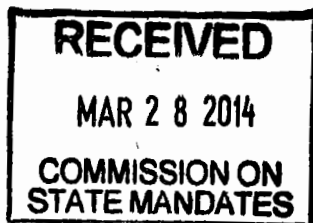


SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, President
P.O. Box 340430
Sacramento, CA 95834-0430
Telephone: (916) 419-7093
Fax: (916) 263-9701

E-Mail: Kbpsixten@aol.com
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645



March 27, 2014

Heather Halsey, Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

RE: 764/99 Integrated Waste Management
Pasadena Area Community College District
Fiscal Years 1998-99 through 2007-08
Incorrect Reduction Claim

Dear Ms. Halsey:

Enclosed is the original and two copies of the above referenced incorrect reduction claim for Pasadena Area Community College District.

SixTen and Associates has been appointed by the District as its representative for this matter and all interested parties should direct their inquiries to me, with a copy as follows:

Robert B. Miller, Senior Vice President
Pasadena Area Community College District
1570 East Colorado Boulevard, Room C221
Pasadena, CA 91106-2003

Sincerely,

A handwritten signature in black ink, appearing to read "KB Petersen".

Keith B. Petersen

Enclosure: Incorrect Reduction Claim

C: Robert B. Miller, Senior Vice President/Assistant Superintendent

COMMISSION ON STATE MANDATES

1. INCORRECT REDUCTION CLAIM TITLE

1116/92 and 764/99 Integrated Waste Management

2. CLAIMANT INFORMATION

Pasadena Area Community College District

Robert B. Miller, Senior Vice President
1570 East Colorado Boulevard, Room C221
Pasadena, CA 91106-2003

Voice: 626-585-7120

Fax: 626-585-3138

E-Mail: rbmiller@pasadena.edu

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Keith B. Petersen, President
SixTen and Associates
P.O. Box 340430
Sacramento, CA 95834-0430
Voice: (916) 419-7093
Fax: (916) 263-9701
E-mail: Kbpsixten@aol.com

Filing Date:	RECEIVED MAR 28 2014 COMMISSION ON STATE MANDATES	13-0007-I-01
IRC #:		

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Statutes of 1992, Chapter 1116,
Statutes of 1999, Chapter 764,
Public Resources Code 40418, 40196.3, 42920-928
Public Contract Code 12167 and 12167.1

5. AMOUNT OF REVISED INCORRECT REDUCTION

Fiscal Year	Amount of Reduction
1999-2000	\$ 86,458
2000-2001	\$ 171,497
2001-2002	\$ 250,633
2002-2003	\$ 270,739
2003-2004	\$ 251,286
2004-2005	\$ 232,627
2005-2006	\$ 218,549
2006-2007	\$ 289,129
2007-2008	\$ 197,128
TOTAL:	\$1,968,046

6. NOTICE OF NO INTENT TO CONSOLIDATE

This claim is **not** being filed with the intent to consolidate on behalf of other claimants.

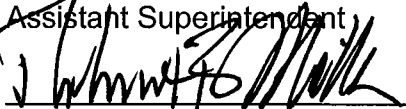
Sections 7-12 are attached as follows:

7. Written Detailed Narrative:	Pages <u>1</u> to <u>27</u>
8. Final SCO Audit Report:	Exhibit <u>A</u>
9. Parameter's and Guidelines:	Exhibit <u>B</u>
10. Claiming Instructions:	Exhibit <u>C</u>
11. Statute of Limitations Evidence:	Exhibit <u>D</u>
12. Annual Claims:	Exhibit <u>E</u>

13. CLAIM CERTIFICATION

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Robert B. Miller, Senior Vice President and
Assistant Superintendent


Signature

3/26/14
Date

1 Claim Prepared by:
Keith B. Petersen
3 SixTen and Associates
4 P.O. Box 340430
5 Sacramento, California 95834-0430
6 Voice: (916) 419-7093
7 Fax: (916) 263-9701

8 BEFORE THE
9 COMMISSION ON STATE MANDATES
10 STATE OF CALIFORNIA

11 INCORRECT REDUCTION CLAIM OF:)
12)
13)
14)
15)
16)
17)
18)
19)
20 **PASADENA AREA**)
21)
22 **Community College District**)
23)
24 Claimant.)
25)
26)
27)
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34)

No. CSM _____
Statutes of 1992, Chapter 1116,
Statutes of 1999, Chapter 764,
Public Resources Code 40418,
40196.3, 42920-928 and
Public Contract Code 12167 and
12167.1.
Integrated Waste Management
Annual Reimbursement Claims:
Fiscal Year 1999-00
Fiscal Year 2000-01
Fiscal Year 2001-02
Fiscal Year 2002-03
Fiscal Year 2003-04
Fiscal Year 2004-05
Fiscal Year 2005-06
Fiscal Year 2006-07
Fiscal Year 2007-08

35 INCORRECT REDUCTION CLAIM FILING

36 PART I. AUTHORITY FOR THE CLAIM

37 The Commission on State Mandates has the authority pursuant to Government

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 Code Section 17551(d) “. . . to hear and decide upon a claim by a local agency or
2 school district, filed on or after January 1, 1985, that the Controller has incorrectly
3 reduced payments to the local agency or school district pursuant to paragraph (2) of
4 subdivision (d) of Section 17561.” Pasadena Area Community College District
5 (hereafter “District”) is a school district as defined in Government Code Section 17519.
6 Title 2, CCR, Section 1185 (a), requires the claimant to file an incorrect reduction claim
7 with the Commission.

8 This incorrect reduction claim is timely filed. Title 2, CCR, Section 1185 (c),
9 requires incorrect reduction claims to be filed no later than three years following the
10 date of the Controller’s notice to the claimant of a reduction in payment for an annual
11 claim. A Controller’s audit report dated April 4, 2011, has been issued. See Exhibit “A.”
12 The audit report constitutes a final adjudication of the claim and notice of payment
13 reduction.

14 There is no alternative dispute resolution process available from the Controller’s
15 office. The audit report states that an incorrect reduction claim should be filed with the
16 Commission if the claimant disagrees with the audit findings.

17 PART II. SUMMARY OF THE CLAIM

18 The Controller conducted a field audit of the District’s annual reimbursement
19 claims for Fiscal Years 1999-00 through 2007-08 for the cost of complying with the
20 legislatively mandated Integrated Waste Management program. As a result of the
21 audit, the Controller determined that \$1,968,046 of the \$2,145,216 claimed costs were

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 unallowable:

2	Fiscal	Amount	Audit	SCO	Amount Due
3	<u>Year</u>	<u>Claimed</u>	<u>Adjustment</u>	<u>Payments</u>	<u><State> District</u>
4	1999-00	\$ 86,458	\$ 86,458	\$ 0	\$ 0
5	2000-01	\$ 171,497	\$ 171,497	\$ 0	\$ 0
6	2001-02	\$ 250,633	\$ 250,633	\$ 0	\$ 0
7	2002-03	\$ 276,817	\$ 270,739	\$ 0	\$ 6,078
8	2003-04	\$ 267,659	\$ 251,286	\$ 0	\$ 16,373
9	2004-05	\$ 287,391	\$ 232,627	\$ 0	\$ 54,764
10	2005-06	\$ 227,899	\$ 218,549	\$ 0	\$ 9,350
11	2006-07	\$ 304,758	\$ 289,129	\$ 0	\$ 15,629
12	2007-08	<u>\$ 272,104</u>	<u>\$ 197,128</u>	<u>\$ 0</u>	<u>\$ 74,976</u>
13	Totals	\$2,145,216	\$1,968,046	\$ 0	\$177,170

14 Since the District had not received any payments for these claims as of the date of the
15 audit report, the audit report states that \$177,170 is payable to the District.

16 PART III. PREVIOUS INCORRECT REDUCTION CLAIMS

17 The District has not filed any previous incorrect reduction claims for this mandate
18 program. The District is not aware of any other incorrect reduction claims having been
19 filed for this mandate program.

20 PART IV. BASIS FOR REIMBURSEMENT

21 A. Mandate Legislation

22 Statutes of 1992, Chapter 1116, amended Public Contract Code sections 12167

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 and 12167.1 allowing the governing board of each college district, on or after July 1,
2 1994, to expend funds in the Integrated Waste Management Account, upon
3 appropriation by the Legislature, for the purpose of offsetting costs created by the
4 recycling program.

5 Statutes of 1999, Chapter 764, added Public Resources Code sections 40148,
6 40196.3 and 42920-42928 to require the governing board of each college district, on or
7 before February 15, 2000, to adopt a state agency model integrated waste
8 management plan which specifies that the district: complies with the State Agency
9 Model plan; designate a solid waste reduction and recycling coordinator; divert at least
10 50 percent of all solid waste from disposal or transformation facilities; submit a report to
11 the board summarizing the progress made in reducing solid waste; and, submit
12 information on quantities of recyclable materials collected on an annual basis to the
13 Board.

14 B. Test Claim

15 The Commission on State Mandates Statement of Decision adopted March 25,
16 2004, found that Public Resources Code sections 40148, 40196.3, and 42920-42928;
17 Public Contract Code section 12167 and 12167.1; and the State Agency Model
18 Integrated Waste Management Plan constitute new programs or higher levels of service
19 for community college districts within the meaning of Section 6, Article XIII B of the
20 California Constitution. The Commission determined that performing the following
21 specific new activities resulted in increased costs for community college districts to:

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

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- (1) Comply with the state model plan (Public Resources Code section 42920(b)(3) and State Agency Model Integrated Waste Management Plan, February 2000).
- (2) Designate a district solid waste reduction and recycling coordinator (Public Resources Code section 42920, subdivision (c)).
- (3) Divert at least 25 percent of all of its solid waste by January 1, 2002, and at least 50 percent by January 1, 2004 (Public Resources Code sections 42921 and 42922(I). A district may seek an extension from the California Integrated Waste Management Board until December 31, 2005).
- (4) Report by April 1 each year to the California Integrated Waste Management Board the progress in reducing solid waste Resources Code sections 42926(a) and 42922(I).
- (5) Submit annual recycled material reports to the California Integrated Waste Management Board (Public Contract Code section 12167.1).

C. Parameters and Guidelines

On March 30, 2005, the original parameters and guidelines were adopted. As a result of litigation¹, amended parameters and guidelines were issued September 26,

1

State of California, Department of Finance, California Integrated Waste Management Board v. Commission on State Mandates, et al. (Sacramento County Superior Court, Case No. 07CS00355)

The Department of Finance and the Integrated Waste Management Board filed a

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 2008, with retroactive effect. A copy of the original and amended parameters and
2 guidelines is attached as Exhibit "B."

3 D. Claiming Instructions

4 The Controller issued the first claiming instructions on June 6, 2005, for use in
5 submitting the initial claims for Fiscal Years 1999-00 through 2004-05. The claiming
6 instructions have been annually revised for purposes of subsequent fiscal year filing
7 dates. A copy of these claiming instructions is attached. See Exhibit "C." However,
8 since the Controller's claim forms and instructions have not been adopted as
9 regulations, they have no force of law, and, therefore, have no effect on the outcome of

petition for writ of mandate in March 2007, asking the court to set aside the Commission's decision granting the test claim and to require the Commission to issue a new Statement of Decision and parameters and guidelines that give full consideration to the community colleges' cost savings (e.g. avoided landfill disposal fees) and revenues (from recyclables) by complying with the test claim statutes. Petitioners' position was that the Commission had not properly accounted for all the offsetting cost savings from avoided disposal costs, or offsetting revenues from the sale of recyclable materials, in the Statement of Decision or parameters and guidelines. The Judgment and a Writ of Mandate were issued on June 30, 2008, ordering the Commission to:

1. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims, consistent with the directions for revenue in Public Contract code sections 12167 and 12167.1, cost savings realized as a result of implementing their plans; and

2. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims all of the revenue generated as a result of implementing their plans, without regard to the limitations or conditions described in sections 12167 and 12167.1 of the Public Contract Code.

1 this incorrect reduction claim.

2 PART V. STATE CONTROLLER CLAIM ADJUDICATION

3 The Controller conducted an audit of the District's annual reimbursement claims
4 for Fiscal Years 1999-00 through 2007-08. The audit concluded that \$177,170 (about
5 8%) of the District's \$2,145,216 costs, as claimed, was allowable. A copy of the April 4,
6 2011-audit report is attached as Exhibit "A."

7 VI. CLAIMANT'S RESPONSE TO THE STATE CONTROLLER

8 By letter dated March 11, 2011, the Controller transmitted a copy of its draft audit
9 report. By letter dated March 23, 2011, the District objected to the proposed
10 adjustments set forth in the draft audit report. A copy of the District's letter of March
11 23, 2011, is included as an attachment to the final audit report (Exhibit "A") and is
12 incorporated in this claim by reference. The Controller then issued its final audit report
13 without material change to the adjustments as stated in the draft audit report.

14 PART VI. STATEMENT OF THE ISSUES

15 **Statute of Limitations for Audit**

16 The District asserts that the two-year statute of limitations to complete the audit
17 had expired when the Controller issued its final audit report dated April 4, 2011, and
18 that the audit is therefore a nullity. This issue is not a finding of the audit report. It is a
19 threshold issue as to whether the Commission has jurisdiction to adjudicate the
20 remaining issues raised in this incorrect reduction claim. The factual issue is the
21 determination of the date the audit was "complete" and the date the audit was

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 “commenced.” Government Code Section 17558.5 (as amended by Statutes of 2004,
2 Chapter 890, Section 18, operative January 1, 2005) states:

3 (a) A reimbursement claim for actual costs filed by a local agency or school
4 district pursuant to this chapter is subject to the initiation of an audit by the
5 Controller no later than three years after the date that the actual reimbursement
6 claim is filed or last amended, whichever is later. However, if no funds are
7 appropriated or no payment is made to a claimant for the program for the fiscal
8 year for which the claim is filed, the time for the Controller to initiate an audit
9 shall commence to run from the date of initial payment of the claim. *In any case,*
10 *an audit shall be completed not later than two years after the date that the audit*
11 *is commenced. (Emphasis added)*

12 All of the annual claims that were the subject of this audit were filed after January 1,
13 2005. The Commission can take notice that the first parameters and guidelines for the
14 mandate were adopted March 30, 2005, and the first claiming instructions issued June
15 6, 2005, so annual claims could not have been submitted before January 1, 2005.

