



November 6, 2012

Mr. Frank Bonillas
City of Tucson – Environmental Service Department
2440 W. Sweetwater Drive
Tucson, AZ 85705

Dear Mr. Bonillas,

Thank you for your recent request to provide a quote to develop and deliver a customized 4hr Initial and 1-2hr Refresher curriculum for training Household Hazardous Waste (HHW) volunteers.

ETC would like to offer you the following proposal:

Phase One:

- Meet with designated ES/ HHW personnel to review HHW policies and procedures currently in place.
- Visit 2-3 HHW collection sites to observe activities, existing set up and take photos for inclusion into the training materials.

Price.....\$200.00

Phase Two:

- Review existing HHW safety manual for compliance to OSHA standards 29 CFR 1910 and City of Tucson HHW Program/ES Department Site Safety and Health Plan in relation to hazardous materials and volunteer duties associated with HHW program.
- Expand and/or add compliance elements/best practices if necessary
- Develop a 4hr Initial and 1-2hr Refresher presentation
 - Support materials will include, but may not be limited to, printed student manual/ materials, PPT, videos, class exercises, test to assess comprehension of the covered material.
- Draft training curriculum will be sent to ES/HHW administration for comments/suggestions/approval.
- Curriculum will be modified if necessary to include changes recommended by HHW Program management.

Price.....\$325.00



Phase Three:

- Deliver Initial 4-hr training as required by ES/HHW administration.
- Provide certificates and training rosters for ES/HHW administration files.

Price..... \$720.00
for a minimum of 10 attendees. Additional attendees will cost \$72.00 each. This price includes all student training materials

This quote is valid for 30 days from date of receipt. Please allow two weeks advance notice for scheduling when calling to confirm. Thanks to your support and loyalty our instructors are very busy and are often booked weeks ahead. We are doing our best to meet your needs, but we must schedule as our clients confirm. Please complete, sign and return the Acceptance form included with this quote.

Feel free to contact me with any questions. We look forward to working with you on your environmental and safety training needs.

Sincerely,

A handwritten signature in black ink that reads 'Carole Benz'. The signature is written in a cursive, flowing style.

Carole Benz
CEO

