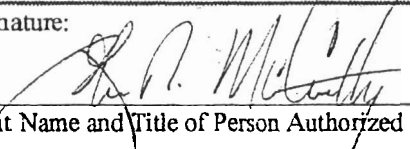
**Brief Description of Project (3-5 Sentences):**

The City of Paso Robles is proposing to establish a comprehensive oil management program to include curbside used oil and filter pickup, used oil collection sites at airport for oil generated by piston-powered general aviation aircraft, re-refined oil usage by City vehicles and transit buses, and expansion of community education and outreach on used oil recycling and re-refined oil use..

Total Grant Request: \$ 92,905

**Certification:**

*I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.*

Signature: 	Date: <b>9/30/99</b>	Phone: <b>(805) 237-3860</b>
Print Name and Title of Person Authorized by Resolution: <b>John R. McCarthy, Director of Public Works</b>		

*RESOLUTION*

- A signed resolution from the Paso Robles City Council authorizing our application will be mailed
- on October 20<sup>th</sup>, 1999. Please insert as Exhibit B.

**USED OIL OPPORTUNITY GRANT  
FIFTH CYCLE APPLICATION**

September 29, 1999

**TABLE OF CONTENTS**

<u>Section</u>	<u>Page</u>
SECTION #1 - NEED .....	1
SECTION #2 - OBJECTIVES .....	7
SECTION #3 - METHODOLOGY .....	14
SECTION #4 - EVALUATION .....	16
SECTION #5 - BUDGET .....	18
SECTION #6 - COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.....	19
SECTION #9 - COST SAVINGS PROPOSED FOR PROGRAM EXPANSION.....	19
SECTION #10 - ESTABLISH AN "INFRASTRUCTURE" FOR USED OIL COLLECTION..	20
SECTION #11 - PROGRAM PROMOTES A PARTNERSHIP.....	20

**LIST OF EXHIBITS**

EXHIBIT A - APPLICATION COVER SHEET	i
EXHIBIT B - RESOLUTION	ii
EXHIBIT C - SUMMARY OF USE OIL AND HHW GRANTS	6
EXHIBIT D - WORK STATEMENT FORMS	9
EXHIBIT E - BUDGET ITEMIZATION	21

# Establishment of a Comprehensive Oil Management Program

The City of Paso Robles is proposing to establish a comprehensive oil management program. This comprehensive program includes: 1) establishing curbside used motor oil and oil filter collection to over 22,500 residents, 2) establishing used oil collection sites at the city owned and operated airport, 3) establishing pilot program requiring all city maintained vehicles and transit buses use re-refined oil, and 4) providing expanded public awareness and school education. This grant proposal describes the needs for the comprehensive oil management plan; discusses the methodology of implementing the comprehensive oil management program and provides evaluation criteria and budget information for success. The main objective of this proposal, therefore, is to secure funds to establish a used oil collection infrastructure in the City of Paso Robles, including a very focused direct-mail component for effective public education regarding the new services.

This comprehensive management program is based upon the idea that proper used oil disposal options should be as convenient to the public as the ease with which one can recycle an aluminum can. Local studies indicate that the large percentage of the population already understands that used oil has special disposal requirements; however, in contradiction to this understanding, disposal behavior does not match the awareness.

Although a formal used oil collection infrastructure for the rest of San Luis Obispo County has been implemented by the San Luis Obispo County Integrated Waste Management Authority (IWMA), the City of Paso Robles is not a member City and thus, residents of the City may not participate in any IWMA program. The member cities of the IWMA which include Atascadero, San Luis Obispo, Morro Bay, Arroyo Grande, Grover Beach and Pismo Beach currently have curbside oil collection and school education on the importance of oil recycling.

## Section 1: Need

### *Establish Curbside Used Motor and Oil Filter Collection Service*

The City of Paso Robles has a population of approximately 22,500 residents and is located in North San Luis Obispo County. The California Department of Finance estimates 21,740 households in the city with 5,552 single-family housing units, 1,760 multifamily, and 307 mobile homes. The average household size is 2.698. The City's growth over the last five years has resulted in San Luis Obispo among the top ten growing Counties in California.

The City's used motor oil collection needs are currently met with only two certified recycling collection centers and one non-certified collection center being the permanent household hazardous waste collection facility (PHHWCF) within the City's boundaries. The permanent facility is being built and is scheduled for operation in November, 1999. During fiscal year 1997/1998, two other



certified collection centers, Paso Robles Recycling Center, and Paso Robles Unocal discontinued to receive oil from the public due to a punctured waste oil tank and high contamination rates, respectively. Reports from the two certified centers indicate that their oil collection tanks are filled weekly, however, several do-it-yourselfers (DIYers) have been turned away because the increase in the quantity of used oil is outpacing available used oil storage capacities. While the City is being under serviced by these certified collection centers and PHHWCF, the key to used oil management is to make it as easy as recycling an aluminum can. The City believes all households with have curbside recycling service should also have curbside motor oil and oil filter collection. Because existing curbside oil collection does not generate revenue, it is important that this element of the comprehensive oil management program be supported.

This program element should be funded because it will provide cost effective and convenient motor oil and oil filter collection services. Those two features are the key to any successful project.

Curbside collection is cost effective because you reach those households which are DIYers. For example, the City of San Luis Obispo which currently has curbside oil collection (IWMA member city) paid \$3,100 to prepare a brochure and mail it to the 9,000 households within the city boundaries. From that mailing 10 percent signed up for the curbside oil service. Thus for less than the cost of a 60 second TV ad, 900 households signed up for the curbside program. In addition the addresses of the 900 households were entered into in a computer database and are mailed periodic reminders. Two years ago, the County ran over \$20,000 of radio ads in Spanish with an 800 number to call for information, not one call was generated.

The program must also be convenient for people to use it. A survey in Santa Barbara County found that the most common method of illegal disposal was putting the oil in the trash. This was more common than pouring the oil on the ground. What that shows is that people want a convenient method of disposing of used oil. However they know that pouring oil on the ground is wrong, so they go to a little more effort to put it in the trash. What needs to be offered is curbside collection because it is the most convenient method to collect oil. The primary beneficiaries of this element will be the residents who will receive the service.

This element will target the City's households currently receiving curbside recycling services. According to the City's franchise hauler, Paso Robles Waste Disposal Service, approximately 5,500 single-family households currently receive curbside services. No curbside oil collection is being proposed for multi-family housing units since most management companies do not allow oil changes in their parking structures. The existing certified collection centers and PHHWCF will be promoted for those residents. By focusing on residents in single family housing units and using the resources of the City's franchise hauler, the City is assured of providing the largest part of the community with a convenient means of recycling used motor oil and filters.

The health and safety threats and environmental concerns for the illegal disposal of used motor oil is similar to other municipalities in the State: fire hazards, drainage to sewer systems; drainage to oceans; household storage of hazardous, toxic, and readily combustible substance; and transport to and dumping in the City's landfill.

The curbside collection of used motor oil and oil filters make recycling easy and convenient. The existing certified collection centers within the City provide a valuable service, however are not adequate to meet the needs of the community. If this element is not funded, the curbside collection of used motor oil and oil filters will not be implemented and the opportunity to easily collect motor oil and filters will be lost.

