

**Local Hazardous Waste Management Program
Management Coordination Committee Meeting
Tuesday, June 21, 2016
10:00 a.m. – 12:00 p.m.
King Street Center, Chinook Conference Room, 6th Floor**

- Introductions** - All
- General Business** - All (5 min.)
1. **May Meeting Minutes**
 2. **Announcements and Public Comments**
- Discussion Items**
3. **Project Overview: Information and Marketing Project, Including LHWMP Strategic Communications Plan**
Hear about a key General Services project, and a comprehensive plan for managing the Program's internal and external communications. - **Michell Mouton (30 min.)**
 4. **Hazardous Waste Vendor Issue**
Briefing about a vendor issue, and a related MCC policy discussion regarding mercury-containing lamps. - **Lynda, Tim (30 min.)**
 5. **Proposed Policy – Non Work Plan Requests**
Discuss proposed guidelines for managing agency non-work plan requests involving LHWMP staff (continued from March MCC meeting). Provide input to guidelines and/or approve. - **Lynda (20 min.)**
- Updates**
6. **Policy Update** - **Policy Team (10 min.)**
 7. **Secure Medicine Return Implementation** - **Taylor (10 min.)**
 8. **Director's Report and Upcoming MCC Meetings**
 - *Report on current activities.*
 - *Look-ahead to upcoming MCC meetings; decide summer schedule.*
 - *A success story.*- **Lynda (10 min.)**
-

Decision Items:

- May Meeting Minutes (Item 1)
- HW Vendor: City of Seattle Request (Item 4)
- Policy for Non-Work Plan Requests (Item 5)

Read-Ahead Material:

- May Meeting Minutes (Item 1)
- HW Vendor Issue Briefing and Seattle Request (Item 4)
- Draft Policy for Non-Work Plan Requests (Item 5)
- Director's Report and Upcoming MCC Meetings (Item 8)

Next Meeting: July 19, 2016, 10:00 a.m. to 12:00 p.m., 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA