

## **AUDIT COMMITTEE SUMMARY**

### **Audit of Solid Waste Management Household Hazardous Waste Contract Report Issued August 24, 2021**

#### **Audit Objective**

Determine if SWMD and contracted vendors are in compliance with contractual terms for disposal of household hazardous waste.

#### **Background**

One of Solid Waste Management Department (SWMD) services is the Household Hazardous Waste (HHW) Program. Currently, SWMD operates one permanent drop-off and processing center and one monthly drop-off center for residents to dispose household hazardous waste such as oil, paint, pesticides, anti-freeze, batteries, and household cleaners. SWMD also provides residents with convenient opportunities throughout the year to dispose of household hazardous waste through quarterly HHW neighborhood collection events.

SWMD outsources the categorization, segregation, and packaging of household hazardous waste at its permanent, monthly, and quarterly collection centers to Clean Harbors Environmental Services, Inc. Services provided by the contractor include the collection, transportation, and logistics management of containerized and bulk waste, as well as categorization, packaging, and removal of laboratory chemicals for disposal. The contract with Clean Harbors Environmental Services is valued at \$1,777,090 annually.

#### **Scope and Methodology**

The audit scope was from October 1, 2018, to September 30, 2020. We visited the drop-off centers and reviewed safety standards. We also reviewed reporting requirements for compliance. We also tested invoices billed by the contractor for accuracy. Finally, we reviewed for appropriate training and credentials.

#### **Conclusions**

We determined that SWMD and the contractor, Clean Harbors Environmental Services, Inc., are in compliance with contractual terms for disposal of household hazardous waste. SWMD has effective controls to confirm completion of required safety training. Additionally, sufficient safety procedures and necessary safety measures are in place. Also, SWMD has appropriate contract monitoring procedures to ensure the contractor is meeting contractual requirements. Reporting of annual reports and mobile events is completed according to regulatory requirements. Finally, procedures are in place to ensure accurate invoicing and payments to Clean Harbors.

As we had no findings, we made no recommendations.