### *Establish Used Oil Collection Site at the City Owned and Operated Airport*

Most municipalities either own or host general aviation airports within the city boundaries. However, most municipalities have not considered their airport as a generator of used motor oil; nor considered the possible impact the airport facility may have on the city through the improper disposal of this material.

The City of Paso Robles has realized the potential impact that motor oil generated at the City owned and operated airport can have on the environment, especially considering the airport's close proximity to the Salinas River. Given this close proximity and other factors associated with management of used motor oil at the airport, the City believes that the establishment of used oil collection sites will benefit the City and support its environmental efforts.

Piston powered aircraft use the same basis type of motor oil that is used in cars and trucks. The motor oil, when used, is actually more easily recycled and of a higher quality than typical used automotive motor oil because of less additives and combustion contaminants. General aviation aircraft engines use a minimum of six quarts of oil with an average of 10 quarts in most engines.

Aircraft engine oil is changed based either on number of hours flown on the aircraft or by amount of time since the last oil change. The two largest manufactures of general aviation aircraft engines, Textron Lycoming and Teledyne Continental, recommend that the oil in their engines be changed after every 100 flight hours or every 180 days, whichever comes first. According to the Aircraft Owners and Pilots Association (AOPA), a nationwide general aviation pilots association, the average piston powered general aviation aircraft logs 150 hours of flight time per year.

The Paso Robles Airport (PRB) is home base for 150 general aviation aircraft, 130 single engine and 20 twin engine. Of these, more than 97% are piston powered. Using an average of two motor oil changes per year, with each aircraft using an average of 10 quarts of oil, the general aviation aircraft based at PRB generate at least 750 gallons of used oil per year. The used oil generated by these aircraft represent a substantial potential hazard to the environment if not handled properly. Because of the airports close proximity to the Salinas River, any used oil spilled or improperly disposed of creates a direct threat to fish and wildlife.

Pilots are allowed under Federal Aviation Administration (FAA) rules to perform certain maintenance and repair activities on their aircraft. The allowed maintenance activities include changing the engine's motor oil. At Paso Robles Airport, the airport manager estimates that greater than 70% of the tenant pilots perform changes on their aircraft. This element of the comprehensive oil management program will target these pilots which are DIYers.

There are currently some efforts under way at the airport for the collection and recycling of used motor oil. Currently there are four 55-gallon drums located at random spots around the airport. While these drums are being used, insufficient capacity, common overspill, no secondary containment, and lack of signage cause significant management problems. In addition, no provision is made for the collection of used oil filters. Filters that are not completely drained, are more often than not, thrown into the airport's trash containers.

This comprehensive oil management program element has the potential to collect a large amount of used oil, on an on-going basis, from a relatively small area. The oil to be collected is of high quality, very uniform, and acceptable for recycling and re-refining. The oil can be collected by the same waste-oil company that would service the franchise hauler for curbside collection. In addition, establishing used oil collection sites at the airport greatly reduces the potential for a substantial storm water pollution source to the nearby Salinas River.

#### *Establish Pilot Program Requiring City Vehicles, Transit Buses, and Equipment Use Re-Refined Oil*

Charged with maintaining City roads, parks, public right-of-ways, buildings, and public safety, and providing public bus transportation, the City of Paso Robles requires a fleet of some 154 pieces of on- and off-road equipment. And given the City's commitment to recycling, it has begun to explore ways of maintaining this substantial fleet in an environmentally friendly and cost-effective manner, primarily through the use of re-refined oils and fluids. However, there has been very little objective data in the past available that compares re-refined oil/fluids' quality, performance, and costs with those of virgin oil and fluids.

The City promotes the purchase and utilization of recycled material and products where available. Recycled material means material and by-products that have been recovered or diverted from solid waste disposal for the purpose of recycling. It does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process. In the event of similar pricing, availability and other factors affecting the solicitation, preference may be given to products containing recycled material. The City believes that everyone can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible.

Current technologies allow used oil to be re-refined into a high quality base-stock and several oil companies now market products that have been certified by the American Petroleum Institute (API). API Certification is the basis for warranty requirements of motor vehicle manufacturers and thus is used in specifications of motor oil buyer.

From a quality standpoint, the substantial equivalence of re-refined oil with virgin oil is undisputed by knowledgeable authorities. API-licensed re-refined oils must pass the same cold start and pumpability tests, rust and corrosion tests, engine wear tests, high temperature oil thickening tests, deposit tests, and phosphorous tests that virgin oils are required to pass. Thus, wear experienced by the engine (or vehicle) as a result of the use of re-refined oil and fluids will be no different than that experienced with the use of virgin lubrication fluids. Moreover, the frequency of maintenance procedures, such as oil and filter changes, are not affected by the use of re-refined lubricating products; accordingly, the life-

cycle cost increase (if any) resulting from the use of re-refined fluids will be that related to the increased cost of the oil, plus any logistics costs incurred.

As to disposal, the cost associated with disposing of used re-refined lubricating fluids is no different than that associated with virgin lubricating fluids. Reprocessors and re-refiners in the used oil collection business are able to reclaim valuable fuel oil, asphalt extender, and base stock from re-refined fluids just as they are from used virgin lubricating fluids.

Under this grant element the City will evaluate re-refined oil usage in their fleet and also select a used motor oil collector who recycles the oil into re-refined lubricating oils (rather than recycled into fuel). The City believes that by this approach, the City can ensure not only that it uses re-refined oils, but also that it's a closed loop service.

#### *Provide Expanded Public Awareness and School Education*

Expanded public awareness and school education is an important element of the comprehensive oil management plan. Current public awareness efforts for the City of Paso Robles consists of distributing remaining promotional materials such as oil drop magnets, imprinted recycled content pencils, and double-sided handouts that were purchased under 1996/1997 used oil block grant. The magnets, pencils and handouts were originally distributed at City offices and public areas. No school education efforts currently exist regarding used oil recycling and re-refined oil use.

No activity to support a successful comprehensive oil management program is more important than a well conceived public awareness and school education element. The expanded public awareness and school education element sought through this grant has three focuses: the public sector focus, the pilot community focus, and the school education focus. Each focus has a well defined and separate audience. The separation is necessary, as each focus and audience require a dedicated message that does not have a high level of "crossover". Support for all three focuses is critical to the overall success of the comprehensive oil management plan in the City of Paso Robles. The City believes that real and enduring oil recycling behavior changes will occur only with repeated and frequent exposures to information and making the recycling services as convenient as possible.