16 The audit was complete with the issuance of the final audit report dated April 4,
17 2011. The audit commencement date is the date of first contact made by Controller to
18 the claimant. Jim Spano, Bureau Chief, Mandated Cost Audit Bureau, State
19 Controller’s Office, in an e-mail dated November 22, 2011, to Nancy Patton, Assistant
20 Executive Director of the Commission at that time, and Keith Petersen (SixTen and
21 Associates) stated the following:

22 At the same meeting, Commission staff asked what we believe constitutes the
23 initiation of an audit pursuant to Government Code section 17558.5. We
24 consider the event that initiates an audit pursuant to Government Code section
25 17558.5 to be the date of the initial contact by the SCO to the auditee (generally
26 a telephone contact) to inform them and put them on notice of the SCO’s

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 intention to perform the audit. *In addition, we consider this same date as the*
2 *event that commences the two-year period to complete an audit pursuant to*
3 *Government Code section 17558.5. (Emphasis added).*

4 The Controller's (Art Luna) audit notification letter to the District (Paulette J. Perfurno,
5 President) dated April 3, 2009, stated that "(T)his letter confirms that Janny Chan [the
6 auditor] has scheduled an audit . . ." thus indicating some prior contact with the
7 District. Therefore, the final audit report was issued more than two years from the date
8 of the audit notification letter as well as the date of initial contact with the District. By e-
9 mail dated November 22, 2011, Keith Petersen notified Mr. Spano that the Pasadena
10 Area CCD final audit report date was more than two years after the initial contact date
11 and requested that the audit be cancelled. There was no response from Mr. Spano to
12 the November 22, 2011 e-mail.

13 All referenced correspondence is located at Exhibit "D."

14 **Audit Standards**

15 The District asserts that the Controller either used the wrong audit standard for
16 the audit or has misrepresented the actual nature and scope of the audit. The audit
17 report states:

18 We conducted this *performance audit* under the authority of Government Code
19 sections 12410, 17558.5, and 17561. We did not audit the district's financial
20 statements. We conducted the audit *in accordance with generally accepted*
21 *government auditing standards*. Those standards require that we plan and
22 perform the audit to obtain sufficient, appropriate evidence to provide a
23 reasonable basis for our findings and conclusions based on our audit objectives.
24 We believe that the evidence obtained provides a reasonable basis for our
25 findings and conclusions based on our audit objectives. *(Emphasis added)*

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 Government Code Section 17558.5

2 Government Code Section 17558.5 describes the time to commence and finish
3 an audit and is not an audit content or process standard.

4 Government Code Section 17561

5 Government Code Section 17561 (d), subdivisions (1) and (2), authorize the
6 Controller to audit initial and subsequent annual reimbursement claims and to "(r)educe
7 any claim that the Controller determines is excessive or unreasonable." This is a
8 distinct scope statement. Adjustments based on lack of documentation are not
9 adjustments based on excessive or unreasonable costs.

10 Government Code Section 12410

11 Government Code Section 12410 states: "The Controller shall audit all claims
12 against the state, and may audit the disbursement of any state money, for correctness,
13 legality, and for sufficient provisions of law for payment." However, Section 12410 is
14 found in the part of the Government Code that provides a general description of the
15 duties of the Controller and dates back to 1945. It is not specific to the audit of
16 mandate reimbursement claims. The only applicable audit standard for mandate
17 reimbursement claims is found in Government Code Section 17561(d). It is the case of
18 more specific language circumscribing the general language. Therefore, the Controller
19 may only reduce a mandate reimbursement claim if it specifically finds that the amounts
20 claimed are unreasonable or excessive under Section 17561(d).

21 Further, the Controller has not asserted or demonstrated that, if Section 12410

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 was the applicable standard, the audit adjustments were made in accordance with this
2 standard. There is no allegation in the audit report that the claim was in any way illegal.
3 The Section 12410 phrase "sufficient provisions of law for payment" refers to the
4 requirement that there be adequate appropriations prior to the disbursement of any
5 funds. There is no indication that any funds were disbursed for these claims without
6 sufficient appropriations. Thus, even if the standards of Section 12410 were applicable
7 to mandate reimbursement audits, the Controller has failed to put forth any evidence
8 that these standards are not met or even relevant. There is no indication that the
9 Controller is actually relying on the audit standards set forth in Section 12410 for the
10 adjustments to the District's reimbursement claims.

1 Generally Accepted Government Auditing Standards

12 The Generally Accepted Government Auditing Standards (GAGAS), commonly
13 referred to as the "Yellow Book,"² is for use by auditors of government entities, entities
14 that receive government awards, and other audit organizations performing Yellow Book
15 audits. These standards apply when required by law, regulation, agreement, contract,
16 or policy. The audit report does not cite any law or agreement or policy that makes the
17 Yellow Book applicable to audits of state mandated costs.

² Generally Accepted Government Auditing Standards

The Generally Accepted Government Auditing Standards (GAGAS), commonly referred to as the "Yellow Book," are published by the United States Government Accountability Office (GAO): <http://www.gao.gov/govaud/ybook.pdf>.

1 Regardless, the audit report states that the audit was a “performance audit.” The

2 Yellow Book standards for performance audits are:

3 2.6 A performance audit is an objective and systematic examination of
4 evidence for the purpose of providing an independent assessment of the
5 performance of a government organization, program, activity, or function in order
6 to provide information to improve public accountability and facilitate decision-
7 making by parties with responsibility to oversee or initiate corrective action.

8 2.7 Performance audits include economy and efficiency and program audits.

9 a. Economy and efficiency audits include determining (1) whether the entity
10 is acquiring, protecting, and using its resources (such as personnel,
11 property, and space) economically and efficiently, (2) the causes of
12 inefficiencies or uneconomical practices, and (3) whether the entity has
13 complied with laws and regulations on matters of economy and efficiency.

14 b. Program audits include determining (1) the extent to which the desired
15 results or benefits established by the legislature or other authorizing body
16 are being achieved, (2) the effectiveness of organizations, programs,
17 activities, or functions, and (3) whether the entity has complied with
18 significant laws and regulations applicable to the program.

19 The audit report made no findings based on the above performance criteria. Rather, a
20 documentation audit was conducted.

21 **Documentation Standards**

22 The audit inconsistently applied the documentation standards stated in the
23 parameters and guidelines. The majority of the direct costs claimed each year is the
24 staff time spent to implement the mandated activities. Most of this time is disallowed by
25 the audit. The audit report essentially asserts that the provided source documents are
26 inappropriately or insufficiently documented. The parameters and guidelines are the
27 legal standard for source documentation:

1 IV. REIMBURSABLE ACTIVITIES

2 To be eligible for mandated cost reimbursement for any fiscal year, only actual
3 costs may be claimed. Actual costs are those costs actually incurred to
4 implement the mandated activities. Actual costs must be traceable and
5 supported by source documents that show the validity of such costs, when they
6 were incurred, and their relationship to the reimbursable activities. A source
7 document is a document created at or near the same time the actual cost was
8 incurred for the event or activity in question. Source documents may include, but
9 are not limited to, employee time records or time logs, sign-in sheets, invoices,
10 receipts, and the community college plan approved by the Board.

11 Evidence corroborating the source documents may include, but is not limited to,
12 worksheets, cost allocation reports (system generated), purchase orders,
13 contracts, agendas, training packets, and declarations. Declarations must
14 include a certification or declaration stating, "I certify (or declare) under penalty of
15 perjury under the laws of the State of California that the foregoing is true and
16 correct," and must further comply with the requirements of Code of Civil
17 Procedure section 2015.5. Evidence corroborating the source documents may
18 include data relevant to the reimbursable activities otherwise in compliance with
19 local, state, and federal government requirements. However, corroborating
20 documents cannot be substituted for source documents.

21 It should be remembered that the parameters and guidelines were adopted and
22 the first claiming instructions were issued six years into the reimbursement and the
23 audit period. Thus, claimants were not on notice of the activities approved for
24 reimbursement that should be documented until the seventh year of the eligibility
25 period. Further, the amended and retroactive parameters and guidelines were adopted
26 after the end of the audit period. It would seem patently unreasonable to require
27 contemporaneous documentation of daily staff time for the retroactive initial fiscal years.
28 While some historic staff time can be reconstructed from calendars and desk diaries,

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 other staff time cannot and must be reported as a good-faith estimate where the
2 desired information is not maintained in the regular course of business. While the
3 District agrees with the audit report recommendation that claimants maintain records
4 that document actual time spent on mandate related activities, it would be a more
5 realistic standard only for the fiscal year annual claims filed after the initial fiscal year
6 claims.

7 None of the governmental entities that establish the financial accounting
8 standards and reporting requirements, that community college districts are otherwise
9 subject to, publish any standards or reporting requirements for state mandate cost
10 accounting. Nor does the Controller, whose particular responsibility has been the
11 payment and audit of the mandate annual claims for more than thirty years, publish cost
12 accounting forms for use by claimants to record staff time spent on mandates. In the
13 absence of governmental standards, claimants must retroactively rely upon
14 documentation produced in the regular course of business, as well as additional forms
15 designed usually by mandate consultants, for the collection of staff mandate time not
16 otherwise available from regular business records. Uniform compliance would be more
17 likely if the Controller published forms for this purpose, as the Controller has done for
18 other programs within the Controller's payment and audit jurisdiction.

19 This District utilized forms prepared by its consultant to document staff time
20 spent on the mandates. These forms are in the nature of certified declarations of time
21 logs that are within the scope of the parameters and guidelines documentation

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 standards. Where these forms or other documentation was apparently sufficient, the
2 auditor made qualitative judgments regarding the scope of activities as to whether they
3 were related to the mandate program. Where it was not, the auditor disallowed the
4 claimed costs for insufficient documentation. In some cases annual staff time per
5 activity was disallowed. Other similar forms were accepted, thus validating the concept
6 of using annual times as an acceptable method for the calculation of the mandate
7 costs. The different treatment of similar supporting documentation appears to be the
8 result of anecdotal information gained from post facto interviews with some of the
9 District staff.

10 The audit report states that the Controller relies on the documentation
11 requirements stated in the parameters and guidelines. However, the Controller's
12 inconsistent treatment of similar District documentation makes that reliance seem
13 capricious and not enforceable. This highlights the challenge in all mandate time
14 reporting in that each individual must interpret the activity descriptions on the forms
15 used to collect staff time. In the case of the forms that were prepared by our mandate
16 consultant and used by the District, the activity descriptions are taken from the
17 parameters and guidelines language, even where it is vague or confusing, since any
18 modification has been criticized over the years by state agency personnel as soliciting a
19 preferred response. Thus, as is often the case, the parameters and guidelines
20 language is inadequate for the task of cost accounting, but since the Controller provides
21 no forms for this purpose, and the state agencies criticize any interpretation by the

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 claimants of the parameters and guidelines language, this problem will persist. Given
2 these constraints, it is the District's general position that, absent empirical information to
3 the contrary, the individual staff person's contemporaneous interpretation of the
4 parameters and guidelines language, since they implement the mandate program, is
5 more valid than a post facto interpretation by an auditor who does not implement the
6 mandate program.

7 Finding 1 - Overstated salaries, benefits, and related indirect costs

8 The District claimed \$1,622,451 in salaries and benefits during the audit period.
9 The audit report determined that \$359,256 is allowable and \$1,263,195 is unallowable
10 because the District claimed costs that were based on estimates and were not
11 supported with source documentation. The audit report provides the following table that
12 summarizes the claimed, allowable, and unallowable salaries and benefits for the audit
13 period by reimbursable cost component:

14		Amount	Amount	Audit
15	Reimbursable Activity	Claimed	Allowable	Adjustment
16	1. Policies and Procedures	\$ 7,278	\$ 330	\$ (6,948)
17	2. Staff Training	42,102	14,991	(27,171)
18	3. Complete & Submit Plan to Board	4,411	4,411	
19	4. Designate Recycling Coordinator	19,397	-	(19,397)
20	5. Divert Solid Waste / Maintain Required Level	1,510,036	339,584	(1,170,452)
21	6. Time Extension	2,441	-	(2,441)
22	7. Accounting System	10,625	-	(10,625)
23	8. Annual Recycling Material Reports	26,161	-	(26,161)
		<u>\$ 1,622,451</u>	<u>\$ 359,256</u>	<u>\$ (1,263,195)</u>

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 1. Policies and Procedures

2 The District claimed \$7,278 for this activity during the audit period. The audit
3 report concludes that \$330 claimed for FY 1999-2000 is allowable. Costs claimed in
4 subsequent years, totaling \$6,948, were determined to be unallowable because the
5 costs are only allowable as a one-time activity and that the District did not provide
6 documentation showing that these costs relate to the development of new, rather than
7 updates to, policies and procedures. None of the staff time was disallowed as
8 unreasonable.

9 The parameters and guidelines state that preparing district policies and
10 procedures necessary for the implementation of the integrated waste management plan
11 is reimbursable as a one-time activity. These first year amounts were allowed in full,
12 but the remaining years were disallowed even though essentially the same
13 documentation and support were provided for all fiscal years. There is no stated
14 requirement to distinguish this work performed as either the result of a change in district
15 procedure or only as a direct result of changes in state law. The audit report essentially
16 disallows staff time for policies and procedures after the first instances of reported costs
17 as a duplication of one-time costs without regard to actual subsequent changes made
18 to the policies and procedures.

19 2. Staff Training

20 The District claimed \$42,102 for this activity. The audit report concludes that
21 \$14,991 is allowable and \$27,171 is unallowable. Trainee time was allowed for all

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 employees in the first year of the audit period (FY 1999-2000). For all subsequent
2 years of the audit period, costs were allowed only for employees whose names
3 appeared in the claims for the first time. Trainee time was disallowed if a name
4 appeared a second time and thereafter. None of the staff time was disallowed as
5 unreasonable.

6 The parameters and guidelines state that training staff who work on the
7 integrated waste management plan is a reimbursable one-time activity. The first year
8 amounts were allowed in full, but the remaining years were disallowed even though
9 essentially the same documentation and support were provided for all fiscal years. The
10 audit report is assuming without findings that no change in training content occurred
11 over the years which would make new training subject to the one-time exclusion. There
12 should be no blanket disallowance of staff time for persons whose name appears more
13 than once, whether a new or existing employee, without a determination of whether the
14 subject matter of the training was duplicate of previously claimed training activities.

