

**REQUEST FOR APPROVAL**

**To:** Clark Williams  
Chief, Statewide Technical and Analytical Resources Branch

**From:** Cynthia Dunn,  
Manager, Product Stewardship Section

**Request Date:** August 28, 2020

**Decision Subject:** Appointment of Carpet Stewardship Program Advisory Committee Member

**Action By:** August 31, 2020

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**Summary of Request:**

Public Resources Code Section 42972.1(a) requires the Department of Resources Recycling and Recovery (CalRecycle) to appoint members to the Carpet Stewardship Program Advisory Committee. This Request for Approval presents staff's recommendation to appoint Jen Jackson, Toxics Reduction and Healthy Ecosystems Program Manager for the San Francisco Department of the Environment, to the Carpet Stewardship Program Advisory Committee.

**Recommendation:**

Staff recommend the appointment of Jen Jackson to serve as a member of the Carpet Stewardship Program Advisory Committee.

**Action:**

Based on the information and analysis in this Request for Approval, I hereby appoint Jen Jackson to serve as a member of the Carpet Stewardship Program Advisory Committee.

**Dated:**

Signed by Clark Williams on August 28, 2020

**Clark Williams**, Branch Chief

**Attachments:**

1. [Carpet Stewardship Program Advisory Committee Membership Solicitation and Instructions](#)

**Analysis:**

On July 14, 2020, CalRecycle notified the public that it was seeking applications from local government representatives for the Advisory Committee (Attachment 1). Applications for the Advisory Committee were accepted through August 14, 2020. CalRecycle received one application from a local government representative.

Consistent with PRC Section 42972.1, the applicant was evaluated based on the information provided in the application, including skills and experience relative to the statutory duties of the Advisory Committee. Other considerations included, but were not limited to, whether or not the applicant possesses: 1) experience serving on other advisory groups/committees; 2) technical or general knowledge and experience in the California carpet recycling/solid waste/materials management industry; and/or 3) knowledge of extended producer responsibility laws and programs.

Staff recommend that CalRecycle's appoint Jen Jackson, Toxics Reduction and Healthy Ecosystems Program Manager for the San Francisco Department of the Environment, to the Advisory Committee. Jen Jackson steered San Francisco's Green Purchasing team to develop new sustainability requirements for the City's carpet purchases, and worked closely with the representatives of the carpet industry to understand challenges the industry faces. In addition to her familiarity with carpet stewardship, Jen Jackson has been broadly engaged in product stewardship for more than a decade, and led local governments in a statewide drug take-back campaign that culminated in the passage of Senate Bill 212 (Jackson, Chapter 1004, Statutes of 2018).

**Background:**

Public Resources Code Section 42972.1(a) requires the director of CalRecycle to appoint members to a Carpet Stewardship Program Advisory Committee (Advisory Committee) to provide comments and recommendations on carpet stewardship plans, plan amendments, and annual reports. The Advisory Committee may be composed of individuals in the environmental community, the solid waste industry, and local government representatives involved in the collection, processing, and recycling of carpet, and other interested parties. CalRecycle shall appoint one member who represents carpet manufacturers and at least one member who is a representative of either the Southern California Resilient Floor and Decorative Covering Crafts Joint Apprenticeship and Training Committee or the Northern California Floor Covering Finishing Trade Institute Joint Apprenticeship Training Committee. The Speaker of the Assembly and the Senate Committee on Rules each appoint one additional member to the Advisory Committee.

CalRecycle identified the need for a local government representative on the Advisory Committee following the resignation of John Davis of the Mojave Desert and Mountain Recycling Authority.

**Duties of the Advisory Committee:**

Pursuant to PRC Section 42972.1, the Advisory Committee shall:

- Receive a copy of carpet stewardship plans and amendments to plans no less than 30 days before a carpet stewardship organization or manufacturer submits a plan or amendment to the department.
- Receive a copy of carpet stewardship annual reports no less than 30 days before a carpet stewardship organization or manufacturer submits the annual report to the department.
- Provide comments and recommendations to carpet stewardship organizations or manufacturers and to the department based on review of the materials. To the extent feasible, recommendations shall be incorporated into the carpet stewardship plan, amendments to the plan, or annual report before submitted to the department.
- A member of the Advisory Committee shall serve without compensation, but shall be reimbursed for actual and necessary travel and other expenses incurred in the performance of his or her official duties.