**Exhibit C**

**SUMMARY OF USED OIL AND HHW GRANTS**

Grantee	Agreement Number	Grant Award \$	Brief Project Description	% of Project Completed
City of Paso Robles	UBG4-95-1391	\$7,349.00	Establishing an additional certified oil collection center which included purchasing a waste oil tank and receptacle for oil filters. Further enhance public education through distribution of oil drop refrigerator magnets, pencils and handouts.	100%
City of Paso Robles	UBG5-96-2080	\$7,653.00	Continued distribution of educational materials for public education including advertisements. Establish additional certified oil collection centers. Purchase 500-gallon Waste Oil Tank in conjunction with Establishing Permanent Household Hazardous Waste Collection Facility.	100%
City of Paso Robles	UBG5-96-2080 Amendment #1	\$7,181.00	Purchase oil filter crusher and other related equipment and supplies in conjunction with Establishing Permanent Household Hazardous Waste Collection Facility.	100%
City of Paso Robles	UBG5-96-2080	\$7,181.00	Purchase oil related equipment and supplies in conjunction with Establishing Permanent Household Hazardous Waste Collection Facility.	54%
City of Paso Robles	IID7-98-2846	\$69,938	Funds for Construction of Permanent HHW Collection Facility	75%

2-13

## **Section 2: Goals and Objectives**

### **A. Description of Goals and Objectives**

#### **1. Establish and Implement a Curbside Used Motor Oil and Oil Filter Collection Element in the City of Paso Robles**

Because the City of Paso Robles does not have curbside used motor oil and oil filter collection, initial efforts will be expended on developing materials to encourage participation in the used motor and oil filter collection element. Subsequent efforts will consist of contracting with the City's franchise hauler and purchasing the necessary element equipment and supplies for implementation. The City estimates that based on nearby Cities already providing this service, approximately 250 gallons of used motor oil and 25 filters will be collected monthly.

#### **2. Establish Used Oil and Oil Filter Collection Sites at the City of Paso Robles Airport**

To eliminate the unsafe storage of used motor oil; reduce the risk of improper disposal; and eliminate on-site contamination of used motor oil which has the potential to impact the nearby Salinas River; the City of Paso will establish two on-airport used oil and oil filter collection sites. The sites will be available to all airport pilots and aircraft owners for the safe collection and recycling of used motor oil and oil filters from general aviation aircraft. The sites will feature above-ground tanks with secondary containment and spill protection, used oil filter collection drums, hazardous materials storage lockers, appropriate signs, and feature protective barriers to prevent accidental damage from vehicles or aircraft. The city estimates that over 750 gallons of used motor oil and 150 oil filters each year will be properly managed and collected as part of this element.

#### **3. Establish Pilot Program Requiring City Vehicles and Transit Buses Use Re-Refined Oil**

In order for the City of Paso Robles to continue its commitment to recycling, the City will establish a pilot program of maintaining its substantial fleet in an environmentally friendly and cost-effective manner, primarily through the use of re-refined oils and fluids. By doing so, the City can effectively expand awareness and educate the public on the merits of recycling motor oil and using re-refined motor oil emphasizing a "Walk the Talk" philosophy. The program element will close the loop in regards to complete recycling and reuse of used motor oil. The pilot program will consist of requiring all City maintained vehicles, equipment and transit buses use re-refined oil for lubrication. The city estimates that over 1000 gallons of re-refined motor oil will be recycled in this closed loop system.

#### **4. Provide Expanded Public Awareness and School Education**

The expanded public awareness and school education element sought through this grant has three focuses: the public sector focus, the pilot community focus, and the school education focus. The public sector focus consists of preparing a brochure and mailing it to the single family households and mobile homes currently receiving curbside services. Since most management companies do not allow oil changes in their parking structures, door hangers and magnets advertising the certified centers

(Kragen Auto Parts) and non-certified center (PHHWCF) will be distributed. By this approach, more than 90% of households within the City of Paso Robles boundaries will be reached.

The pilot community focus will consist of a program kick-off used oil collection event which will include participation from local airport businesses, the local airport pilots association and airport management. Presentations will be provided and printed educational materials, as well as promotional items will be developed and distributed.

The school education focus will consist of providing class presentations to grades one through six. Students will learn about oil as a non-renewable source; how oil can pollute soil and water; how oil is re-refined and the importance of closing the loop; where oil can be recycled in their community; and about household hazardous waste.

#### **B. Achievement of Objectives**

The City of Paso Robles is committed to the above goals and objectives. The City and its consultant, Eco Solutions have prepared the proposed comprehensive oil management program in detail and believe that the chances of unanticipated problems or roadblocks appearing have been minimized. The City and Eco Solutions have well-qualified personnel already in place to develop and implement the goals and objectives for this comprehensive oil management program. The City is confident that all objectives will be met over the course of the grant life. Please refer to the Work Statement (Exhibit D) for timeline of activities.

**WORK STATEMENT**

Applicant City of Paso Robles Date: September 29, 1999

Reporting and Expenditure Category Residential Collection

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Meet with City's Franchise Hauler, Retrofit Trucks for Collection of Used Motor Oil, Container for Used Oil Filters and Spill Kit. Purchase Used Oil Storage Tank, Oil Collection Containers, Stickers for Containers and Zip Lock Bags for Oil Filters.	Contractor	Jan 1 <sup>st</sup> - Mar 30 <sup>th</sup> , 2000
2	Establish Procedures and Train Drivers. Institute Tracking System and Monthly Reporting Procedures	Contractor	April 1 <sup>st</sup> - May 1 <sup>st</sup> , 2000
3	Sign agreements with City Franchise Hauler. Distribute Containers and Bags and Start Collection	Contractor	June 1 <sup>st</sup> - June 30 <sup>th</sup> , 2000



**Exhibit D (Cont.)**

**WORK STATEMENT**

Applicant City of Paso Robles

Date: September 29, 1999

Reporting and Expenditure Category Permanent Collection Facilities

Activity Number	<i>Description of Activity</i>	Staff or Contractor	Time Period
1	Meet with Airport Management Staff. Establish Two On-Airport Collection Sites. Purchase Used Oil Storage Tanks, Hazmat Storage Lockers, Oil Collection Containers, Stickers for Containers and Zip Lock Bags for Oil Filters.	Staff/Contractor	Jan 1 <sup>st</sup> – Mar 30 <sup>th</sup> , 2000
2	Establish Procedures and Train Airport Management Staff. Institute Tracking System and Monthly Reporting Procedures	Staff/Contractor	April 1 <sup>st</sup> – May 1 <sup>st</sup> , 2000
3	Hold Used Oil Collection Kick-off Event. Distribute Containers and Bags and Start Collection	Staff/Contractor	June 1 <sup>st</sup> – June 30 <sup>th</sup> , 2000

2

**WORK STATEMENT**

Applicant City of Paso Robles

Date: September 29, 1999

Reporting and Expenditure Category Personnel/Other (Re-Refined Oil Element)

Activity Number	<i>Description of Activity</i>	Staff or Contractor	Time Period
1	Meet with Fleet Operations/Bus Transportation Maintenance Personnel. Purchase Re-Refined Oil for Vehicles, Transit Buses and Equipment Specifications.	Staff/Contractor	Jan 1 <sup>st</sup> – May 30 <sup>th</sup> , 2000
2	Institute Tracking System and Quarterly Reporting Procedures. Start Re-Refined Oil Usage	Staff/Contractor	June 1 <sup>st</sup> – June 30 <sup>th</sup> , 2000

