



# Mattress Stewardship Program Advisory Committee Charter

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# Objectives and scope

The Mattress Stewardship Act, or Senate Bill 1576 of 2022, establishes a statewide system to provide for the financing, collection and environmentally sound management of discarded mattresses. The intent of this legislation is to reduce illegal dumping of mattresses and increase diversion from landfills, through a program implemented by mattress producers.

A prospective stewardship organization must submit an initial program plan by October 1, 2023. Plans must be resubmitted every five years for DEQ approval, and when a proposed change to the program requires a program plan amendment. A stewardship organization must also submit an annual report each year on July 1.

Section 10 of the Mattress Stewardship Act requires that DEQ appoint a program advisory committee to consult with stewardship organizations operating mattress stewardship programs and advise DEQ regarding:

- The review and approval of any plan for the development and implementation of a mattress stewardship program submitted to the DEQ
- The review and approval of any amendment to a plan submitted
- The review of annual reports submitted by a stewardship organization

# Committee requirements

The Act requires DEQ to appoint a mattress stewardship program advisory committee of not more than ten members reflecting the interests of the following entities in the stewardship of discarded mattresses:

- Local governments;
- The solid waste industry;
- The environmental community; and
- The public.

The advisory committee must not include any person that has or who may have a pecuniary interest in any contract awarded by a stewardship organization as part of the implementation of a mattress stewardship program.

The advisory committee must meet at least once annually.

# General Timeline

- Oct. 1, 2023 – Deadline for a stewardship organization to submit an initial program plan
- October-November 2023 – DEQ plans to convene the committee which will advise DEQ on initial plans received
- The committee will also meet to review:
  - **Annual reports** (*see Section 9 of the Act*)
    - Annual reports are due from a stewardship organization on July 1 of each year for DEQ's review and approval.
    - DEQ intends to convene the committee within 60 days of receiving annual reports.\*
  - **Plan renewals** (*see section 8 of the Act*)
    - Plan renewals are due from a stewardship organization every five years for DEQ approval.
    - Plan renewals will be due 180 days before expiration of current approved plan.
    - DEQ intends to convene the committee within 60 days of receiving a plan renewal.\*
  - **Plan amendments** (*see section 7 of the Act*)
    - A stewardship organization must submit a plan amendment for DEQ approval when there is a material change to program plan.
    - DEQ intends to convene the committee within 60 days of receiving a plan amendment.\*

*\* These timeframes are estimates; exact dates will depend on the availability of committee members.*

# Roles

## DEQ facilitator

The facilitator:

- Encourages open, candid and robust dialogue;
- Starts and ends the meetings and agenda items on time;
- Encourages innovation by listening to all ideas;
- Tries not to lose good ideas to the consensus process; and
- Recognizes when the discussion is outside the scope of the meeting and steers the discussion back to the focus of the meeting.

## Committee members

Advisory committee members must attend each meeting to ensure continuity throughout the process. Meetings will be held virtually for more convenient accessibility.

The committee member:

- Prepares for and sets aside time for the meetings;
- Reviews meeting materials in advance of meetings;
- Offers written or verbal feedback on the document(s) being reviewed;
- Provides DEQ staff with copies of relevant research and documentation cited during the meeting;
- Stays focused on the specific agenda topics for each meeting;
- Comments constructively and in good faith;
- Consults regularly with constituencies to inform them on the process and gather their input;
- Treats everyone and his or her opinions with respect;
- Allows one person to speak at a time;
- Is courteous by not engaging in sidebar discussions; and
- Avoids representing to the public or media the views of any other committee member or the committee as a whole.

- Will notify DEQ within five business days if the committee member determines that the committee member has or may have a pecuniary interest in any contract awarded by a stewardship organization as part of the implementation of a mattress stewardship program.

One alternate committee member may be assigned if needed. However, it is each committee member's responsibility to fully brief their alternate on all relevant issues and prior committee discussions in order to meet the meeting objectives and keep the project on schedule. The primary and alternate members of the committee cannot participate in the same meeting. If a member's absence is unavoidable, please notify the DEQ program coordinator, [Rachel Harding](#).

## **DEQ staff**

DEQ is committed to making the most effective use of committee member's time by:

- Establishing clear committee goals, meeting objectives and agendas;
- Giving committee members reasonable access to staff;
- Encouraging all members to take part in discussions; and
- Providing a clear description of members' roles, the committee timeline, the level of agreement expected and feedback on how members' input is used.

## **DEQ support and website**

DEQ will post agenda and meeting materials on the [mattress stewardship website](#) at least one week in advance of meetings.

## **Committee meetings**

1. All committee meetings will be:
  - Open to the public, although DEQ can choose whether the public can actively participate in committee meetings;
  - Noticed by email to the Mattress Stewardship [GovDelivery list](#);
  - Held virtually;
  - Accessible via a call-in number or webinar.

2. As required in statute, the committee will meet no less than once per year. The meeting time and duration may vary depending on topics and committee progress.
3. Meeting materials and agenda will be shared with committee members prior to each meeting.

## **Decision making**

The committee's discussions will be used by DEQ to inform its review of program plans, annual reports and plan amendments from a stewardship organization. When DEQ shares information with the group, DEQ will allow a reasonable timeframe for review and comments.

# Initial Membership

DEQ appointed the following members to the Mattress Stewardship Program Advisory Committee for the advisory committee's initial meeting. From time to time, DEQ may appoint additional members to represent the interests of local governments, the solid waste industry, the environmental community and the public. DEQ may also identify additional perspectives which may be helpful in reviewing a plan or report.

Each member has affirmed that the member is not a person who has or may have a pecuniary interest in any contract awarded by a stewardship organization as part of the implementation of a mattress stewardship program.

Representatives shall consult with stewardship organizations and advise DEQ on submitted plans, amendments and reports from the perspective of the interests they represent.

<b>Mattress Stewardship Program Advisory Committee Members</b>	
<b>Name</b>	<b>Affiliation</b>
Elizabeth Cole	City of Beaverton
Eli Hunt	The Mattress Lot
Brandi Kelley-Gustafson	Providence Hospital
Dave Marland	Member of the public
Celeste Meiffren-Swango	Environment Oregon
Kristan Mitchell	Oregon Refuse and Recycling Association
Kristin Roslund	Overleaf Lodge and Fireside Motel



## **Public records and confidentiality**

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records and are available for public review and distribution. DEQ does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.

## **Information exchange**

Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

## **Public involvement**

All meetings will be open to the public. DEQ can choose whether to allow public input during a committee meeting, and may set aside time for the public to speak.

DEQ will consider the committee's advice, as applicable, in evaluating on a stewardship organization's proposed plan, plan amendment or report. DEQ will also hold a public comment period on a plan or plan amendment as required by Section 6 of the Act. Individual committee members may provide comments to DEQ on the plan or plan amendment being reviewed during the public comment period. As required, DEQ will approve or reject plans and annual reports within the timeline directed by the Act.

# DEQ contacts

Primary Program Contact: Rachel Harding, [Rachel.Harding@deq.oregon.gov](mailto:Rachel.Harding@deq.oregon.gov)

Alternate Program Contact: Cheryl Grabham, [Cheryl.Grabham@deq.oregon.gov](mailto:Cheryl.Grabham@deq.oregon.gov)

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