

# **San Diego-Imperial Counties Pollution Prevention Committee (SDICP2C)**

## **A LIVING CHARTER**

### **1.0 General**

This charter is meant to be a living document. It shall be reviewed biannually and amended if necessary. The adjustments should reflect the various changes in the San Diego-Imperial Counties Pollution Prevention Committee's (SDICP2C) mission, goals, membership and operations procedures.

#### **1.1 Background**

Pollution Prevention or P2 is the prevention of environmental pollution at the source, before it is created. This committee has been designed by its members to promote P2. Local government agencies in the San Diego and Imperial Counties can use P2 as a tool to help businesses save money and reduce the amount of pollutants generated.

#### **1.2 Mission Statement**

To provide a forum for local agencies and private industries to develop, promote and utilize pollution prevention strategies, and to encourage the use of innovative, cost-saving products and techniques that assist businesses in reducing their pollutants. Through this partnership the goals of environmental protection and economic competitiveness can be simultaneously realized.

### **2.0 Goals**

- 2.1** To promote interagency cooperation and coordination of environmental pollution prevention missions (i.e., understanding cross-media perspectives and implications). Share existing P2 information to increase member agencies' efficiency and effectiveness, thereby reducing duplication of effort and saving time and money.
- 2.2** Provide a forum for the exchange of technical pollution prevention information and resources between SDICP2C members.
- 2.3** To directly or indirectly increase public awareness and education regarding pollution prevention and multi-media issues.
- 2.4** Develop a P2 network; provide a forum for new ideas and act as a vehicle for presenting P2 concerns and issues in the San Diego and Imperial Counties.
- 2.5** Encourage committee participation from local and regional agencies and businesses in each county.
- 2.6** Promote the reduction of hazardous materials use and waste generation, thereby reducing health and safety risks to people and degradation to the environment.
- 2.7** Assist industries in meeting P2 and hazardous materials management goals in an economically viable manner. Provide a venue for coordination between local agencies and California state and federal agencies.

The above goals are provided as a starting point for committee activities. The focus will fluctuate and shift from time to time as needs and circumstances change. This list of goals should be amended as necessary.

### **3.0 Membership**

#### **3.1 Organization**

Membership is made up of primarily local agencies within the San Diego and Imperial Counties. State and federal agencies are strongly encouraged to participate. Membership is open to industry representatives and diversity of membership is to be encouraged. Members will receive agendas and meeting minutes if they attend at least two (2) meetings per year. If members are unable to attend a meeting, alternates should attend in their place.

#### **3.2 Representation**

All member organizations should be represented at SDICP2C meetings, either by primary or alternate representatives. The SDICP2C meetings are the primary forum for the discussion and information transfer of P2 ideas, issues, needs and concerns, and as such, each representative should have a working knowledge of the meeting's topics to make a positive contribution to the committee's objectives.

### **4.0 Operations**

#### **4.1 Meetings**

The SDICP2C currently meets on a bimonthly basis. The location of each meeting will be determined by the majority of members attending the previous regularly scheduled meeting. Meeting dates will be discussed and scheduled for the calendar year, then distributed with the minutes from that meeting. Subcommittee meetings are to be arranged as needed and attended by appropriate committee members.

#### **4.2 Officers**

SDICP2C shall have three elected offices: Chair, Co-chair and Secretary. The Chair is responsible for the meeting's agenda, reviewing the minutes and leading the committee meetings. The co-chair is responsible for taking over for the Chair when necessary and the Officer elections. The Secretary has the responsibility of taking the minutes and delivering them to the Chairperson in a timely manner. These positions should be reviewed at least once a year to decide if there is a desire of either the officers or committee members to make a change or as required to fill a vacancy. Other offices (such as a Speaker Chair) may be added as needed by the participating members.

#### Elections

In even numbered years the election of officers shall take place during the Spring meeting. Officers can be nominated by members at any meeting prior to the Spring meeting. Nominees shall have the opportunity to accept or decline nomination and shall be given the opportunity to submit a written campaign statement and/or make a campaign presentation at the Spring meeting. All votes for officers shall be by written ballot and counted by the Co-chair and one member not nominated for office.

**4.3 Agenda/Minutes/Distribution**

A review of the meeting minutes from the previous SDICP2C meeting shall be conducted at the start of each meeting. If no response is received by the Chairperson, concurrence will be assumed. All comments/revisions will be discussed/resolved as the second agenda item at the beginning of each meeting. Distribution of both the meeting agenda and previous meeting minutes shall be at the discretion of the distributing agency.

New Issues

Members wishing to bring up new issues, goals, presentation requests, subcommittee and agenda items shall contact the chairperson in order to have the issue included on the agenda for discussion at the next regularly scheduled meeting.

**4.6 Subcommittees**

Subcommittees are to be formed as needed. Subcommittees can be formed for regular tasks such as a speakers subcommittee, or to accomplish various committee action items such as survey and the charter subcommittees. Subcommittees will be in effect for the duration of the intended task.

**5.0 Signatures of the SDICP2C Charter**

I concur with the San Diego – Imperial Counties Pollution Prevention Committee’s mission statement, goals, and membership/operations procedures that constitute this charter:

\_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

\_\_\_\_\_ Date: \_\_\_\_\_  
Co-Chairperson

\_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

\_\_\_\_\_ Date: \_\_\_\_\_  
DTSC Representative

Robert Ludwig, Pollution Prevention Specialist  
Department of Toxic Substances Control,  
Office of Pollution Prevention and Technology Development