2-18

**Exhibit D (Cont.)**

**WORK STATEMENT**

Applicant City of Paso Robles

Date: September 29, 1999

Reporting and Expenditure Category Publicity and Education

Activity Number	Description of Activity	Staff or Contractor	Time Period
	<p><b>Establish Curbside Used Motor Oil and Oil Filter Collection (Public Sector)</b>                      Develop Brochure Promoting Curbside Used Motor Oil and Oil Filter Recycling.                      Mail Promotional Piece to all Curbside Customers                      Develop and Distribute Door Hangers and Magnets for Multifamily Housing Units</p>	<p>Staff/Contractor                       Staff/Contractor                      Staff/Contractor</p>	<p>Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000                       Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000                      Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000</p>
2	<p><b>Establish Used Motor Oil and Oil Filter Collection Sites at Airport (Pilot Community Focus)</b>                      Develop and Design Promotional Materials for Kick-off Event, (i.e., Oil Funnels)                      Schedule Event and Conduct Presentations at Event</p>	<p>Staff/Contractor                       Staff/Contractor</p>	<p>Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000                      June 1<sup>st</sup> – June 30<sup>th</sup>, 2000</p>
3	<p><b>Used Motor Oil Recycling and Re-Refined Oil Merits (School Education Focus)</b>                      Design and Develop School Education Program                      Design and Develop Promotional Materials for Distribution to Students                      Conduct Presentations</p>	<p>Contractor                      Contractor                      Contractor</p>	<p>Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000                      Jan 1<sup>st</sup> – June 1<sup>st</sup>, 2000                      June 1<sup>st</sup> – June 30<sup>th</sup>, 2000</p>

2-19

**WORK STATEMENT**

Applicant City of Paso Robles Date: September 29, 1999

Reporting and Expenditure Category Personnel/Other

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Grant Administration	Staff	Jan 1 <sup>st</sup> - April 30 <sup>th</sup> , 2002
2	Evaluation of Program Elements	Staff/Contractor	Jan 1 <sup>st</sup> - April 30 <sup>th</sup> , 2002

8-20

## **Section 3: Methodology**

### **A. Our Methods Address the Need**

The following methods of reaching our objectives have been based on the City's and Contractor's understanding of the comprehensive oil management elements and on information provided by other cities currently providing these services.

Attaining the proposed goals and objectives will be accomplished by the following methodology:

#### **1. Establish and Implement a Curbside Used Motor Oil and Oil Filter Collection**

- a. Curbside collection of Used Motor Oil and Oil Filters will be offered to approximately 5,500 existing single housing and mobile home curbside services accounts (70% of the population). A resident who has signed up for the program element (by returning detachable portion of promotional brochure) will telephone the City's franchise hauler (Paso Robles Waste) to schedule a pickup and/or request the delivery on one or more used oil collection containers and/or filter bags. Based on nearby cities already providing this service, the estimated response to the promotional brochure will range from 10 to 25%.
- b. Once a collection is requested, the Paso Robles Waste (PRW) drivers collect the used motor oil container and/or oil filter from the resident's curb. The PRW driver will place the used motor oil container and oil filter on the modified collection truck and leaves a clean oil container and a new oil filter bag on the resident's curb for the next oil change.
- c. The PRW drivers will then off load the collected used motor containers oil into a 500-gallon waste oil tank upon returning to PRW property. The oil containers will be tested for contamination prior to emptying the container. The containers are then cleaned using a parts washer prior to redistribution. Oil filters will be crushed using an oil filter crusher that ensures complete draining of the filter and provides for maximum storage capacity for drummed filters.
- d. PRW and the City's contractor will establish procedures and training for drivers.
- e. PRW will track the number of oil containers distributed, containers collected, and total quantity of used motor oil and filters collected and will report to the City on a monthly basis.
- f. PRW and the City will enter into agreement for continued curbside used motor oil and oil filter collection service.

#### **2. Establish Used Oil and Oil Filter Collection Sites at the City of Paso Robles Airport**

- a. Two Used oil and oil filter collection sites will be designated by the Airport management. Each site will consist of a 250-gallon above ground waste oil tank with a lockable lid. The

tanks will be labeled "Used Motor Oil Only". Only airport management staff will have access and control of the waste oil collection tanks. A hazmat storage cabinet will be located next to the tank for deposit of filled used oil containers and oil filters by participating pilots (who are DIYers and returned detachable portion of promotional brochure).

- b. Every week airport management staff will check the hazmat storage cabinet for filled oil containers and oil filters. Upon finding a filled oil container the staff will test the oil for contaminants, and then deposit the used motor oil into the waste-oil collection tank. Oil filters will be placed in proper storage containers at the site. The airport management staff will track the number of oil containers collected and total quantity of used motor oil and filters collected and will report to the City on a monthly basis.
- c. Each site will be situated to be out of the way of aircraft or vehicle traffic, however, each site will be surrounded by concreted filled metal posts to provide protection against accidental damage. Signs will be provided at each site indicating that only used motor oil and oil filters may be placed into the hazmat storage cabinets. Each sign will list the local PHHWCF hotline. Users will be instructed to call the number if they have other types of HHW that they need to dispose of. Each site will also have a spill kit.
- d. To bring attention to the City's new comprehensive program element, a kick-off event will be held at the airport. The event will be a combination program kick-off and collection event. It will enable the program element to receive medial coverage and pilot community recognition as well as creating an opportunity for the initial collection of any used motor oil and oil filters that may be stored in airport hangers or buildings.

### **3. Establish Pilot Program Requiring City Vehicles and Transit Buses Use Re-Refined Oil**

- a. The City is committed to closing the loop on oil usage and recycling. The intent of this element will be to purchase re-refined lubricants for fleet operations and require the recycling of the used motor oil collected. Based on information provided by the City's Fleet Operations Department, approximately 1000 gallons of used motor oil is generated per year from fleet maintenance. This element will provide for 1000 gallons of re-refined lubricants per year for the term of this grant for fleet operations.
- b. Purchase re-refined lubricants
- c. Select recycling used motor oil collection service

### **4. Provide Expanded Public Awareness and School Education**

The City is committed to expanding public awareness and providing school education on the merits of used motor oil recycling and re-refined oil usage. The following focus tasks will be implemented to reach this objective:

- a. Public Sector Focus -- Develop new brochure to promote availability of curbside used motor

oil and oil filter collection. Mail promotional piece to all curbside customers. Develop and distribute promotional items, i.e. magnets and door hangers to multifamily housing units and at community events.

- b. Pilot Community Focus – Develop new brochure to promote availability of Oil Collection Sites. Mail Promotional piece to all pilots at airport. Develop and distribute promotional items, i.e., oil funnels, magnets, oil collection containers and oil filter bags at kick-off event.
- c. School Education – Design and Develop 45 minute class presentations, including graphics, manipulatives, and other materials. Meet with school district officials to introduce program element and obtain approval for implementation. Develop and Distribute fliers to public and private schools. Schedule classes with teachers.

## **B. Staff Required to Carry-Out the Comprehensive Oil Management Program**

The successful implementation of these objectives will be achieved using the staffing at the City of Paso Robles Department of Public Works (DPW), City Corporation Yard, Airport Management, Paso Robles Waste, Eco Solutions, and Science Discovery. Eco Solutions will coordinate each program element and manage the grant; oversee the purchase of equipment and services; track program element progress; track expenditures; collect and analyze recycling data; and prepare periodic reports and final reports. Science Discovery will design and develop school class presentations. The DPW will administer the grant and oversee all parties involved. The resumes for the key individuals are included in Appendix A.

If the comprehensive oil management program is funded, the City will use any future Block Grant moneys to continue the program elements along with the support from Paso Waste Disposal. This program will not be able to be conducted without the initial grant. Once the programs have been established, the City expects to conduct monitoring and evaluation to continue to ensure these program elements are effective and reaching all of the residents of Paso Robles.

## **Section 4: Evaluation**

The close working relationship between the City, Paso Robles Waste, Eco Solutions, and Discovery Science ensures that sound evaluation techniques will be implemented at all steps of this project.

### **A. Process and Outcome Evaluation**

Eco Solutions will track the progress of each comprehensive program element on a monthly basis and provide verbal and written reports to the City. The City will compare objectives to actual outcomes for the following elements:

#### **1. Establish and Implement a Curbside Used Motor Oil and Oil Filter Collection**

Eco Solutions will track the progress of curbside used motor oil and oil filter collection on a monthly

basis. Paso Waste will be polled each month to determine the number of households with curbside oil collection and well as the amount of oil collected. A participation rate in the program and the amount of oil generated per participant will be determined. A successful program will be defined as one that achieves a 25 percent participation rate and 5 gallons of oil per participant per year.

Eco Solutions will also track progress of certified and non-certified oil collection centers for participation from multi-family households. The centers will be polled as to number of participants and amounts of used motor oil collected.

## **2. Establish Used Oil and Oil Filter Collection Sites at the City of Paso Robles Airport**

Working with members of the local airport groups, the City will determine a theoretical amount of used motor oil used by aircraft at the airport. This number will be compiled using an average number of quarts per engine multiplied by the number of aircraft engines at the airport (single and twin engine aircraft) multiplied by the average number of hours flown by Paso Robles based aircraft divided by 100. The resulting figure is the total theoretical oil generated in quarts. Expressed as a formula the equation would look like this:

$$\frac{\text{Avg. qts. Per eng.}}{100 \text{ hours}} \times \text{total engines at airport} \times \text{avg. annual hrs flown} = \text{Used Oil Changed (measured in quarts)}$$

Using this formula in a theoretical example:

$$\frac{8 \text{ qts per engine}}{100} \times 150 \text{ engines} \times 200 \text{ hrs flown} = 2,400 \text{ quarts (600 gallons)}$$

Using this method to determine how much used oil is generated and then using an estimate of 70% of airport pilots being DIYers, the City can determine how much potentially recoverable used oil is generated. This figure would then be compared to the actual amount collected to determine a used motor oil recycling rate for the airport.

While this method does not account for all variables (i.e., oil collected that had been in storage, automotive oil brought in from home by a pilot, etc.) it does give the City a method to determine the effectiveness of this program element.

## **3. Establish Pilot Program Requiring City Vehicles and Transit Buses Use Re-Refined Oil**

The City will evaluate performance and cost-effective usage (i.e., pricing) of re-refined oil lubricants every six months to determine program element cost future basis. Results of the evaluation will be compiled into the required progress reports to the CIWMB and also to other interested City agencies and the general public.

## **4. Provide Expanded Public Awareness and School Education**

The City will attempt to measure program awareness by conducting random phone surveys among the



public sector and pilot community focus groups (approximately 5% of households and pilots based at airport). The phone surveys will evaluate if residents and pilots are using the services and by what media did they find out about the service. Results of the phone survey will be compiled into progress reports.

The city will evaluate the school education presentations through the usage of post presentation evaluations which will be filled out by the teacher and sent directly to the City. These evaluations will provide valuable information on the reception of the presentation; indicate possible informational gaps; and provide for continually improved formats. The results of these evaluations will be compiled into progress reports.

## **Section 5: Budget**

### **1. Establish and Implement a Curbside Used Motor Oil and Oil Filter Collection**

The costs in this element are based on providing collection of used motor and oil filters to approximately 25% of curbside collection accounts. This estimate is based on nearby cities already providing this service. The estimate for Paso Robles Waste to provide this service is based on a 2-person crew 2 hours per day. We believe this estimate to be reasonable because of the labor necessary to collect oil from the curbside; consolidate the oil at the yard; provide containers to new customers and answer questions regarding the program. The cost estimates for equipment is based either on quotes from manufacturers, equipment catalogs or our consultant, Eco Solutions (see Exhibit E).

### **2. Establish Used Oil and Oil Filter Collection Sites at the City of Paso Robles Airport**

The costs in this element are based on quotes from manufacturers, equipment catalogs or our consultant, Eco Solutions.

### **3. Establish Pilot Program Requiring City Vehicles and Transit Buses Use Re-Refined Oil**

The costs in this element are based on selecting a re-refined oil vendor to provide current multigrade oil used in the City's fleet of maintained vehicles, transit buses and equipment. The re-refined oil cost per gallon is based on an average cost of multigrades provided by a re-refined oil vendor.

### **4. Provide Expanded Public Awareness and School Education**

The costs in this element are based on actual costs that nearby cities have already incurred to provide these services. The brochure labeling and mailing estimate is based on mailing twice over the period of the grant to the curbside customer. The school education estimate is based on a quote provided by Science Discovery. Since this is a new program, Science Discovery, which provides recycling and solid waste outreach programs for Schools in the rest of the County, will have design and develop new presentation material relating to used and re-refined motor oil and survey the Paso Robles Schools for supplementation to their science curriculum.

## **Other Costs**

The estimate of hours for Eco Solutions include tracking and evaluating program element progress; tracking expenditures; collecting and analyzing recycling data; and preparing periodic reports and final reports. All time provided by City staff and management are on an in-kind basis. This approach simplifies the reimbursement and labor tracking associated with the grant.

## **Section 6: Letters of Support, Experience, Etc.**

The City of Paso Robles Council Members have reviewed this project and unanimously supported it (see attached Resolution, Exhibit B). In addition, a letter of support and intent to provide curbside used motor oil and oil filter collection is included from the Paso Robles Waste Disposal, Inc (see Appendix B). As mentioned earlier, an experienced team to implement this project has already been assembled and working together to make this program a cost-effective comprehensive approach to used motor oil and oil filter management (see attached resumes, Appendix A).

## **Preference Criteria**

### **Section 9: Demonstrate a cost-savings will occur from a proposed program expansion**

By implementing this comprehensive oil management program, a cost- savings will occur for both Paso Robles residents and the City providing services in the following ways:

1. Providing curbside collection of used motor oil and oil filters is convenient and saves the residents time and money in transporting these items to the current overwhelmed and only two certified used oil collection centers. The possibility exists where these residents would be turned away because of the centers oil tank if full.
2. Providing curbside collection, establishing airport collection sites, and expanding public awareness will ultimately save the City is recovery costs for illegally disposed oil alongside roadways and down storm drains. According to the City Streets Superintendent, a responsible party has not been identified for over 90% of the illegally disposed oil on City grounds and down storm drains. The City has to pay for the contamination cleanup. By funding this comprehensive program, the City saves time and money in responding to fewer incidents and lesser cleanup costs.

## **Section 10: Establish an “infrastructure” for used oil collection that could serve as a model program or be shared with other jurisdictions**

The City of Paso Robles believes that this comprehensive oil management program is unique and represents an infrastructure for oil management. Each element provides recycling opportunities to those focus groups targeted. The City believes that over 70% of residents will be reached by curbside collection, another 21% (multifamily units) by door hangers and magnets resulting in over 90% exposure rate. This program represents a model program for other jurisdictions that own and operate airports, maintain fleet operations, desire curbside collection, and provide school education. The fleet re-refined oil and school education program elements epitomizes the “walk the talk” philosophy for closing the loop in recycling over and over again re-refined oils and educating children on the merits of recycling used motor oil with direct first hand experience. This comprehensive program represents a model for oil management.