15 4. Designate Recycling Coordinator

16 The District claimed salaries and benefits totaling \$19,397 for this activity. The
17 audit report determined that none of the costs claimed are allowable because the
18 District did not provide any support for the time claimed for this activity and that the
19 amount of time claimed appeared unreasonable when compared to the description of
20 the activity in the parameters and guidelines. The District claimed from 11 to 96 hours
21 per year for the District Facilities Supervisor. The time claimed used the same

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 documentation and support as was provided for the other activities.

2 The parameters and guidelines state that designating a coordinator for each
3 college in the district to implement the plan is reimbursable as an ongoing activity. The
4 audit report does not indicate which claimed time or activities are unrelated to the
5 mandate.

6 5. Divert Solid Waste

7 The District claimed \$1,510,036 for the solid waste diversion activities. The Controller
8 initially determined that all of the costs claimed were unallowable because they were
9 based on estimates and were not supported by any corroborating documentation. In
10 response, the District conducted a time study in May of 2010 for these activities. The
11 Controller evaluated the time study results, made modifications, and determined that
12 salary and benefit costs totaling \$339,584 are allowable for the solid waste diversion
13 activities.

14 The parameters and guidelines require districts to divert at least 25 percent of all
15 solid waste by January 1, 2002, and at least 50 percent of all solid waste by January 1,
16 2004, through source reduction, recycling, and composting activities and to maintain the
17 required level of reduction. After several years of meeting the target percentages, the
18 District began diverting a larger percentage of tonnage than that required by the
19 mandate program. By calendar year 2006, the District was achieving a diversion rate of
20 86.80%. However, the audit report incorrectly reduces the time results to the statutory
21 targets of 25% and 50%. The staff cannot reduce their activities by 25% or 50%. For

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 example, all recycling trash receptacles have to be emptied regardless of the amount
2 diverted. District staff does not empty only 25% of the trash receptacle contents or only
3 the trash receptacles from 25% of the locations. Regardless of the statutory target
4 amounts, essentially the same amount of work and time is required here for any
5 amount of waste diversion.

6 At the audit exit conference, the District proposed a new time study to analyze
7 the cost to process one ton of various recyclable materials. The District later decided
8 not to proceed with a second time study since the Controller would make the same
9 reductions to the statutory amounts.

10 6. Time Extension

11 The District included \$2,441 for this activity in its claim for FY 2006-07. The
12 auditor disallowed this time because reimbursement for this activity ended December
13 31, 2004. The District agrees with the adjustment.

14 7. Accounting System

15 The District claimed salaries and benefits totaling \$10,625 for this activity. The
16 audit report determined that none of the costs claimed are allowable because the
17 District did not provide any support for the time claimed for this activity and that the
18 amount of time claimed appeared unreasonable when compared to the description of
19 the activity in the parameters and guidelines. The District claimed from 12 to 48 hours
20 per year for the District Facilities Supervisor. The time claimed used the same
21 documentation and support as was accepted for other claimed activities.

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 The parameters and guidelines provide for ongoing reimbursement for
2 developing, implementing, and maintaining an accounting system to enter and track the
3 college's source reduction, recycling, and composting activities. The auditor has not
4 provided any empirical findings that contradict the responses of the staff who performed
5 the reimbursable activities. The audit report also stated that the Facilities Coordinator
6 job description does not fit the activity. This is not a requirement of the mandate.

7 8. Annual Recycling Material Reports

8 The District claimed salaries and benefits totaling \$26,161 for this activity. The
9 audit report disallowed all of the costs based on a conclusion that the activities were not
10 performed. The audit report states that Cal Recycle told the Controller staff that the
11 District did not submit any annual reports identifying quantities of recyclable materials.
12 No evidence of that contact or response is provided in the audit report. Nor does it
13 appear that the auditor ascertained what work is represented by the claimed hours.
14 Further, the District believes that the time reported here is applicable to the waste
15 management plan report since recycling is a component of that report.

16 **Finding 2- Overstated contract service costs**

17 The District claimed \$75,697 in contract service costs for the audit period. The
18 audit report determined that \$48,319 is allowable and \$27,378 is unallowable. The
19 unallowable costs relate to disposal of hazardous wastes (lamps and batteries) that are
20 not within the scope of the Public Resources Code Section 40191 definition of solid
21 waste, and thus not a reimbursable mandate activity. The District concurs.

1 **Finding 3- Overstated fixed asset costs**

2 The District claimed \$68,403 for the purchase of six Taylor-Dunn vehicles from
3 Cart Masters used for transporting both trash and recyclables. The audit concluded
4 that 11,401 is allowable (one cart) and \$57,002 (five carts) is unallowable. One cart is
5 used solely for recycling. Since the district is unable to determine the portion of time
6 the other five carts are used for transporting recyclables, the cost of those carts was
7 disallowed. The District does not have that information and must concede the
8 adjustment.

9 **Finding 4- Understated offsetting savings**

10 The District did not report any "offsetting savings" in the annual claims. The audit
11 report concludes that district should have reported offsetting savings totaling \$222,397
12 for the audit period in the form of "avoided costs" from landfill fees never incurred due
13 to the mandated reduced solid waste disposal. The avoided landfill costs are not
14 revenues; those are the subject of Finding 5.

15 The Controller's calculation of avoided costs is without legal foundation. The
16 notion of avoided cost for this mandate is a result of the amended (and retroactive)
17 parameters and guidelines adopted September 26, 2008 (which is after the period of
18 reimbursement that is the subject of this audit). This amendment was the result of
19 litigation by the Department of Finance and the Integrated Waste Management Board.
20 The amended parameters and guidelines applied the court decision as follows:

1 **VIII. OFFSETTING COST SAVINGS**

2 *Reduced or avoided costs* realized from implementation of the community
3 college districts' Integrated Waste Management plans shall be identified and
4 offset from this claim as cost savings, consistent with the directions for revenue
5 in Public Contract Code sections 12167 and 12167.1. Pursuant to these statutes,
6 community college districts are required to *deposit cost savings* resulting from
7 their Integrated Waste Management plans in the Integrated Waste Management
8 Account in the Integrated Waste Management Fund; the funds deposited in the
9 Integrated Waste Management Account, upon appropriation by the Legislature,
10 may be expended by the California Integrated Waste Management Board for the
11 purpose of offsetting Integrated Waste Management plan costs. Subject to the
12 approval of the California Integrated Waste Management Board, cost savings by
13 a community college that do not exceed two thousand dollars (\$2,000) annually
14 are continuously appropriated for expenditure by the community college for the
15 purpose of offsetting Integrated Waste Management program costs. Cost
16 savings exceeding two thousand dollars (\$2,000) annually may be available for
17 expenditure by the community college only when appropriated by the Legislature.
18 To the extent so approved or appropriated and applied to the college, these
19 amounts shall be identified and offset from the costs claimed for implementing
20 the Integrated Waste Management Plan. *Emphasis added.*

21 There are several hurdles to overcome to properly apply this language. The avoided
22 landfill costs are not revenues that can be deposited into the state account. The
23 concept of avoided costs is not mentioned in the referenced Public Contract Code
24 sections, only revenues, so the Controller's and Commission's reliance on the Public
25 Contract Code is without legal foundation. The phrase "reduced or avoided costs" in the
26 parameters and guidelines assumes a previous legal requirement that would also have
27 to be a subject of the test claim statutes for districts to incur landfill disposal fees to
28 divert solid waste. There is no finding of fact or law from the Commission Statement of
29 Decision for the test claim for this assumed duty nor is it so asserted by the Controller.

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 Since the parameters and guidelines are silent as to the legal and factual
2 meaning of avoided costs, the audit report cites the Commission on State Mandates
3 Final Staff Analysis for the proposed amendments to the parameters and guidelines for
4 the premise that “cost savings may be calculated from the annual solid waste disposal
5 reduction or diversion rates that community colleges must annually report to the Board
6 pursuant to Public Resources Code section 42926, subdivision (b)(1).” This citation
7 does not appear in the parameters and guidelines. There is no legal basis to assert
8 that landfill fees not paid are avoided costs from a previous mandate.

9 Regardless, the audit report calculates that \$222,397 should have been offset by
10 multiplying the tonnage diverted by the “average landfill rate per ton.” There are
11 several factual challenges to this calculation. There is no evidence in the audit report
12 that the District claimed landfill costs, and if so, the amount for each fiscal year.
13 Instead, the total adjustment amount for avoided landfill costs is applied to the total
14 annual claim amounts and thus reduces unrelated costs, such as salaries and benefits
15 costs for recycling. There is no factual matching or limitation of the offset of the landfill
16 costs avoided to landfill costs actually claimed.

17 The calculation is also based on an “average landfill rate per ton” provided by
18 CalRecycle. This information is not provided with the audit report. The source of the
19 average or actual costs that comprise the average is thus unknown and unsupported by
20 audit findings. The audit report invites the District to disprove this missing data, which is

Incorrect Reduction Claim of Pasadena Area Community College District
1116/92 and 764/99 Integrated Waste Management

1 an inappropriate shifting of the burden of proof for an audit. On a more specific level,
2 the tonnage utilized in the calculation is fictional for calendar years 2007 and 2008.

3 The District agrees that the relevant cost savings should be reported. However,
4 the Controller has not identified a pre-existing state mandate for districts to divert solid
5 waste to landfills, nor provided evidence that any district or all districts did so. Absent
6 this prior mandate, the reduced use of landfills is not a cost savings derived by the
7 statutes that are the subject of this mandate.

8 **Finding 5- Understated offsetting revenues**

9 The District claimed \$9,313 in offsetting revenues received from two vendors
10 during the audit period. The audit report identified \$60,547 of offsetting cost revenues
11 by including revenues from two other District accounts. The parameters and guidelines
12 state that offsetting revenue shall include all revenues generated from implementing the
13 plan. Controller staff has stated a belief that some portion of the two other accounts is
14 recycling income potentially attributable to the integrated waste management program,
15 but did not document these amounts or which of the numerous receipts totaling
16 \$51,234 were related to the mandate program. No evidence is provided in the audit
17 report as to the nature of these other revenues, so the adjustment is without foundation.

18 **Late Claim Penalty**

19 This issue was not identified as an adjustment in the audit report. Government
20 Code section 17561 imposes a 10% late-filing penalty for annual claims filed after the
21 due date. For all fiscal years in the audit period, the District reported late-filing penalties

1 of \$117,789, and the audit report agreed with that amount. However, since the audit
2 allowed only \$177,170 in cost for the audit period, the late-filing penalty should not
3 exceed \$17,717.

4 PART VIII. RELIEF REQUESTED

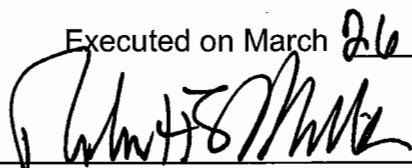
5 The District filed its annual reimbursement claims within the time limits
6 prescribed by the Government Code. The amounts claimed by the District for
7 reimbursement of the costs of implementing the Integrated Waste Management
8 program imposed by the relevant Public Contract and Public Resources Code sections
9 represent the actual costs incurred by the District to carry out this program. These
10 costs were properly claimed pursuant to the Commission's parameters and guidelines.
11 Reimbursement of these costs is required under Article XIII B, Section 6 of the California
12 Constitution. The Controller's adjustments deny reimbursement without any basis in
13 law or fact. The District has met its burden of going forward on this incorrect reduction
14 claim by complying with the requirements of Section 1185, Title 2, California Code of
15 Regulations. Because the Controller has enforced and is seeking to enforce these
16 adjustments without benefit of statute or regulation, the burden of proof is now upon the
17 Controller to establish a legal basis for its actions.

18 The District requests that the Commission make findings of fact and law on each
19 and every adjustment made by the Controller and each and every procedural and
20 jurisdictional issue raised in this claim, and order the Controller to correct its audit report
21 findings therefrom.

1 PART VIII. CERTIFICATION

2 By my signature below, I hereby declare, under penalty of perjury under the laws
3 of the State of California, that the information in this incorrect reduction claim
4 submission is true and complete to the best of my own knowledge or information or
5 belief, and that the attached documents are true and correct copies of documents
6 received from or sent by the state agency or person who originated the document.

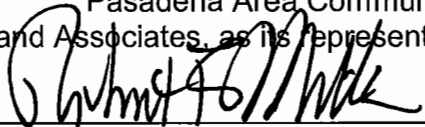
7 Executed on March 26, 2014, at Pasadena, California, by

8 

9 Robert B. Miller, Senior Vice President/Assistant Superintendent
10 Pasadena Area Community College District
11 1570 East Colorado Boulevard, Room C221
12 Pasadena, CA 91106-2003
13 Voice: 626-585-7170
14 Fax: 626-585-3138
15 E-Mail: rbmiller@pasadena.edu

16 APPOINTMENT OF REPRESENTATIVE

17 Pasadena Area Community College District appoints Keith B. Petersen, SixTen
18 and Associates, as its representative for this incorrect reduction claim.

19 

20 Robert B. Miller, Senior Vice President
21 Pasadena Area Community College District

22 3/26/14
Date

23 Attachments:

- 24 Exhibit "A" Controller's Audit Report dated April 4, 2011
25 Exhibit "B" Original Parameters and Guidelines adopted March 30, 2005, and
26 Amended Parameters and Guidelines dated September 26, 2008
27 Exhibit "C" Controller's Claiming Instructions
28 Exhibit "D" Statute of Limitations documents:
29 - Jim Spano e-mail dated November 22, 2011
30 - Controller's audit notification letter dated April 3, 2009
31 - Keith Petersen e-mail dated November 22, 2011
Exhibit "E" Annual Reimbursement Claims

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Audit Report

INTEGRATED WASTE MANAGEMENT PROGRAM

Chapter 1116, Statutes of 1992,
and Chapter 764, Statutes of 1999

July 1, 1999, through June 30, 2008



JOHN CHIANG
California State Controller

April 2011



JOHN CHIANG
California State Controller

April 4, 2011

William E. Thomson, President
Board of Trustees
Pasadena Area Community College District
1570 E. Colorado Blvd. – C235
Pasadena, CA 91106-2003

Dear Mr. Thomson:

The State Controller's Office audited the costs claimed by Pasadena Area Community College District for the legislatively mandated Integrated Waste Management Program (Chapter 1116, Statutes of 1992, and Chapter 764, Statutes of 1999) for the period of July 1, 1999, through June 30, 2008.

