



Mattress Stewardship Rulemaking

Advisory Committee Charter

Rulemaking Contact: Rachel Harding

2022-2023



DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.

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Objectives and scope

Policy objectives

The Mattress Stewardship Rulemaking Advisory Committee's purpose is to provide input to the Department of Environmental Quality on proposed rulemaking. DEQ is undertaking rulemaking to clarify and implement Senate Bill 1576 (2022), also known as the Mattress Stewardship Act. The Act requires mattress producers to join a stewardship organization with an approved plan to develop, implement and administer a statewide program for the financing, collection and environmentally sound management of discarded mattresses in the state of Oregon.

DEQ plans to propose rules that include establishing an annual fee for DEQ's administrative costs, as well as tracking and reporting on materials collected and program participants. The Advisory Committee will provide DEQ input on the fiscal and economic implications for stakeholders impacted by the proposed rules.

Fiscal and economic impact

ORS 183.333 requires that DEQ ask the committee to consider the fiscal and economic impact of the proposed rules including:

- Whether the rules will have a fiscal impact, and if so, to what extent.

Whether the rules will have a negative fiscal impact on small businesses, and if so, how to minimize the potential impact(s).

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;
- Keeps good ideas in conversation throughout 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. An alternate 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 project manager, Rachel Harding, rachel.harding@deq.oregon.gov.

The committee member:

- Prepares for and sets aside time for the meetings;
- 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.

Non-committee member attendees

Those who attend the committee meetings but are not members of the committee are there only to observe and not to actively participate. If non-committee members are present at a meeting, DEQ may allow time during the meeting for their comments.

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 advisory committee website at least one week prior to meetings. DEQ administrative staff will provide meeting summaries that highlight committee discussions, different perspectives and input of committee members. DEQ will not prepare a formal committee report. DEQ will send draft meeting summaries to the advisory committee for review and input. Final meeting summaries will be posted to the advisory committee website and will be part of the public record.

The advisory committee charter, a full roster of the committee, meeting agendas and summaries, and background materials will all be located on the [advisory committee webpage](#).

Committee meetings

1. All committee meetings will be:
 - Open to the public, although the committee can choose whether the public can actively participate in committee meetings
 - Advertised on DEQ's webpage calendar two weeks before the meeting at: [DEQ Event Calendar](#)
 - [Noticed by email](#) to the Mattress Stewardship Act GovDelivery list
 - Noticed on DEQ's Facebook/Twitter account
 - Accessible via a call-in number or webinar
2. The committee is expected to meet two times in the next six months.

The meeting duration times may vary depending on topics and committee progress.

3. Meeting materials and agenda will be posted to the advisory committee webpage

Decision making

The committee's discussions will be used by DEQ in forming its draft rule, which will then be proposed for broader public review and comment as part of DEQ's rulemaking process.

When DEQ shares information with the group, DEQ will allow a reasonable timeframe for comments.

Membership

In convening this committee, DEQ selected members that reflect the range of stakeholders the proposed rules affect, both directly and indirectly. Representatives should be able to consider the policy, fiscal and economic impact of the proposed standard on the business or organization they represent.

Name	Affiliation
Marie Clarke	International Sleep Products Association and Mattress Recycling Council
Michelle Colletti	Community Member
Sabrina Gogol	Metro
Anna Kurnizki	Community Warehouse
Angie Marzano	Lane County Public Works
Terry McDonald	St. Vincent de Paul of Lane County
Robert Stewart	Coos County Solid Waste
Aimee Thompson	Thompson's Sanitary Service

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 inspection and copying. 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. The committee can choose whether to allow public input during a committee meeting. DEQ may set aside time for the public to speak.

Once the committee process is complete, DEQ will develop draft rules and conduct a public rulemaking process. That process will include a specified period during which the public can submit comments on the proposed rules. DEQ will also hold a public hearing during which any member of the public can submit written or verbal comments. Individual committee members may provide comments to DEQ on the full draft rule at this time. DEQ may modify the final proposed rules based on public comment. DEQ intends to take a final proposed rule to the EQC for consideration at its meeting in 2023.

DEQ contacts

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