## **Section 11: Promote a Partnership with Another Not-For-Profit Environmental Service Provider**

If the comprehensive oil management program is funded by the CIWMB, the City of Paso Robles hopes to promote a media partnership with the San Luis Obispo County Integrated Waste Management Authority, which has been providing television commercials regarding curbside used motor oil and oil filter collection for its member cities. The television commercial is broadcasted on a local network, KSBY-TV. It emphasizes the consequences of illegally disposed oil and offers outlets (i.e. “Call your local Garbage Company for Pickup”) for proper disposal of used motor oil. By promoting a media partnership, all residents of San Luis Obispo County, those of the IWMA member cities and county, and the City of Paso Robles have equal exposure to proper management of used motor oil.

**EXHIBIT E**

**CITY OF PASO ROBLES**

**COMPREHENSIVE OIL MANAGEMENT PROGRAM**

**BUDGET ITEMIZATION**

<u>Itemization</u>	<u>Amount</u>	<u>Subtotal</u>
<b>1. Establish Curbside Used Motor Oil and Oil Filter Collection</b>		
Establish and Implement Program Element - Eco Solutions	80 hrs @ \$50.00/hr	\$4,000.00
Provide Curbside Oil & Oil Filter Collection - Paso Robles Waste	28 Mo. @ \$565/mo	\$15,820.00
Retrofit Trucks for Container Storage - Ratliff Welding		\$2,300.00
Purchase Oil Containers - Geo Plastics	1,500 Cont. @ 6.44/cont	\$9,660.00
Purchase Oil Filter Bags with Print - San Luis Paper	5,500 bags @ \$.27/bag	\$1,485.00
Purchase Oil Filter Crusher - ABC Crushing		\$2,140.00
Purchase 500-gallon Used Motor Oil Collection Tank		\$3,250.00
Purchase Portable Parts Washer - Snap-On Tools		\$3,259.33
Purchase Halogen Detection Instrument for Testing Oil - TIF		\$228.50
		\$42,143
<b>2. Used Motor Oil and Oil Filter Collection Sites at Airport</b>		
Establish and Implement Program Element - Eco Solutions	40 hrs @ \$50.00/hr	\$2,000.00
Purchase (2) 250-gallon Used Motor Oil Collection Tanks - Rackerby Sales		\$3,400.00
Purchase Oil Filter Crusher - ABC Crushing		\$2,140.00
Purchase (2) Hazmat Storage Cabinets - Lab Safety	2 units @ \$845/unit	\$1,690.00
Purchase (2) Spill Control and Clean-up Kits - Lab Safety	2 units @ \$250/unit	\$500.00
Purchase (2) Sets of Signage for Collection Sites - Local	2 units @ \$175/unit	\$350.00
Purchase Oil Containers - Geo Plastics	110 Cont. @ 6.44/cont	\$708.40
Purchase Oil Filter Bags with Print - San Luis Paper	500 bags @ \$.27/bag	\$135.00
Purchase Halogen Detection Instrument for Testing Oil - TIF		\$228.50
		\$11,152
<b>3. Establish Pilot Program Requiring City Vehicles and Transit Buses Use Re-Refined Oil</b>		
Establish and Implement Program Element - Eco Solutions	20 hrs @ \$50.00/hr	\$1,000.00
Purchase Re-Refined Oil Lubricants - Rosemead Oil Products	2,000 gal @ 4.25/gal	\$8,500.00
		\$9,500
<b>4. Provide Expanded Public Awareness and School Education</b>		
<b>Public Sector Focus:</b>		
Print Brochures for Curbside Used Oil and Oil Filter Collection -CMC	5,500 units @ \$.15/unit for 2 years	\$1,650.00
Label and Mail Brochure to all Curbside Customers - Paso Robles Waste	once each year of grant	\$4,000.00
Purchase Giveaways for multi-family units - Specialty Products	5,000 door hangers @ \$.15/ea	\$750.00
	5,000 magnets @ \$.60/ea	\$3,000.00
		\$9,400
<b>Pilot Community Focus:</b>		
Print Brochures for Used Oil and Oil Filter Collection Sites-CMC	150 units @ \$.15/unit for 2 years	\$50.00
Label and Mail Brochure to all registered pilots at airport - Airport Management	once each year of grant	\$100.00
Purchase Giveaways for Pilots - Specialty Products	300 funnels @ \$1.00/ea	\$300.00
		\$450
<b>School Education Focus:</b>		
Design and Develop Class Presentations for Grades 1 to 6 - Science Discovery	142 hrs @ \$50/hr	\$7,100.00
Develop and Distribute Fliers to Public and Private Schools - Science Discovery		\$400.00
Provide Class Programs - Science Discovery	20 classes @ \$90/class	\$1,800.00
Program Maintenance - Science Discovery	2 hrs/ month for 28 mo @ \$35/hr	\$1,960.00
		\$11,260
<b>Other Costs</b>		
Grant Management - Eco Solutions ( track and evaluate program element progress; track expenditures; collect and analyze recycling data; and prepare periodic reports and final reports.	160 hrs @ \$50.00/hr	\$8,000.00
Miscellaneous Expenses		\$1,000.00
		\$9,000
	<b>Total Grant Request:</b>	<b>\$92,905</b>

**Rackerby Sales Company**  
P.O. Box 8309  
Santa Rosa, CA 95407-1309  
800.221.8333 Fax 707.571.8354  
Email: rackerby@bigplanet.com

ECO SOLUTIONS

Attn: Charles

September 28, 1999

Fax: 805-481-4224 local 481-9213

Quotation RD928

Thank you for the opportunity to quote for the following Waste Oil Storage Tank Complete Systems. Each will include the following:

- 1 AB-98 2" Emergency Relief Valve
- 1 AB-Gauge Visual Float Gauge
- 1 AB-31 Locking Steel Drain Funnel with Lid
- 1 set Seismic Tie-downs and Fork Lift Channels
- 1 each Waste Oil decal

Your cost is:

PDW-480 Gallon Complete \$ 2805.00 each plus tax. Frt \$ 400.00

PDW-240 Gallon Complete \$ 1450.00 each plus tax. Frt \$ 225.00

PDW-240 w/ Funnel, Tiedowns & two 2" bottom end drains \$ 1400.00

Delivery is normally 4 weeks after order. If you have any questions, feel free to call.