The district claimed \$2,145,216 (\$2,263,005 less a \$117,789 penalty for filing late claims) for the mandated program. Our audit disclosed that \$177,170 is allowable and \$1,968,046 is unallowable. The costs are unallowable because the district estimated salaries and benefits, claimed reimbursement for hazardous waste and non-mandated equipment, did not offset avoided disposal fees, and understated recycling revenues. The State made no payments to the district. The State will pay allowable costs claimed that exceed the amount paid, totaling \$177,170, contingent upon available appropriations.

If you disagree with the audit findings, you may file an Incorrect Reduction Claim (IRC) with the Commission on State Mandates (CSM). The IRC must be filed within three years following the date that we notify you of a claim reduction. You may obtain IRC information at the CSM's Web site at www.csm.ca.gov/docs/IRCFORM.pdf.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/sk

cc: Richard Van Pelt, Interim Vice-President
Administrative Services
Pasadena Area Community College District
Odessa Walker, Director of Fiscal Services
Pasadena Area Community College District
Brigitte Norsworthy, Principal Accountant
Pasadena Area Community College District
Christine Atalig, Auditor
Fiscal Services Unit
California Community Colleges Chancellor's Office
Thomas Todd, Principal Program Budget Analyst
Education Systems Unit
Department of Finance
Jay Lal, Manager
Division of Accounting and Reporting
State Controller's Office

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Audit Report

Summary

The State Controller's Office (SCO) audited the costs claimed by Pasadena Area Community College District for the legislatively mandated Integrated Waste Management Program (Chapter 1116, Statutes of 1992, and Chapter 764, Statutes of 1999) for the period of July 1, 1999, through June 30, 2008.

The district claimed \$2,145,216 (\$2,263,005 less a \$117,789 penalty for filing late claims) for the mandated program. Our audit disclosed that \$177,170 is allowable and \$1,968,046 is unallowable. The costs are unallowable because the district estimated salaries and benefits, claimed reimbursement for hazardous waste and non-mandated equipment, did not offset avoided disposal fees, and understated recycling revenues. The State made no payments to the district. The State will pay allowable costs claimed that exceed the amount paid, totaling \$177,170, contingent upon available appropriations.

Background

On March 25, 2004, the Commission on State Mandates (CSM) adopted its statement of decision finding that Public Resources Code sections 40148, 40196.3, 42920-42928, Public Contract Code section 12167 and 12167.1; and the State Agency Model Integrated Waste Management Plan (February 2000) require new activities which constitute new programs or higher levels of service for community college districts within the meaning of article XIII B, section 6, of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514.

Specifically, the CSM approved this test claim for the increased costs of performing the following specific new activities:

- Comply with the model plan (Public Resources Code section 42920(b)(3) and State Agency Model Integrated Waste Management Plan, February 2000),
- Designate a solid waste reduction and recycling coordinator (Public Resources Code section 42920(c),
- Divert solid waste (Public Resources Code sections 42921 and 42922(i),
- Report to the Board (Public Resources Code sections 42926(a) and 42922(i), and
- Submit recycled material reports (Public Contract Code section 12167.1).

The program's parameters and guidelines establish the state mandate and define the reimbursement criteria. The CSM adopted the parameters and guidelines on March 30, 2005, and last amended it on September 26, 2008. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies and school districts in claiming mandated program reimbursable costs.

**Objective, Scope,
and Methodology**

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Integrated Waste Management Program for the period of July 1, 1999, through June 30, 2008.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted this performance audit under the authority of Government Code sections 12410, 17558.5, and 17561. We did not audit the district's financial statements. We conducted the audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the district's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

We asked the district's representative to submit a written representation letter regarding the district's accounting procedures, financial records, and mandated cost claiming procedures as recommended by generally accepted government auditing standards. However, the district declined our request.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, Pasadena Area Community College District claimed \$2,145,216 (\$2,263,005 less a penalty for filing late claims) for costs of the Integrated Waste Management Program. Our audit disclosed that \$177,170 is allowable and \$1,968,046 is unallowable.

The State made no payments to the district. Our audit disclosed that \$177,170 is allowable. The State will pay allowable costs claimed that exceed the amount paid, totaling \$177,170, contingent upon available appropriations.

**Views of
Responsible
Official**

We issued a draft audit report on March 11, 2011. Richard Van Pelt, Interim Vice-President, Administrative Services, responded by letter dated March 23, 2011 (Attachment), disagreeing with the audit results. This final audit report includes the district's response.

Restricted Use

This report is solely for the information and use of Pasadena Area Community College District, the California Community Colleges Chancellor's Office, the California Department of Finance, the California Department of Resources Recycling and Recovery, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

April 4, 2011

**Schedule 1—
Summary of Program Costs
July 1, 1999, through June 30, 2008**

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 1999, through June 30, 2000</u>				
Direct costs:				
Salaries and benefits	\$ 74,228	\$ 3,074	\$ (71,154)	Finding 1
Contract services	854	—	(854)	Finding 2
Total direct costs	75,082	3,074	(72,008)	
Indirect costs	22,269	922	(21,347)	Finding 1
Total direct and indirect costs	97,351	3,996	(93,355)	
Less offsetting savings	—	—	—	
Less offsetting revenues	(1,287)	(5,132)	(3,845)	Finding 5
Less late filing penalty	(9,606)	(9,606)	—	
Subtotal	86,458	(10,742)	(97,200)	
Adjustment to eliminate negative balance	—	10,742	10,742	
Total program costs	<u>\$ 86,458</u>	—	<u>\$ (86,458)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Direct costs:				
Salaries and benefits	\$ 145,740	\$ 749	\$ (144,991)	Finding 1
Contract services	1,965	101	(1,864)	Finding 2
Total direct costs	147,705	850	(146,855)	
Indirect costs	43,722	225	(43,497)	Finding 1
Total direct and indirect costs	191,427	1,075	(190,352)	
Less offsetting savings	—	—	—	
Less offsetting revenues	(875)	(7,643)	(6,768)	Finding 5
Less late filing penalty	(19,055)	(19,055)	—	
Subtotal	171,497	(25,623)	(197,120)	
Adjustment to eliminate negative balance	—	25,623	25,623	
Total program costs	<u>\$ 171,497</u>	—	<u>\$ (171,497)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>		
<u>July 1, 2001, through June 30, 2002</u>				
Direct costs:				
Salaries and benefits	\$ 208,290	\$ 18,021	\$ (190,269)	Finding 1
Contract services	8,026	5,903	(2,123)	Finding 2
Total direct costs	216,316	23,924	(192,392)	
Indirect costs	62,487	5,406	(57,081)	Finding 1

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2001, through June 30, 2002 (continued)</u>				
Total direct and indirect costs	278,803	29,330	(249,473)	
Less offsetting savings	—	(3,804)	(3,804)	Finding 4
Less offsetting revenues	(322)	(5,792)	(5,470)	Finding 5
Less late filing penalty	(27,848)	(27,848)	—	
Subtotal	250,633	(8,114)	(258,747)	
Adjustment to eliminate negative balance	—	8,114	8,114	
Total program costs	<u>\$ 250,633</u>	—	<u>\$ (250,633)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>		
<u>July 1, 2002, through June 30, 2003</u>				
Direct costs:				
Salaries and benefits	\$ 229,024	\$ 34,529	\$ (194,495)	Finding 1
Contract services	9,975	7,655	(2,320)	Finding 2
Total direct costs	238,999	42,184	(196,815)	
Indirect costs	68,707	10,359	(58,348)	Finding 1
Total direct and indirect costs	307,706	52,543	(255,163)	
Less offsetting savings	—	(7,466)	(7,466)	Finding 4
Less offsetting revenues	(131)	(8,241)	(8,110)	Finding 5
Less late filing penalty	(30,758)	(30,758)	—	
Total program costs	<u>\$ 276,817</u>	6,078	<u>\$ (270,739)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 6,078</u>		
<u>July 1, 2003, through June 30, 2004</u>				
Direct costs:				
Salaries and benefits	\$ 220,719	\$ 48,131	\$ (172,588)	Finding 1
Contract services	10,864	8,499	(2,365)	Finding 2
Total direct costs	231,583	56,630	(174,953)	
Indirect costs	66,216	14,440	(51,776)	Finding 1
Total direct and indirect costs	297,799	71,070	(226,729)	
Less offsetting savings	—	(17,765)	(17,765)	Finding 4
Less offsetting revenues	(400)	(7,192)	(6,792)	Finding 5
Less late filing penalty	(29,740)	(29,740)	—	
Total program costs	<u>\$ 267,659</u>	16,373	<u>\$ (251,286)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 16,373</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2004, through June 30, 2005</u>				
Direct costs:				
Salaries and benefits	\$ 208,505	\$ 60,708	\$ (147,797)	Finding 1
Contract services	12,294	8,600	(3,694)	Finding 2
Total direct costs	220,799	69,308	(151,491)	
Indirect costs	68,390	19,912	(48,478)	Finding 1
Total direct and indirect costs	289,189	89,220	(199,969)	
Less offsetting savings	—	(28,651)	(28,651)	Finding 4
Less offsetting revenues	(1,798)	(5,805)	(4,007)	Finding 5
Total program costs	<u>\$ 287,391</u>	54,764	<u>\$ (232,627)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 54,764</u>		
<u>July 1, 2005, through June 30, 2006</u>				
Direct costs:				
Salaries and benefits	\$ 169,546	\$ 67,011	\$ (102,535)	Finding 1
Contract services	4,149	731	(3,418)	Finding 2
Total direct costs	173,695	67,742	(105,953)	
Indirect costs	55,611	21,979	(33,632)	Finding 1
Total direct and indirect costs	229,306	89,721	(139,585)	
Less offsetting savings	—	(74,054)	(74,054)	Finding 4
Less offsetting revenues	(1,407)	(6,317)	(4,910)	Finding 5
Total program costs	<u>\$ 227,899</u>	9,350	<u>\$ (218,549)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 9,350</u>		
<u>July 1, 2006, through June 30, 2007</u>				
Direct costs:				
Salaries and benefits	\$ 173,527	\$ 57,065	\$ (116,462)	Finding 1
Materials and supplies	308	308	—	
Contract services	6,778	—	(6,778)	Finding 2
Fixed assets	68,403	11,401	(57,002)	Finding 3
Total direct costs	249,016	68,774	(180,242)	
Indirect costs	56,917	18,717	(38,200)	Finding 1
Total direct and indirect costs	305,933	87,491	(218,442)	
Less offsetting savings	—	(65,334)	(65,334)	Finding 4
Less offsetting revenues	(1,175)	(6,528)	(5,353)	Finding 5
Total program costs	<u>\$ 304,758</u>	15,629	<u>\$ (289,129)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 15,629</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustment	Reference ¹
<u>July 1, 2007, through June 30, 2008</u>				
Direct costs:				
Salaries and benefits	\$ 192,872	\$ 69,968	\$ (122,904)	Finding 1
Contract services	20,792	16,830	(3,962)	Finding 2
Total direct costs	213,664	86,798	(126,866)	
Indirect costs	61,140	22,180	(38,960)	Finding 1
Total direct and indirect costs	274,804	108,978	(165,826)	
Less offsetting savings	—	(25,323)	(25,323)	Finding 4
Less offsetting revenues	(1,918)	(7,897)	(5,979)	Finding 5
Less late filing penalty	(782)	(782)	—	
Total program costs	<u>\$ 272,104</u>	74,976	<u>\$ (197,128)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 74,976</u>		
<u>Summary: July 1, 1999, through June 30, 2008</u>				
Direct costs:				
Salaries and benefits	\$ 1,622,451	\$ 359,256	\$ (1,263,195)	
Materials and supplies	308	308	—	
Contract services	75,697	48,319	(27,378)	
Fixed assets	68,403	11,401	(57,002)	
Total direct costs	1,766,859	419,284	(1,347,575)	
Indirect costs	505,459	114,140	(391,319)	
Total direct and indirect costs	2,272,318	533,424	(1,738,894)	
Less offsetting savings	—	(222,397)	(222,397)	
Less offsetting revenues	(9,313)	(60,547)	(51,234)	
Less late filing penalty	(117,789)	(117,789)	—	
Subtotal	2,145,216	132,691	(2,012,525)	
Adjustment to eliminate negative balance	—	44,479	44,479	
Total program costs	<u>\$ 2,145,216</u>	177,170	<u>\$ (1,968,046)</u>	
Less amount paid by the State		—		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 177,170</u>		

¹ See the Findings and Recommendations section.

Findings and Recommendations

FINDING 1— Overstated salaries, benefits, and related indirect costs

The district claimed \$1,622,451 in salaries and benefits during the audit period. We determined that \$359,256 is allowable and \$1,263,195 is unallowable. The costs are unallowable because the district claimed costs that were based on estimates and were not supported with source documentation. The related unallowable indirect costs totaled \$391,319.

We initially determined that all of the costs claimed were unallowable because they were based on estimates and were not supported by any corroborating documentation. The district conducted a time study in May of 2010 for the cost component of Diverting Solid Waste. Based on the time study results, we determined that salary and benefit costs totaling \$339,584 are allowable. The related allowable indirect costs totaled \$108,092.

As noted in our comments to the districts response to the draft audit findings, we adjusted the audit adjustment downwards by \$19,672. The related allowable indirect costs totaled \$6,048.