Richard Rackerby

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

2-29

# FAX TRANSMISSION

## ABC CRUSHER, LLC

835 TWIN OAKS VALLEY # 5

SAN MARCOS, CA 92069

(760) 591-0700

FAX: 744-7327

To: CHARLES TAYLOR Date: 9/28/99  
Company: ECO SOLUTIONS

Fax # 805 481-4224 Pages: 1  
Ph #

From: Bud Hulst

Re: QUOTE

1- AH-25 AUTOMATIC  
OIL FILTER CRUSHER  
15 TON AIR/HYDRAULIC  
CRUSHER 3-6" FILTERED  
PER CYCLE - FITS 50 GAL  
DRUM. 50 SECOND CYCLE \$1995<sup>00</sup>

### OPTION

1- EH-D AUTOMATIC  
OIL FILTER CRUSHER 15 TON  
ELECTRIC (120V.) / HYDRAULIC  
CRUSHER ON 12" OR 3-6" FILTERS  
PER CYCLE - FIT 55 GAL DRUM 2-30  
20 SECOND CYCLE \$3295<sup>00</sup>

# Science Discovery

Developing  
Creativity  
And Fun  
In Science  
Education

424 Jaycee Dr  
San Luis Obispo, CA 93405  
805-781-8341

September 24, 1999

Mr. John McCarthy  
Director of Public Works  
1000 Spring St.  
Paso Robles, CA 93446

Dear Mr. McCarthy:

I am writing in regard to an oil education program that might augment oil and household hazardous waste recovery in the City of Paso Robles. As my resume reflects, I have had experience with a variety of school and public education programs during the past fifteen years.

School-based education programs can be an integral part of a proactive approach to meeting recycling and pollution prevention goals. First because the students of today are tomorrows adults and community leaders. Second, many students become teachers within their households, "training" their parents about proper disposal and recycling methods.

The following page provides a brief profile of what could be done for students within Paso Robles Schools. Associated costs are also included.

If you would like additional details about the enclosed I can provide more specific written information or would be glad discuss the education program with you.

Sincerely,



Michael di Milo  
Science Discovery

**Purpose:** To educate students about the importance of properly disposing of hazardous waste, oil pollution prevention and recycling used oil.

Students will learn about:

- Oil as a Non-Renewable Natural Resource
- How Oil Can Pollute Soil and Groundwater.
- How Oil Is Rerefined
- Where Oil Can Be Recycled In Their Community
- Household Hazardous Waste

**Method:** Develop and implement class presentations for grades 1-6 detailing the above topics.

**Outcome:** Students gain increased awareness and understanding about used oil and household hazardous waste.

### Program Costs

**Development of 45 minute Class Programs, 142 hours at 50.00/hr.....7,100.00**

- Includes: Individual class program developed for Grades 1-3 and 4-6.
- Survey of teachers to determine most effective approach for new programs.
- Meetings with school district officials as necessary to introduce program and obtain approval for implementation.
- Field test program
- Graphics, Manipulatives and Other Materials
- Evaluation form for teachers to return to City of Paso Robles

**Promotion of Program..... 400.00**  
Develop, print and distribute fliers to public and private schools

**Class Programs, 20 @ 90.00..... 1,800.00**  
Cost per class program  
Includes scheduling time with teachers

**Program Maintenance, 2hrs/month for 28 months @ 35.00/hr.....1,960.00**

**Total.....\$11,260.00**



## **APPENDIX A**

### **RESUMES**

**John McCarthy, Director of Public Works**  
**Charles Tenborg, Owner, Eco Solutions**  
**Michael di Milo, Owner, Science Discovery**

**John R. McCarthy, P.E.**  
Director of Public Works  
City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

805/ 237-3860

---

**Education:** M.S. Civil Engineering  
Purdue University  
Graduated 1976

B.S. Transportation Engineering  
Cal Poly, San Luis Obispo  
Graduated 1974

**Engineering**

**Registration:** Registered Civil Engineer, CA 29457  
Registered Traffic Engineer, CA 1111

**Experience:** Public Works Director  
City of Paso Robles  
January 1991 – Present

Administrative head responsible for the direction of eleven divisions of the Public works Department with a total staff of 55 employees. Divisions include Solid Waste, Streets & Parks, Water Production & Distribution, Wastewater Collection & Treatment, Fleet & Building Maintenance, Engineering, and the Landscape & Lighting District. Directs the City's recycling programs and manages the implementation of the Source Reduction & Recycling Elements. Administers an annual maintenance and operations budget of \$8.6 million, and a current four year capital improvement budget of \$56.7 million.

Vice President  
North Coast Engineering  
April 1986 – December 1990

Engineering design and planning of various projects from large residential subdivisions to commercial shopping centers. As project engineer, his duties have included the design of various sewer, water, storm drain, and traffic engineering improvements. He has also been involved with street design and underground utility coordination.

City Manager/City Engineer  
City of Paso Robles  
January 1984 – April 1986

Chief executive officer responsible for operation of City with growing population of 12,000 and a budget of \$6.0 million, and 96 employees. Responsible for obtaining and constructing a \$1.2 million water system improvement program as well as initiating a major bridge construction project. Head of the Engineering Division of the Public Works Department.

Public Works Director/City Engineer  
City of Paso Robles  
January 1980 – December 1983

As administrative had responsible for direction of seven divisions of the Municipal Services Department, implemented an annual budget in excess of \$1 million, increased overall efficiency of the department by providing results oriented management and an efficient system for private development considerations. Generated a fiscal program to upgrade infrastructure needs such as streets and traffic signals.

Assistant City Engineer/Traffic Engineer  
City of Paso Robles  
November 1978 – January 1980

Responsible for all work performed in the Engineering Division of Municipal Services. Supervised a staff of five. Provided direction and leadership for the division, implemented new programs and procedures. Completed a number of grants received by the City.

Assistant Traffic Engineer  
City of Riverside  
October 1977 – November 1978

Responsible to the Traffic Engineer for daily functioning of the traffic department, consisting of 15 staff members. Involved with all phases of traffic engineering. Prepared reports of the Planning Commission and City Council.

Civil Engineering Assistant  
City of Corona  
October 1976 – October 1977

Responsible to an Associate Engineer for various civil engineering responsibilities. Major work performed in the traffic engineering field.

**CHARLES K. TENBORG  
OWNER, ECO SOLUTIONS**

Mr. Tenborg has over twelve years of extensive environmental compliance experience, ranging from project management of sites contaminated with petroleum hydrocarbons, chlorinated solvents, heavy metals and asbestos to regulatory management of select industries. His scientific background and regulatory knowledge, complemented by his training and skills, ensure competence in the areas of project management, regulatory compliance, environmental surveys and assessments, remediation, hazardous material and waste management, and emergency response.

**ACADEMIC BACKGROUND**

- M.S. - Environmental Sciences - California State University Fullerton
- B.S. - Chemistry - Drake University, Des Moines, Iowa

**CERTIFICATIONS**

- Certified Hazardous Materials Specialist (CHMS) - California No. 536  
Registered Environmental Health Specialist (REHS) - California No. 6298
- Certified Lead Inspector/Assessor (CLIA) - California No. I2127
- Registered Environmental Assessor (REA) - California No. 05297
- OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response, 40 Hour Certification

**PROFESSIONAL EXPERIENCE**

- 1996 - Present: Consultant in Hazardous Material/Waste Management, Environmental Assessments & Remediation, Regulatory Compliance, and Emergency Response
- 1991 - 1996: Hazardous Material Specialist - San Luis Obispo County Environmental Health Department
- 1989 - 1991: Harding Lawson Associates
- 1987 - 1991: Environmental Solutions, Inc.