The following table summarizes the claimed, allowable, and unallowable costs for the audit period by fiscal year:

Object Account	Fiscal Year	Amount Claimed	Amount Allowable	Audit Adjustment
Salaries and benefits	1999-2000	\$ 74,228	\$ 3,074	\$ (71,154)
	2000-01	145,740	749	(144,991)
	2001-02	208,290	18,021	(190,269)
	2002-03	229,024	34,529	(194,495)
	2003-04	220,719	48,131	(172,588)
	2004-05	208,505	60,708	(147,797)
	2005-06	169,546	67,011	(102,535)
	2006-07	173,527	57,065	(116,462)
	2007-08	192,872	69,968	(122,904)
		1,622,451	359,256	(1,263,195)
Indirect costs	---	505,459	114,140	(391,319)
Total		\$ 2,127,910	\$ 473,396	\$ (1,654,514)

The following table summarizes the claimed, allowable, and unallowable salaries and benefits for the audit period by reimbursable cost component:

Reimbursable Component	Amount Claimed	Amount Allowable	Audit Adjustment
Policies and Procedures	\$ 7,278	\$ 330	\$ (6,948)
Staff Training	42,102	14,991	(27,171)
Complete and Submit Plan to Board	4,411	4,411	—
Designate Recycling Coordinator	19,397	—	(19,397)
Divert Solid Waste / Maintain			
Required Level	1,510,036	339,584	(1,170,452)
Time Extension	2,441	—	(2,441)
Accounting System	10,625	—	(10,625)
Annual Recycling Material Reports	26,161	—	(26,161)
Total	\$ 1,622,451	\$ 359,256	\$ (1,263,195)

Background

We initially determined that all of the claimed salary and benefit costs were based on estimates and not supported by corroborating source documentation. We met with district representatives on February 25, 2010, to inform them that the costs were unallowable as claimed because they were based on estimates of time spent performing mandated activities.

The district requested that it be allowed to perform a time study during the current period of time spent performing the "diverting solid waste/maintaining the required level" cost component. This cost component is found in section IV.B.5 of the parameters and guidelines, which states:

Divert at least 25 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting activities. Maintain the required level of reduction, as approved by the Board.

We agreed with the district's proposal to conduct a time study and noted that we would apply the time study results to the audit period as appropriate.

Time Study Results

The district performed a two-week time study during May of 2010. The time study actually consisted of 12 working days, as district employees performing the mandated activities do not work on Sundays. The time study consisted of time spent by ten custodians, six gardeners, and one power sweep operator. These employees kept a log of all of the activities they performed throughout the day, including, but not limited to, stocking supplies, recycling, and picking up litter around the campus.

Time Study Cumulative Hours

The district tallied the total time devoted to recycling and composting activities and calculated 172.9 cumulative hours spent over the 12 days. We reviewed the daily logs and determined that 168.28 hours were spent on mandated activities. We noted that the time study results included 4.62 hours spent on non-mandated activities, such as lawn mowing and discussing the time study record-keeping process with the Facilities Supervisor.

Daily Average per Position

We calculated a daily average of time spent performing mandated activities by employee classification. For instance, the time study revealed that custodians spent 109.03 cumulative hours devoted to mandated activities, which is approximately 9.086 hours per day (109.03 total hours ÷ 12 time-studied days), or 0.91 hours per day per custodian (9.086 hours per day ÷ 10 custodians).

The following table summarizes the time study results by employee classification:

Position	(A)	(B)	(C)
	Cumulative Hours	Average Hours per Day [(B) = (A) ÷ 12]	Average Hours per Day per Employee [(C) = (B) ÷ number of employees]
10 Custodians	109.03	9.086	0.91
6 Gardeners	46.67	3.889	0.65
1 Power Sweep Operator	12.58	1.048	1.05
Total	<u>168.28</u>	<u>14.023</u>	<u>2.61</u>

Time Study Allocation of Hours

We then determined an allocation of the time study results based on the requirements of the mandated program. Public Resources Code section 42921 requires that 25% of all solid waste be diverted by January 1, 2002, and that 50% of all solid waste be diverted by January 1, 2004. Prior to January 1, 2002, there was no mandated solid waste diversion requirement.

The following table summarizes our calculations of the actual diversion percentages achieved by the district in comparison to the mandated diversion requirements:

Fiscal Year	Dates	Required Diversion Percentage	Actual Diversion Percentage *
1999-2000	07/01/99-12/31/99	0%	0%
1999-2000	01/01/00-06/30/00	0%	0%
2000-01	07/01/00-12/31/00	0%	0%
2000-01	01/01/01-06/30/01	0%	24.10%
2001-02	07/01/01-12/31/01	0%	24.10%
2001-02	01/01/02-06/30/02	25%	26.30%
2002-03	07/01/02-12/31/02	25%	26.30%
2002-03	01/01/03-06/30/03	25%	46.50%
2003-04	07/01/03-12/31/03	25%	46.50%
2003-04	01/01/04-06/30/04	50%	50.10%
2004-05	07/01/04-12/31/04	50%	50.10%
2004-05	01/01/05-06/30/05	50%	50.80%
2005-06	07/01/05-12/31/05	50%	50.80%
2005-06	01/01/06-06/30/06	50%	86.80%
2006-07	07/01/06-12/31/06	50%	86.80%
2006-07	01/01/07-06/30/07	50%	*
2007-08	07/01/07-12/31/07	50%	*
2007-08	01/01/08-06/30/08	50%	*

* Information provided by the California Department of Resources Recycling and Recovery (CalRecycle), formerly the Integrated Waste Management Board, as reported by the Pasadena Area Community College District. The reporting of diversion percentages was no longer required by CalRecycle as of January 1, 2007, although community college districts are still statutorily required to maintain this information.

This table documents that the district was diverting a larger percentage of tonnage than that required by the mandated program during fiscal year (FY) 2001-02 through FY 2006-07. For instance, in calendar year 2006, the district was required to achieve a 50% diversion rate, yet the district was reporting a diversion rate of 86.80%. We noted that CalRecycle no longer required community college districts to report tonnage diverted as of January 1, 2007. The district did not provide information to us related to tonnage of waste diverted in calendar years 2007 and 2008. In the absence of this information, we used the diversion rate of 86.80% for years 2007 and 2008. We allocated the time study results to be consistent with the requirements of the mandated program.

The following table documents how we allocated the time study results for the years included in the audit period:

	(A)	(B)	(C)	(D)
May 2010 Time Study Results		Required	May 2010	Allocated Time
Position	Hours	Diversion	Actual	Study Hours
		Percentage	Diversion	[(D) = [(B) ÷
			Percentage	(C)] × (A)]
07/01/99–12/31/01:				
Custodians	0.91	0%	86.80%	—
Gardeners	0.65	0%	86.80%	—
Power Sweep Operators	1.05	0%	86.80%	—
	<u>2.61</u>			<u>—</u>
01/01/02–12/31/03:				
Custodians	0.91	25%	86.80%	0.26
Gardeners	0.65	25%	86.80%	0.19
Power Sweep Operators	1.05	25%	86.80%	0.30
	<u>2.61</u>			<u>0.75</u>
01/01/04–06/30/08:				
Custodians	0.91	50%	86.80%	0.52
Gardeners	0.65	50%	86.80%	0.37
Power Sweep Operators	1.05	50%	86.80%	0.60
	<u>2.61</u>			<u>1.50</u>

If the district is able to provide documentation showing that it diverted waste at a percentage lower than 86.8% during the time study period of May 2010, we will revise the allocated time study hours shown in column (D) accordingly.

We applied the allocated time study hours for each fiscal year (as shown in column (D)) by the number of employees claimed. Using the average productive hourly rates for these employee classifications, we determined that \$339,584 in salaries and benefits is reimbursable. The related allowable indirect costs totaled \$108,092.

New Time Study Proposal

During our audit exit conference with the district, Richard Van Pelt, Interim Vice President of Administrative Services, expressed dissatisfaction with the methodology used for the time study. His views were echoed by Sarah Flores, Grounds Supervisor. Mr. Van Pelt expressed the district's belief that capturing time spent by district staff over a two-week period performing certain mandated activities did not reflect the actual cost incurred by the district. Mr. Van Pelt proposed a

revised methodology, in which the district would analyze the cost incurred by the district to process one ton of various recyclable materials (aluminum cans, paper, plastics, cardboard, etc.). We responded that the proposal seemed reasonable and asked that the district send us a plan explaining how it intends to capture the costs for these activities. If the district subsequently provides an analysis that more closely captures the costs incurred to perform the mandated activities, we will revise the audit results as appropriate.

Recommendation

We recommend that the district ensure that claimed costs include only eligible costs and are based on actual costs that are appropriately supported by source documentation. Documentation should identify the mandated functions performed and support the actual number of hours devoted to each function.

District's Response

The draft audit report states that the District claimed unallowable salaries and benefits in the amount of \$1,680,234, of which \$1,282,867 are direct costs and \$397,367 are related indirect costs.

1. Estimated and Unsupported Costs

The draft audit report disallows a total of \$112,415 ($\$1,622,451 - \$1,510,036 = \$112,415$) in direct costs for staff time claimed for policies and procedures, staff training, submitting the plan to the state board, recycling coordinator time, report filing extension requests, accounting system, and annual reports. The reason stated is that the time reported is based on "estimates" and are without "corroborating documentation." None of the time was disallowed as unreasonable. The audit made no findings that the staff time reported was not related to the mandate. The audit report characterizes the disallowed time as "estimates." It should be remembered that the parameters and guidelines were adopted on March 30, 2005, and the first claiming instructions for the initial fiscal years were released thereafter. Claimants had no actual notice of approved reimbursement for this program until that time. It seems unreasonable to require contemporaneous documentation of daily staff time for the retroactive initial fiscal years. While some historic staff time can be reconstructed from calendars and desk diaries, other staff time cannot and must be reported as a good-faith estimate. While the District agrees with the audit report recommendation that the claimants maintain records that document actual time spent on mandate-related activities, it would be more realistic standard for fiscal years after the initial fiscal year claims.

2. Time Study Results

The audit initially determined that the solid waste diversion costs (\$1,510,036) were entirely unallowable because they were unsupported by sufficient or appropriate documentation, as it did for the other program costs discussed above. At the first exit conference on February 25, 2010, the District determined that it would conduct a time study to replace the time reports originally submitted with the claims. The auditor's evaluation of the District time study results accepted the reported time except for time spent lawn mowing and discussing the

time study process. The evaluation determined the daily average time spent by job classification and per person participating in the time study, and then multiplied that amount by the number of working days per year for each person and an average productive hourly rate for each job classification. This is a logical process, except that the audit reduced the average time per day to the statutory targets of 25% and 50%. For example, the average hours per day for custodians from the time study is .91 hours. The auditor reduced this to .26 (25% of .91 hours per day divided by 86.80%). The 80.86% figure is the amount of the actual diversion in 2006 and properly "grosses-up" the measured time to 100% diversion. The time study results for hours per day should not be reduced by the statutory target amounts. The staff cannot reduce their activities by 25% or 50%. All recycling trash receptacles have to be emptied regardless of the amount diverted. One cannot empty only 25% of the locations. Regardless of the statutory target amounts, the same amount of work and time is required here for any amount of waste diversion.

At the second exit conference on February 15, 2011, the District proposed an alternative method of identifying costs based on the cost of the diverted tonnage rather than the study of staff time because of the disproportionate results of the audited evaluation of the time study. A method to more accurately measure the cost of the mandated activities would be to record, for a finite period of time (a day or a week), the time spent by all the persons involved in the collection and processing of the recycled materials. The District will measure what is collected by categories (cans, glass, green waste, paper, etc.) to make a direct measurement of staff time per unit of measure (100 lbs., a ton, etc.) and type of material. Those results will then be used as the basis for determining the overall cost of the diversion program. Since the final audit report must be issued within a month, the District will perform this work after the final audit report is issued on the representation stated in the draft audit report that it will be reviewed and considered for a revised audit report. The District will send a proposed plan before it commences the study.

SCO's Comment

Based on the district's response, we reduced the audit adjustment for salaries and benefits by \$19,672; from \$1,282,867 to \$1,263,195. The related indirect costs totaled \$6,048.

We will address our comments in the order they appear in the district's response:

Estimated and Unsupported Costs

We concur with the district's comment that the parameters and guidelines were adopted on March 30, 2005, and that the district may not have kept any contemporaneous time records for the initial fiscal years of the mandated program. However, we disagree with the district's comment that claimants had no actual notice of approved reimbursement for this program until the parameters and guidelines were adopted. The Statement of Decision for the Integrated Waste Management Program was adopted by CSM on March 25, 2004. Claimants had notice as of this date that a reimbursable state-mandated program existed based on the test claim legislation. When we met with the district representatives on

February 25, 2010, to discuss the estimated costs, they were given an opportunity to perform a time study for these various cost components; they opted to perform a time study only on the "Divert Solid Waste / Maintain the Required Level" cost component.

Regardless of the dates involved and the time studies not performed, we again reviewed the district's claims for the activities it cited in its response (Policies and Procedures, Staff Training, Submitting the Plan to the State Board, Recycling Coordinator Time, Report Filing Extension Requests, Accounting System, and Annual Reports). The following comments relate to these activities.

Policies and Procedures

The parameters and guidelines (Section IV.A.1—One Time Activities) identify the following reimbursable activity, beginning January 1, 2000:

Develop the necessary district policies and procedures for the implementation of the integrated waste management plan.

The district claimed \$7,278 for this activity during the audit period. Based on the requirements of the parameters and guidelines, we determined that \$330 claimed by the district only in its claim for FY 1999-2000 is allowable. This represented 12 hours claimed for the district's Facilities Supervisor to develop policies and procedures. Costs claimed in subsequent years, totaling \$6,948, are unallowable because the costs are only allowable as a one-time activity. The district did not provide documentation showing that these costs relate to the development of, rather than updates to, policies and procedures. The related allowable indirect costs totaled \$99.

Staff Training

The parameters and guidelines (Section IV.A.2—One Time Activities) identify the following reimbursable activity, beginning January 1, 2000:

Train district staff on the requirements and implementation of the integrated waste management plan (one-time per employee). Training is limited to staff working directly on the plan.

The district claimed \$42,102 for this activity during the audit period. Based on the requirements of the parameters and guidelines, we determined that \$14,931 is allowable and \$27,171 is unallowable. The related allowable indirect costs totaled \$4,601.