**PROFESSIONAL MEMBERSHIPS**

- Association for the Environmental Health of Soils

**REPRESENTATIVE ASSIGNMENTS**

Serves as manager for household hazardous waste (HHW) collection facilities. Responsibilities include establishing and permitting collection sites, and managing HHW collection, segregation, bulking, labpacking, and transportation under manifest. Client: San Luis Obispo County Integrated Waste Management Authority

- Provides technical management for assessment and remediation of hydrocarbon spills/releases for public and private sector clients. Successfully remediated glycol and petroleum hydrocarbon spills. Clients: Pacific Gas & Electric Co., Torch Operating, and Tosco Refining

**CHARLES K. TENBORG (Continued Page 2 of 3)**

- Provides regulatory compliance assistance for public and private sector clients. Responsibilities include providing waste minimization and hazardous material usage audits. Clients: Wings West Airlines
  - Served as regulator to businesses handling hazardous materials; generating and treating hazardous wastes; operating above ground tanks (AGTs); and operating underground storage tanks (USTs). Duties included conducting compliance inspections of businesses pursuant to California Health & Safety Codes and California Code of Regulations - Titles 19, 22, and 23.
  - Served as program manager for site mitigation of hazardous substance release sites. Responsibilities included oversight and supervision of mitigation of hazardous substance release sites resulting from petroleum discharges, heavy metal deposits, clandestine laboratory waste dumping, and chlorinated solvent spills. Duties included approving remedial action technologies and enforcing State contaminant cleanup levels or applying health based risk assessment levels for mitigating soil and groundwater contamination. Example oversight projects included Unocal Guadalupe Beach and Avila Beach cleanups.
  - Served as Emergency Response Coordinator/ Certified Hazardous Materials Specialist for hazardous materials/wastes incidents. Duties included providing technical assistance and advice to incident commander with regard to chemical/physical properties of hazardous materials/wastes, personal protective measures, assessment of public health consequences, and overseeing mitigation measures. Example incidents included acid tanker release, and a refinery explosion resulting in fatalities.
  - Served as Project Manager for Phase I, II and III environmental site assessments of commercial and industrial property involved in real estate transactions, San Luis Obispo and Morro Bay. Acted as consultant to buyers, sellers, and lending institutions for several Phase I and II site assessments. Responsible for identification and remediation of environmental issues including soil and groundwater contamination and asbestos. Clients: Bank of America, Unocal.
  - Served as Project Manager Site characterization, remedial investigation/feasibility study, San Luis Obispo, Santa Maria, Atascadero, King City, California. Conducted site characterizations for several gasoline service stations. Responsible for project management, hydrogeologic studies, data analysis, aquifer evaluations, report preparation, LUFT and APCD permitting, and initial RI/FS activities (i.e., insitu bioremediation, combined vapor-groundwater extraction or thermal processing). Clients: Texaco, Unocal and Chevron.
  - Provided project management for remedial investigation/feasibility study, Fontana, California - Conducted site characterization and initial RI/FS activities for a decommissioned steel manufacturing and processing site. Client: Kaiser Steel Resources.
- Provided project management for remedial investigation/feasibility study, Santa Fe Springs, California Assisted in work plan development for site characterization and initial RI/FS activities for State Superfund site. Client: Department of Health Services.

**CHARLES K. TENBORG (Continued Page 3 of 3)**

- Provided project management for site characterizations, remedial investigation/feasibility studies, City of Industry, Diamond Bar, Torrance, California - Conducted site characterizations for several gasoline service stations. Site characterizations included hydrogeologic studies, data analysis, aquifer evaluations, report preparation and initial RI/FS activities (i.e., insitu bioremediation, combined vapor-groundwater extraction or thermal processing). Clients: Unocal, Shell, Chevron and Arco.
- Provided project management for quarterly monitoring and aquifer studies involving pump drawdown tests, slug and bale tests and transport modeling. Duties included conducting slug & bail tests, well drawdown and pump tests, analyzing well data utilizing either Theis, Bower and Rice, or Hvorslev methods. Clients: BKK Landfill, Clayton Industries and Bethlehem Steel.

**Michael Paul di Milo**

424 Jaycee Drive,  
San Luis Obispo, California 93405  
(805) 543-8220

---

**EDUCATION**

Bachelor of Science  
**Natural Resources Management**, June 1982  
California Polytechnic State University, San Luis Obispo, California

Major Course Work:

- Freshwater Ecology
- Zoology
- Ornithology
- Botany
- Lake Management
- Ecology
- Environmental Interpretation
- Forestry
- Invertebrate Zoology
- Resource Survey
- Tech. Report Writing
- Soil Conservation

---

**SUMMARY OF EXPERIENCE**

**School Program Coordinator** August 1997 to Present

San Luis Obispo County Integrated Waste Management Authority

- Plan and coordinate recycling / solid waste outreach program to Co. Schools
- Develop and present classroom programs and field trips for grades K-12
- Write teacher newsletter and provide camera-ready materials to printer

**Consultant, City of San Luis Obispo** November 1997-Present

Developed and Implemented School-Based Water Education Program

- Developed Class Programs for Grades Elementary and Middle School
- Designed field trip to water reclamation facility
- Presented education program to school district for adoption

**Consultant, Santa Barbara County Water Agency** June 1999-Present

Develop and Fabricate Childrens' Museum Exhibit

**Field Lab Instructor** March 1997 to February 1999

Cuesta College, Angel Gate Program

- Develop and lead hikes for at-risk students, grades 6-9
- Develop and present seminars to 80 students

**Recycling Educator** November 1995-June 1997

SLOCO Recycles, San Luis Obispo, California

- Present classroom programs about recycling
- Lead field trips to recycling facility and landfill
- Schedule over 100 educational activities per school year

**Naturalist** January 1982-Sept. 1985

Kern Environmental Education Program (KEEP)

- Directed the program for four months in the absence of the director
- Led nature walks for groups of 10-30 students
- Worked in science lab with students
- Developed learning materials

---

**MEMBERSHIPS**

California Resource Recovery Association

Californian's Against Waste

References Available Upon Request

2-39

**APPENDIX B**

**LETTER OF SUPPORT AND INTENT**

**Dale Gomer, Owner, Paso Robles Waste Disposal, Inc.**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted] 2-40



# PASO ROBLES WASTE DISPOSAL, INC.

P.O. BOX 278  
2951 WALLACE DR.  
PASO ROBLES, CALIFORNIA 93447  
(805) 238-2381

September 29, 1999

Mr. John McCarthy  
Director of Public Works  
City of El Paso de Robles  
1000 Spring Street  
Paso Robles, California 93446

Subject: Letter of Support and Intent for Curbside Collection of Used Motor and Oil Filters

Paso Robles Waste Disposal, Inc., recognizes the importance of providing convenient curbside collection for used motor oil and filters. Too often, our trash collection vehicles are contaminated with improperly disposed motor oil from residents illegally disposing of their used motor oil. People know that pouring oil on the ground is wrong, so they go to a little more effort to put it in the trash without knowing of other proper ways of handling this recyclable material. By providing curbside collection and expanding public awareness of the program, the City will drastically reduce used motor oil being dumped into the trash and ending up at the landfill.

Paso Robles Waste Disposal, Inc., would support and provide curbside collection of used motor oil and oil filters to the current 5,500 single-family housing units, the City is assured of providing the largest part of the community with a convenient means of recycling used motor oil and filters. The program must be convenient for people to use it.

Sincerely,



Dale Gomer  
General Manager/Owner



2-41