The following table summarizes the claimed, allowable, and unallowable amounts by fiscal year:

<u>Object Account</u>	<u>Fiscal Year</u>	<u>Amount Claimed</u>	<u>Amount Allowable</u>	<u>Audit Adjustment</u>
Salaries and benefits	1999-2000	\$ 2,414	\$ 2,414	\$ —
	2000-01	5,267	—	(5,267)
	2001-02	6,227	2,913	(3,314)
	2002-03	7,145	2,239	(4,906)
	2003-04	6,965	2,322	(4,643)
	2004-05	6,883	2,486	(4,397)
	2005-06	4,880	846	(4,034)
	2006-07	610	—	(610)
	2007-08	1,711	1,711	—
Subtotal		42,102	14,931	(27,171)
Indirect costs		13,005	4,601	(8,404)
Totals		<u>\$ 55,107</u>	<u>\$ 19,532</u>	<u>\$ (35,575)</u>

We noted that the district claimed costs for training its custodians, gardeners, a power-sweeper operator, a skilled-trades worker, and, in FY 2007-08, the Director of Facilities Services. This training was provided to district employees by the Facilities Supervisor. As noted in the audit report, the district did not provide any support for the hours claimed for training nor the type of training provided. We realize that the district trained its staff on the requirements of the mandated program. We noted that the district claimed 12 hours per year for its entire staff involved with the mandated program in all nine years of the audit period, except for FY 1999-2000, when it claimed six hours (presumably because reimbursement began on January 1, 2000) and for FY 2007-08, when it claimed only training for the Director of Facilities Services. Training in every year was provided by the Facilities Supervisor.

Therefore, allowable costs were based on training all employees in the first year of the audit period (FY 1999-2000). For all subsequent years of the audit period, allowable costs were based on training only for employees who appeared in the district's claims for the first time. In addition, we allowed time claimed for the Facilities Supervisor to provide the training. As noted in the table above, there were no allowable costs for FY 2000-01 and FY 2006-07. For FY 2000-01, training costs were claimed for the same employees who were claimed under the Training cost component in the district's claim for FY 1999-2000. For FY 2006-07, costs were claimed only for the Facilities Supervisor.

Complete and Submit Plan to the Board

The district claimed salaries and benefits totaling \$4,411 for this activity. We determined that all of the costs should be allowable because they are immaterial. The related indirect costs totaled \$1,348.

Designate Recycling Coordinator

The district claimed salaries and benefits totaling \$19,397 for this activity. We determined that none of the costs claimed are allowable.

The parameters and guidelines (Section IV.B.4--Ongoing Activities) identify the following reimbursable activity:

Designate one solid waste reduction and recycling coordinator (coordinator) for each College in the district to perform new duties imposed by chapter 18.5 (Pub. Resources Code, Sections 42920-42928). The coordinator shall act as a liaison to other state agencies (as defined By section 40196.3) and coordinators. (Pub. Resources Code, section 42920, subd. (c).

The district claimed 48 hours for this activity in FY 1999-2000; 96 hours per year for FY 2000-01 through 2004-05, 12 hours per year for FY 2005-06 and FY 2007-08, and 11 hours for FY 2006-07. All salary and benefit costs claimed were for the district's Facilities Supervisor. As noted in the audit report, the district did not provide any support for the time claimed for this activity.

We concluded that the amount of time claimed by the district for this activity appears unreasonable when compared to the description of the activity in the parameters and guidelines. Absent some kind of actual cost support for the amount of time claimed by the district, these costs remain unallowable.

Time Extension

The district included \$2,441 for this activity in its claim for FY 2006-07. However, we determined that all of the costs claimed are unallowable as claimed.

The parameters and guidelines (Section IV.C.2--Alternative Compliance) identify the following reimbursable activity:

Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2004, deadline to divert 50 percent of its solid waste...

The parameters and guidelines also note that the activities described within Section IV.C. (Alternative Compliance) are reimbursable only during the period of January 1, 2000, through December 31, 2005. Therefore, costs claimed for FY 2006-07 are unallowable.

Accounting System

The district claimed salaries and benefits totaling \$10,625 for this cost component during the audit period. We determined that all of the costs claimed are unallowable.

The parameters and guidelines (Section IV.D—Accounting System) identify the following reimbursable activities:

Developing, implementing, and maintaining an accounting system to enter and track the college's source reduction, recycling, and composting activities, the cost of those activities, the proceeds from the sale of any recycled materials, and such other accounting systems which will allow it to make its annual reports to the state and determine waste reduction. Note: only the pro-rata portion of the costs incurred to implement the reimbursable activities can be claimed.

The district claimed 24 hours for this cost component in FY 1999-2000—48 hours per year for FY 2000-01 through 2004-05, and 12 hours per year for FY 2005-06 through FY 2007-08. All salary and benefit costs claimed were for the district's Facilities Supervisor. As noted in the audit report, the district did not provide any support for the time claimed for this activity.

We concluded that the amount of time claimed by the district for this activity appears unreasonable when compared to the description of the activities in the parameters and guidelines. The district's Facilities Coordinator involvement in activities related to developing, implementing, and maintaining an accounting system do not fit within the job duties for this employee classification. Further, the district did not provide evidence of any accounting system(s) that were developed, implemented, and maintained during the audit period to comply with the mandated program. Absent some kind of actual cost support for the amount of time claimed by the district, these costs remain unallowable.

Annual Recycling Material Reports

The district claimed salaries and benefits totaling \$26,161 for this cost component during the audit period. We determined that all of the costs are unallowable.

The parameters and guidelines (Section IV.F—Annual Recycled Material Reports) identify the following reimbursable activity:

Annually report to the Board on quantities of recyclable materials collected for recycling.

The district's claims specify that the costs were incurred for —Repting annually to the Board quantities of recyclable materials collected.” We followed up with Cal Recycle (formerly the Integrated Waste Management Board), which stated that the district did not submit any annual reports to it identifying quantities of recyclable materials collected. Therefore, we concluded that it was unreasonable for the district to claim costs for activities not performed.

Time Study Results

The district objects to the methodology that we used to allocate time recorded within the district's time study to the audit period. As we noted in the audit report, the district's time study was performed in May of 2010. The district was achieving a solid waste diversion percentage of 86.8% at that time.

The mandated program requires only that the district achieve a solid waste diversion percentage of 25% beginning January 1, 2002, and a 50% diversion percentage by January 1, 2004. Reimbursement is not available under the mandated program for diversion percentages beyond the target amounts. Therefore, some kind of allocation method is appropriate to reduce reimbursement based on the district's level of effort to that required by the mandated program.

We recognize the district cannot reduce its diversion activities to achieve the mandated levels of 25% or 50%. We also recognize that all recycling trash receptacles have to be emptied regardless of the amount diverted. However, it is reasonable to develop an allocation method when applying a 2010 time study to calendar year 2002. The district did not report any waste diversion percentages to Cal Recycle for waste diversion that occurred after December 31, 2006. The latest percentages that we have available from the district were for calendar year 2006. In that year, district staff diverted 4,491.5 tons compared to only 221.3 tons in 2002. Accordingly, we adjusted the level of effort performed in calendar year 2010 to the level of effort performed in calendar year 2002. In our audit report, we explained that our calculations were based on an assumed diversion percentage of 86.8% in calendar year 2010. We also mentioned in our audit report that if the district can support a diversion percentage lower than 86.8% for calendar year 2010, we will revise the audit results accordingly.

In its response, the district has agreed to perform a new time study using a methodology that should more accurately reflect the costs incurred by the district to perform the mandated activities. Therefore, once the results of this new time study become available, we will revise the audit results as appropriate. As the new time study will be based on costs to divert solid waste by tonnage, no allocation will be required and this entire discussion will then become a moot point.

**FINDING 2—
Overstated contract
service costs**

The district claimed \$75,697 in contract service costs for the audit period. We determined that \$48,319 is allowable and \$27,378 is unallowable. The unallowable costs occurred because the district claimed reimbursement for recycling hazardous wastes.

The following table summarizes the claimed, allowable, and unallowable costs for the audit period by fiscal year:

Fiscal Year	Amount Claimed	Amount Allowable	Audit Adjustment
1999-2000	\$ 854	\$ —	\$ (854)
2000-01	1,965	101	(1,864)
2001-02	8,026	5,903	(2,123)
2002-03	9,975	7,655	(2,320)
2003-04	10,864	8,499	(2,365)
2004-05	12,294	8,600	(3,694)
2005-06	4,149	731	(3,418)
2006-07	6,778	—	(6,778)
2007-08	20,792	16,830	(3,962)
Total	<u>\$ 75,697</u>	<u>\$ 48,319</u>	<u>\$ (27,378)</u>

The following table summarizes the claimed, allowable, and unallowable costs by individual vendor.

Vendor	Amount Claimed	Amount Allowable	Audit Adjustment
Southern California Environmental Lighting Resources	\$ 31,389	\$ 31,389	\$ —
Commercial Waste Services	27,378	—	(27,378)
Allan Company	16,829	16,829	—
	101	101	—
Total	<u>\$ 75,697</u>	<u>\$ 48,319</u>	<u>\$ (27,378)</u>

We noted that the district claimed \$27,378 for recycling batteries and lamps with vendor Lighting Resources. Both lamps and batteries have been determined to contain hazardous waste (such as mercury, silver, lead, and chromium). However, reimbursement for the mandated program is limited to activities involving solid waste. Public Resources Code section 42921(b) states that —each large facility shall divert 50% of all **solid waste** (emphasis added) through source reduction, recycling, and composting activities.” In addition, Public Resources Code section 40191 (b) (1) states that —Solid waste does not include hazardous waste.”

Recommendation

We recommend that the district only claim reimbursement for the costs of disposing solid waste.

District's Response

The District has no additional information available at this time regarding the \$27,378 adjustment for the disposal of batteries and lamps.

SCO's Comments

The finding and recommendation remains unchanged.

**FINDING 3—
Overstated fixed asset
costs**

The district claimed \$68,403 for fixed assets purchased during FY 2006-07. We determined that \$11,401 is allowable and \$57,002 is unallowable. The unallowable costs occurred because the district claimed reimbursement for unallowable equipment purchases.

In February of 2007, the district purchased six Taylor-Dunn trucks from Cart Masters. The district claimed \$68,043, which represents 100% of the purchase price for all six trucks. However, the district's Facilities Coordinator stated that only one of the six trucks is used 100% for recycling. Therefore, only 1/6th of the total purchase is reimbursable ($\$68,403 \div 6 = \$11,401$).

District representatives expressed their belief that the five remaining trucks are sometimes used for mandated activities. If the district can provide support for an applicable allocation percentage, we will revise the audit results as appropriate. Reimbursement under the mandated program is limited to increased costs. Therefore, if the district transports both trash and recyclables in the same vehicle at the same time, no additional costs were incurred.

Recommendation

We recommend that the district claim reimbursement only for mandated costs.

District's Response

The District has no additional information available at this time regarding a potential reimbursable allocation of the asset cost for the five trucks disallowed by the audit based on time used for waste diversion.

SCO's Comment

The finding and recommendation remains unchanged.

**FINDING 4—
Understated offsetting
savings**

The district did not identify any offsetting savings in its mandated cost claims for the audit period. We determined the district should have reported offsetting savings totaling \$222,397 for the audit period.

The following table summarizes the audit adjustment for offsetting savings by fiscal year:

<u>Fiscal Year</u>	<u>Offset Claimed</u>	<u>Offset Allowable</u>	<u>Audit Adjustment</u>
1999-2000	\$ —	\$ —	\$ —
2000-01	—	—	—
2001-02	—	3,804	3,804
2002-03	—	7,466	7,466
2003-04	—	17,765	17,765
2004-05	—	28,651	28,651
2005-06	—	74,054	74,054
2006-07	—	65,334	65,334
2007-08	—	25,323	25,323
Total	<u>\$ —</u>	<u>\$ 222,397</u>	<u>\$ 222,397</u>

Background

The parameters and guidelines for the program (section VIII – Offsetting Cost Savings) state that “reduced or avoided costs realized from implementation of the community college districts’ Integrated Waste Management plans shall be identified and offset from this claim as cost savings, consistent with the directions for revenue in Public Contract Code sections 12167 and 12167.1.”

Public Contract Code sections 12167 and 12167.1 require agencies in state-owned and state-leased buildings to deposit all revenues from the sale of recyclables into the Integrated Waste Management Account in the Integrated Waste Management Fund, which are continuously appropriated to the Board for the purposes of offsetting recycling program costs. For the audit period, the district did not deposit any revenue into the Integrated Waste Management Account in the Integrated Waste Management Fund. Regardless, we have determined that the district had reduced or avoided costs realized from implementation of its Integrated Waste Management plan that it did not identify and offset from its claims as cost savings.

The Commission on State Mandates’ (CSM) Final Staff Analysis of the proposed amendments to the parameters and guidelines (Item #8–CSM hearing of September 26, 2008) states that “cost savings may be calculated from the annual solid waste disposal reduction or diversion rates that community colleges must annually report to the Board pursuant to Public Resources Code section 42926, subdivision (b)(1).”

Offsetting Savings Calculation

In total, we determined that \$222,397 should have been offset on the district's Integrated Waste Management claims for the audit period. We multiplied the tonnage diverted (as reported by Pasadena Area CCD to the IWM Board pursuant to Public Resources Code section 42926(b)(1)) by the average landfill rate per ton by the required percentage, as follows:

$$\text{Offsetting Savings} = \text{Tonnage Diverted} \times \text{Average Landfill Rate per Ton} \times \left[\frac{\text{Required Mandate Percentage}}{\text{Required Diversion Percentage}} \times \text{Actual Diversion Percentage} \right]$$

Tonnage Diverted

For calendar years 2002 through 2006, we used the tonnage diverted as reported by the district to the Integrated Waste Management Board. However, as of January 1, 2007, community college districts are no longer required to report the tonnage of waste diverted, although the requirement to report tonnage disposed remains. Therefore, we used the tonnage of waste disposed to calculate the offsetting savings, under the assumption that the district would have to divert an equivalent tonnage to remain in compliance with the 50% diversion percentage required by the mandated program.

For example, as the district reported 412.9 tons disposed in calendar year 2007, the district is required to divert at least 412.9 tons to remain in compliance with the 50% diversion rate. The following table shows the calculation:

		Calendar Year 2007	
Category		District Reported Amount	SCO Adjusted Amount
(A)	Tonnage Diverted	?	412.9
(B)	Tonnage Disposed	412.9	412.9
(C)	Total Tonnage Generated [(A) + (B)]	?	825.8
(D)	Diversion Percentage [(A) ÷ (C)]	??	50%

Similarly, the district reported 1,381.4 tons of disposed waste for calendar year 2008. Therefore, we calculated offsetting savings based on 1,381.4 tons of diverted waste.

Average Landfill Rate per Ton

The average landfill rates that we used to calculate offsetting savings for the audit period were provided to us by CalRecycle. If the district can provide documentation that it incurred different landfill rates than the ones that we used in our calculations, we will revise the finding as appropriate.

Required Mandate Percentage

As noted in Finding 1, the district was diverting a larger percentage of tonnage than that required by the mandated program. Therefore, we allocated the offsetting savings to be consistent with the requirements of the mandated program.

For example, the district reported to CalRecycle that it diverted 4,491.5 tons during calendar year 2006. However, the period of January 1, 2006 through June 30, 2006 belongs in FY 2005-06 and the period of July 1, 2006 through December 31, 2006 belongs in FY 2006-07. Accordingly, we divided the tonnage in half for each six-month period; this tonnage equals 2,245.75 tons. For the period of January 1, 2006, through June 30, 2006, the district reported that it diverted 86.8% of its trash, although the mandated program requires that the district divert at least 50% of its trash to be in compliance with the mandated program. Therefore we divided 50% by 86.8% and determined an allocation factor of 0.576037. We then multiplied the 2,245.75 tons of diverted trash times this allocation factor and then multiplied the result times the average landfill rate of \$46 to determine offsetting savings of \$59,507.

Recommendation

We recommend that the district offset all savings realized from implementation of the community college district's Integrated Waste Management plan.

District's Response

The draft audit report calculated \$222,397 of understated offsetting cost savings. The parameters and guidelines (Part VIII) now require claimants to identify and offset "reduced or avoided costs realized" from implementation of the District integrated waste management plan. The District annual claims did not identify any avoided costs since these annual claims (except for FY 2007-08) were filed before the September 26, 2008, retroactive amendment of the parameters and guidelines that established this requirement as a result of a court decision. The District agrees that the defined cost savings should be reported. However, the District has no additional information available at this time regarding the diverted tonnage or costs charged for landfill disposal.

SCO's Comment

The finding and recommendation remains unchanged.

**FINDING 5—
Understated offsetting
revenues**

The district identified \$9,313 in offsetting revenues for the audit period. We determined that the district understated offsetting revenues by \$51,234 and should have reported offsets totaling \$60,547 for the audit period. The following table summarizes the audit adjustment by fiscal year:

<u>Fiscal Year</u>	<u>Offset Claimed</u>	<u>Offset Allowable</u>	<u>Audit Adjustment</u>
1999-2000	\$ 1,287	\$ 5,132	\$ 3,845
2000-01	875	7,643	6,768
2001-02	322	5,792	5,470
2002-03	131	8,241	8,110
2003-04	400	7,192	6,792
2004-05	1,798	5,805	4,007
2005-06	1,407	6,317	4,910
2006-07	1,175	6,528	5,353
2007-08	1,918	7,897	5,979
Totals	<u>\$ 9,313</u>	<u>\$ 60,547</u>	<u>\$ 51,234</u>

The parameters and guidelines (section VII—Offsetting Revenues and Reimbursements) state that —Offsetting revenue shall include all revenues generated from implementing the Integrated Waste Management Plan.”

For the audit period, the district offset revenues received from recycling vendors Allan Company and Smurfit Stone only for recycled paper, plastics, aluminum cans, metal, and glass. Per discussions with district representatives, we noted that the district also receives recycling revenue from other vendors; this revenue is deposited into the following two accounts:

- 01-8890-6502 – Other Local Revenue – Building Services
- 01-8890-6504 – Other Local Revenue – Custodial Services

We determined that all of the revenue recorded in these two accounts should be offset on the district’s mandated cost claims. If the district can document that certain revenues in these accounts are not from the sale of recyclables as a result of implementing the district’s Integrated Waste Management Plan, we will revise the audit adjustment as appropriate.

Recommendation

We recommend that the district offset all revenue received from implementation of the community college district’s Integrated Waste Management plan on its mandated cost claims for this mandated program.

District's Response

The draft audit report identified \$51,234 of offsetting cost revenues. The parameters and guidelines (Part VII) require claimants to identify and offset service fees, federal funds, and other state funds relevant to the mandate activities. The District annual claims reported and offset recycling revenue received from two vendors (Allan Company and Smurfit Stone). The draft audit report identifies two "other local revenue" accounts with amounts of about \$3,000 to \$8,000 per year as recycling income potentially attributable to the integrated waste management program. The draft audit report does not confirm that these revenues are related to the program. However, the District has no additional information available at this time regarding the nature of those revenues.

SCO's Comment

The finding and recommendation remains unchanged.

OTHER ISSUES

The district's response included other comments related to the management representation letter and a public records request. The district's responses and SCO's comments are presented below.

**Management
Representation Letter**

District's Response

The District will not be providing the requested management representation letter since the District has determined that it is outside the scope of a mandated cost compliance audit and could be construed as a waiver of future appeal rights.

SCO's Comment

We asked the district's representative to submit a written representation letter regarding the district's accounting procedures, financial records, and mandated cost claiming procedures as recommended by generally accepted government auditing standards. Responding to the SCO's management representation letter does not waive the district's future appeal rights.

**Public Records
Request**

District's Response

The District requests that the Controller provide the District any and all written instructions, memoranda, or other writings in effect and applicable to all of the findings for all claiming periods.

Government Code Section 6253, subdivision (c), requires the state agency that is the subject of the request, within ten days from the receipt of a request for a copy of records, to determine whether the request, in whole or in part, seeks copies of disclosable public records in possession of the agency and to promptly notify the requesting party of that determination and the reasons therefore. Also, as required, when so notifying the District, the agency must state the estimated date and time when the records will be made available.

SCO's Comment

The SCO will respond to the public records request in a separate letter dated April 8, 2011.

**Attachment—
District's Response to
Draft Audit Report**



March 23, 2011

Fiscal Services

Mr. Jim L. Spano, Chief
Mandated Costs Audits Bureau
Division of Audits
California State Controller
P.O. Box 942850
Sacramento, CA 94250-5874

Re: Integrated Waste Management
FY 1999-00 through 2007-08
Pasadena Area Community College District

Dear Mr. Spano:

This letter is the response of the Pasadena Area Community College District to the draft audit report dated March 11, 2011, received by e-mail on March 14, 2011, for the above referenced program and fiscal years, transmitted by the letter from Jeffrey V. Brownfield, Chief, Division of Audits, State Controller's Office.

Finding 1 - Overstated salaries, benefits, and related indirect costs

The draft audit report states that the District claimed unallowable salaries and benefits in the amount of \$1,680,234, of which \$1,282,867 are direct costs and \$397,367 are related indirect costs.

1. Estimated and Unsupported Costs

The draft audit report disallows a total of \$112,415 (\$1,622,451-\$1,510,036 = \$112,415) in direct costs for staff time claimed for policies and procedures, staff training, submitting the plan to the state board, recycling coordinator time, report filing extension requests, accounting system, and annual reports. The reason stated is that the time reported is based on "estimates" and are without "corroborating documentation." None of the time was disallowed as unreasonable. The audit made no findings that the staff time reported was not related to the mandate. The audit report characterizes the disallowed time as "estimates." It should be remembered that the parameters and guidelines were adopted on March 30, 2005, and the first claiming instructions for the initial fiscal years were released thereafter. Claimants had no actual notice of approved

reimbursement for this program until that time. It seems unreasonable to require contemporaneous documentation of daily staff time for the retroactive initial fiscal years. While some historic staff time can be reconstructed from calendars and desk diaries, other staff time cannot and must be reported as a good-faith estimate. While the District agrees with the audit report recommendation that the claimants maintain records that document actual time spent on mandate-related activities, it would be a more realistic standard for fiscal years after the initial fiscal year claims.

2. Time Study Results

The audit initially determined that the solid waste diversion costs (\$1,510,036) were entirely unallowable because they were unsupported by sufficient or appropriate documentation, as it did for the other program costs discussed above. At the first exit conference on February 25, 2010, the District determined that it would conduct a time study to replace the time reports originally submitted with the claims. The auditor's evaluation of the District time study results accepted the reported time except for time spent lawn mowing and discussing the time study process. The evaluation determined the daily average time spent by job classification and per person participating in the time study, and then multiplied that amount by the number of working days per year for each person and an average productive hourly rate for each job classification. This is a logical process, except that the audit reduced the average time per day to the statutory targets of 25% and 50%. For example, the average hours per day for custodians from the time study is .91 hours. The auditor reduced this to .26 (25% of .91 hours per day divided by 86.80%) and .52 hours per day (50% of .91 hours per day divided by 86.80%). The 86.80% figure is the amount of the actual diversion in 2006 and properly "grosses-up" the measured time to 100% diversion. The time study results for hours per day should not be reduced by the statutory target amounts. The staff cannot reduce their activities by 25% or 50%. All recycling trash receptacles have to be emptied regardless of the amount diverted. One cannot empty only 25% of the trash receptacle contents or only the trash receptacles from 25% of the locations. Regardless of the statutory target amounts, the same amount of work and time is required here for any amount of waste diversion.

At the second exit conference on February 15, 2011, the District proposed an alternative method of identifying costs based on the cost of the diverted tonnage rather than the study of staff time because of the disproportionate results of the audited evaluation of the time study. A method to more accurately measure the cost of the mandated activities would be to record, for a finite period of time (a day or a week), the time spent by all the persons involved in the collection and processing of the recycled materials. The District will measure what is collected by categories (cans, glass, green waste, paper, etc.) to make a direct measurement of staff time per unit of measure (100 lbs., a ton, etc.) and type of material. Those results will then be used as the basis for determining the overall

cost of the diversion program. Since the final audit report must be issued within a month, the District will perform this work after the final audit report is issued on the representation stated in the draft audit report that it will be reviewed and considered for a revised audit report. The District will send a proposed plan before it commences the study.

Finding 2- Overstated contract service costs

The District has no additional information available at this time regarding the \$27,378 adjustment for the disposal of batteries and lamps.

Finding 3- Overstated fixed asset costs

The District has no additional information available at this time regarding a potential reimbursable allocation of the asset cost for the five trucks disallowed by the audit based on time used for waste diversion.

Finding 4- Understated offsetting savings

The draft audit report calculated \$222,397 of understated offsetting cost savings. The parameters and guidelines (Part VIII) now require claimants to identify and offset "reduced or avoided costs realized" from implementation of the District integrated waste management plan. The District annual claims did not identify any avoided costs since these annual claims (except for FY 2007-08) were filed before the September 26, 2008, retroactive amendment of the parameters and guidelines that established this requirement as a result of a court decision. The District agrees that the defined cost savings should be reported. However, the District has no additional information available at this time regarding the diverted tonnage or costs charged for landfill disposal.

Finding 5- Understated offsetting revenues

The draft audit report identified \$51,234 of offsetting cost revenues. The parameters and guidelines (Part VII) require claimants to identify and offset service fees, federal funds, and other state funds relevant to the mandate activities. The District annual claims reported and offset recycling revenue received from two vendors (Allan Company and Smurfit Stone). The draft audit report identifies two "other local revenue" accounts with amounts of about \$3,000 to \$8,000 per year as recycling income potentially attributable to the integrated waste management program. The draft audit report does not confirm that these revenues are related to the program. However, the District has no additional information available at this time regarding the nature of those revenues.

Management Representation Letter

The District will not be providing the requested management representation letter since the District has determined that it is outside the scope of a mandated cost compliance audit and could be construed as a waiver of future appeal rights.

Public Records Request

The District requests that the Controller provide the District any and all written instructions, memoranda, or other writings in effect and applicable to all of the findings for all claiming periods.

Government Code Section 6253, subdivision (c), requires the state agency that is the subject of the request, within ten days from the receipt of a request for a copy of records, to determine whether the request, in whole or in part, seeks copies of disclosable public records in possession of the agency and to promptly notify the requesting party of that determination and the reasons therefore. Also, as required, when so notifying the District, the agency must state the estimated date and time when the records will be made available.

Sincerely,



Richard Van Pelt, Interim Vice President
Administrative Services
Pasadena Area Community College District

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM ON:

Public Resources Code Sections 40148,
40196.3, 42920, 42921, 42922, 42923,
42924, 42925, 42926, 42927, and 42928;
Public Contract Code Sections 12167 and
12167.1;

Statutes 1999, Chapter 764 (AB 75);
Statutes 1992, Chapter 1116 (A.B. 3521);

*State Agency Model Integrated Waste
Management Plan* (February 2000).

Filed on March 9, 2001,

By Santa Monica and South Lake Tahoe
Community College Districts, Co-claimants

No. 00-TC-07

Integrated Waste Management

ADOPTION OF PARAMETERS AND
GUIDELINES PURSUANT TO
GOVERNMENT CODE SECTION 17557 AND
TITLE 2, CALIFORNIA CODE OF
REGULATIONS, SECTION 1183.12

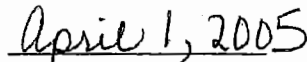
(Adopted on March 30, 2005)

PARAMETERS AND GUIDELINES

On March 30, 2005, the Commission on State Mandates adopted the attached Parameters and Guidelines.



PAULA HIGASHI, Executive Director



Date

PARAMETERS AND GUIDELINES

Public Resources Code Sections 40148, 40196.3, 42920-42928

Public Contract Code Sections 12167 and 12167.1

Statutes 1999, Chapter 764 (A.B. 75)

Statutes 1992, Chapter 1116 (A.B. 3521)

State Agency Model Integrated Waste Management Plan (February 2000)

Integrated Waste Management (00-TC-07)

Santa Monica and Lake Tahoe Community College Districts, Co-claimants

I. SUMMARY OF THE MANDATE

On March 25, 2004, the Commission on State Mandates (Commission) adopted its Statement of Decision finding that Public Resources Code sections 40148, 40196.3, 42920-42928; Public Contract Code sections 12167 and 12167.1; and the State Agency Model Integrated Waste Management Plan (February 2000) require new activities, as specified below, which constitute new programs or higher levels of service for community college districts within the meaning of article XIII B, section 6, of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514.

Specifically, the Commission approved this test claim for the increased costs of performing the following specific new activities:

- **Comply with the model plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000):** A community college must comply with the California Integrated Waste Management Board's (Board) model integrated waste management plan, which includes consulting with the Board to revise the model plan, as well as completing and submitting to the Board the following: (1) state agency or large state facility information form; (2) state agency list of facilities; (3) state agency waste reduction and recycling program worksheet, including the sections on program activities, promotional programs, and procurement activities; and (4) state agency integrated waste management plan questions.
- **Designate a solid waste reduction and recycling coordinator (Pub. Resources Code, § 42920, subd. (c)):** A community college must designate one solid waste reduction and recycling coordinator to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928), including implementing the community college's integrated waste management plan, and acting as a liaison to other state agencies (as defined by section 40196.3) and coordinators.
- **Divert solid waste (Pub. Resources Code, §§ 42921 & 42922, subd. (i)):** A community college must divert at least 25 percent of all its solid waste from landfill disposal or transformation facilities by January 1, 2002, through source reduction, recycling, and

composting activities, and divert at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting.

A community college unable to comply with this diversion requirement may instead seek, until December 31, 2005, either an alternative requirement or time extension (but not both) as specified below:

- **Seek an alternative requirement (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b)):** A community college that is unable to comply with the 50-percent diversion requirement must: (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the 50-percent requirement; (3) participate in a public hearing on its alternative requirement; (4) provide the Board with information as to (a) the community college's good faith efforts to effectively implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board; (b) the community college's inability to meet the 50-percent diversion requirement despite implementing the measures in its plan; (c) the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve, and (d) relate to the Board circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.
- **Seek a time extension (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c)):** A community college that is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, must do the following pursuant to section 42923, subdivisions (a) and (c): (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the January 1, 2002 deadline; (3) provide evidence to the Board that it is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan; and (4) provide information to the Board that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college. (5) The community college must also submit a plan of correction that demonstrates that it will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be implemented to meet those requirements, and the means by which these programs will be funded.

- **Report to the Board (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i)):** A community college must annually submit, by April 1, 2002 and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report is to encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (1) calculations of annual disposal reduction; (2) information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors; (3) a summary of progress implementing the integrated waste management plan; (4) the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste. (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.) (5) For a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension. (6) For a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.
- **Submit recycled material reports (Pub. Contract Code, § 12167.1):** A community college must annually report to the Board on quantities of recyclable materials collected for recycling.

II. ELIGIBLE CLAIMANTS

Community college districts that incur increased costs as a result of this mandate are eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557 states that a test claim must be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on March 9, 2001. Therefore, costs incurred for compliance with Public Contract Code sections 12167 and 12167.1 (Stats. 1992, ch. 1116) are eligible for reimbursement on or after July 1, 1999. However, because of the statute's operative date, all other costs incurred pursuant to Statutes 1999, chapter 764 are eligible for reimbursement on or after January 1, 2000.

Seeking an alternative diversion goal or time extension (Pub. Resources Code, §§ 42922, 42923, and 42927) is reimbursable until December 31, 2005.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561, subdivision (d), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$1000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, receipts, and the community college plan approved by the Board.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One-Time Activities (Reimbursable starting January 1, 2000)

1. Develop the necessary district policies and procedures for the implementation of the integrated waste management plan.
2. Train district staff on the requirements and implementation of the integrated waste management plan (one-time per employee). Training is limited to the staff working directly on the plan.

B. Ongoing Activities (Reimbursable starting January 1, 2000)

1. Complete and submit to the Board the following as part of the State Agency Model Integrated Waste Management Plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.):
 - a. state agency or large state facility information form;
 - b. state agency list of facilities;
 - c. state agency waste reduction and recycling program worksheets that describe program activities, promotional programs, and procurement activities, and other questionnaires; and
 - d. state agency integrated waste management plan questions.

NOTE: Although reporting on promotional programs and procurement activities in the model plan is reimbursable, implementing promotional programs and procurement

activities is not.

2. Respond to any Board reporting requirements during the approval process. (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
3. Consult with the Board to revise the model plan, if necessary.¹ (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
4. Designate one solid waste reduction and recycling coordinator ("coordinator") for each college in the district to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928). The coordinator shall implement the integrated waste management plan. The coordinator shall act as a liaison to other state agencies (as defined by section 40196.3) and coordinators. (Pub. Resources Code, § 42920, subd. (c).)
5. Divert at least 25 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting activities. Maintain the required level of reduction, as approved by the Board. (Pub. Resources Code, §§ 42921 & 42922, subd. (i).)

C. Alternative Compliance (*Reimbursable from January 1, 2000 – December 31, 2005*)

1. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the January 1, 2002 deadline.
 - c. Provide evidence to the Board that the college is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan.
 - d. Provide information that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college.
 - e. Submit a plan of correction that demonstrates that the college will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be

¹ Attachment 1, California Integrated Waste Management Board, State Agency Model Integrated Waste Management Plan (February 2000).

implemented to meet those requirements, and the means by which these programs will be funded.

2. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2004 deadline to divert 50 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the 50-percent requirement.
 - c. Participate in a public hearing on its alternative requirement.
 - d. Provide the Board with information as to:
 - (i) the community college's good faith efforts to implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board;
 - (ii) the community college's inability to meet the 50 percent diversion requirement despite implementing the measures in its plan;
 - (iii) how the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve; and,
 - (iv) the circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.

D. Accounting System (*Reimbursable starting January 1, 2000*)

Developing, implementing, and maintaining an accounting system to enter and track the college's source reduction, recycling and composting activities, the cost of those activities, the proceeds from the sale of any recycled materials, and such other accounting systems which will allow it to make its annual reports to the state and determine waste reduction. Note: only the pro-rata portion of the costs incurred to implement the reimbursable activities can be claimed.

E. Annual Report (*Reimbursable starting January 1, 2000*)

Annually prepare and submit, by April 1, 2002, and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report must encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i).)

1. calculations of annual disposal reduction;
2. information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors;
3. a summary of progress made in implementing the integrated waste management plan;

4. the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.);
5. for a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension;
6. for a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.

F. Annual Recycled Material Reports (*Reimbursable starting July 1, 1999*)

Annually report to the Board on quantities of recyclable materials collected for recycling. (Pub. Contract Code, § 12167.1.) (See Section VII. regarding offsetting revenues from recyclable materials.)

V. **CLAIM PREPARATION AND SUBMISSION**

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. **Salaries and Benefits**

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. **Materials and Supplies**

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element A.1, Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1, Salaries and Benefits, and A.2, Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3, Contracted Services.

B. Indirect Cost Rates

Indirect costs are costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include: (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs, and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Community colleges have the option of using: (1) a federally approved rate, utilizing the cost accounting principles from the Office of Management and Budget Circular A-21, "Cost Principles of Educational Institutions"; (2) the rate calculated on State Controller's Form FAM-29C; or (3) a 7% indirect cost rate.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Reimbursement for this mandate from any source, including but not limited to, services fees collected, federal funds, and other state funds allocated to any service provided under this program, shall be identified and deducted from this claim. Offsetting revenue shall include the revenues cited in Public Resources Code section 42925 and Public Contract Code sections 12167 and 12167.1.

Subject to the approval of the California Integrated Waste Management Board, revenues derived from the sale of recyclable materials by a community college that do not exceed two thousand dollars (\$2,000) annually are continuously appropriated for expenditure by the community college for the purpose of offsetting recycling program costs. Revenues exceeding two thousand dollars (\$2,000) annually may be available for expenditure by the community college only when appropriated by the Legislature. To the extent so approved or appropriated and applied to the college, these amounts are a reduction to the recycling costs mandated by the state to implement Statutes 1999, chapter 764.

In addition, revenue from a building-operating fee imposed pursuant to Education Code section 76375, subdivision (a) if received by a claimant and the revenue is applied to this program, shall be deducted from the costs claimed.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM ON:

Public Resources Code Sections 40148,
40196.3, 42920, 42921, 42922, 42923,
42924, 42925, 42926, 42927, and 42928;
Public Contract Code Sections 12167 and
12167.1;

Statutes 1999, Chapter 764 (AB 75);
Statutes 1992, Chapter 1116 (A.B. 3521);

*State Agency Model Integrated Waste
Management Plan* (February 2000).

Filed on March 9, 2001,

By Santa Monica and South Lake Tahoe
Community College Districts, Co-claimants

No. 00-TC-07

Integrated Waste Management

ADOPTION OF AMENDMENTS TO
PARAMETERS AND GUIDELINES
PURSUANT TO DECISION OF THE
SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SACRAMENTO, No.
07CS00355, *State of California, Department of
Finance, and California Integrated Waste
Management Board v. Commission on State
Mandates, et al.*

(Adopted: September 26, 2008)

AMENDED PARAMETERS AND GUIDELINES

On September 26, 2008, the Commission on State Mandates adopted the attached Amendments to the Parameters and Guidelines, as directed by the Superior Court of California, County of Sacramento, No. 07CS00355.

PAULA HIGASHI, Executive Director

Date: September 29, 2008

Amended: September 26, 2008
Adopted: March 30, 2005

AMENDMENTS TO PARAMETERS AND GUIDELINES

Public Resources Code Sections 40148, 40196.3, 42920-42928
Public Contract Code Sections 12167 and 12167.1

Statutes 1999, Chapter 764 (A.B. 75)
Statutes 1992, Chapter 1116 (A.B. 3521)

State Agency Model Integrated Waste Management Plan (February 2000)

Integrated Waste Management
00-TC-07

Santa Monica and Lake Tahoe Community College Districts, Co-claimants

I. SUMMARY OF THE MANDATE

On March 25, 2004, the Commission on State Mandates (Commission) adopted its Statement of Decision finding that Public Resources Code sections 40148, 40196.3, 42920-42928; Public Contract Code sections 12167 and 12167.1; and the State Agency Model Integrated Waste Management Plan (February 2000) require new activities, as specified below, which constitute new programs or higher levels of service for community college districts within the meaning of article XIII B, section 6, of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514.

Specifically, the Commission approved this test claim for the increased costs of performing the following specific new activities:

- **Comply with the model plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000):** A community college must comply with the California Integrated Waste Management Board's (Board) model integrated waste management plan, which includes consulting with the Board to revise the model plan, as well as completing and submitting to the Board the following: (1) state agency or large state facility information form; (2) state agency list of facilities; (3) state agency waste reduction and recycling program worksheet, including the sections on program activities, promotional programs, and procurement activities; and (4) state agency integrated waste management plan questions.
- **Designate a solid waste reduction and recycling coordinator (Pub. Resources Code, § 42920, subd. (c)):** A community college must designate one solid waste reduction and recycling coordinator to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928), including implementing the community college's integrated waste management plan, and acting as a liaison to other state agencies (as defined by section 40196.3) and coordinators.

- **Divert solid waste (Pub. Resources Code, §§ 42921 & 42922, subd. (i)):** A community college must divert at least 25 percent of all its solid waste from landfill disposal or transformation facilities by January 1, 2002, through source reduction, recycling, and composting activities, and divert at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting.

A community college unable to comply with this diversion requirement may instead seek, until December 31, 2005, either an alternative requirement or time extension (but not both) as specified below:

- **Seek an alternative requirement (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b)):** A community college that is unable to comply with the 50-percent diversion requirement must: (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the 50-percent requirement; (3) participate in a public hearing on its alternative requirement; (4) provide the Board with information as to (a) the community college's good faith efforts to effectively implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board; (b) the community college's inability to meet the 50-percent diversion requirement despite implementing the measures in its plan; (c) the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve, and (d) relate to the Board circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.
- **Seek a time extension (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c)):** A community college that is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, must do the following pursuant to section 42923, subdivisions (a) and (c): (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the January 1, 2002 deadline; (3) provide evidence to the Board that it is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan; and (4) provide information to the Board that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college. (5) The community college must also submit a plan of correction that demonstrates that it will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be

implemented to meet those requirements, and the means by which these programs will be funded.

- **Report to the Board (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i)):** A community college must annually submit, by April 1, 2002 and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report is to encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (1) calculations of annual disposal reduction; (2) information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors; (3) a summary of progress implementing the integrated waste management plan; (4) the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste. (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.) (5) For a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension. (6) For a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.
- **Submit recycled material reports (Pub. Contract Code, § 12167.1):** A community college must annually report to the Board on quantities of recyclable materials collected for recycling.

State of California, Department of Finance, California Integrated Waste Management Board v. Commission on State Mandates, et al. (Sacramento County Superior Court, Case No. 07CS00355)

The Department of Finance and the Integrated Waste Management Board filed a petition for writ of mandate in March 2007, asking the court to set aside the Commission's decision granting the test claim and to require the Commission to issue a new Statement of Decision and parameters and guidelines that give full consideration to the community colleges' cost savings (e.g. avoided landfill disposal fees) and revenues (from recyclables) by complying with the test claim statutes. Petitioners' position was that the Commission had not properly accounted for all the offsetting cost savings from avoided disposal costs, or offsetting revenues from the sale of recyclable materials, in the Statement of Decision or parameters and guidelines. The Judgment and a Writ of Mandate were issued on June 30, 2008, ordering the Commission to:

1. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims, consistent with the directions for revenue in Public Contract code sections 12167 and 12167.1, cost savings realized as a result of implementing their plans; and

2. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims all of the revenue generated as a result of implementing their plans, without regard to the limitations or conditions described in sections 12167 and 12167.1 of the Public Contract Code.

II. ELIGIBLE CLAIMANTS

Community college districts that incur increased costs as a result of this mandate are eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557 states that a test claim must be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on March 9, 2001. Therefore, costs incurred for compliance with Public Contract Code sections 12167 and 12167.1 (Stats. 1992, ch. 1116) are eligible for reimbursement on or after July 1, 1999. However, because of the statute's operative date, all other costs incurred pursuant to Statutes 1999, chapter 764 are eligible for reimbursement on or after January 1, 2000.

Seeking an alternative diversion goal or time extension (Pub. Resources Code, §§ 42922, 42923, and 42927) is reimbursable until December 31, 2005.

Actual costs for one fiscal year should be included in each claim. Pursuant to Government Code section 17561, subdivision (d), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$1000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, receipts, and the community college plan approved by the Board.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One-Time Activities (*Reimbursable starting January 1, 2000*)

1. Develop the necessary district policies and procedures for the implementation of the integrated waste management plan.
2. Train district staff on the requirements and implementation of the integrated waste management plan (one-time per employee). Training is limited to the staff working directly on the plan.

B. Ongoing Activities (*Reimbursable starting January 1, 2000*)

1. Complete and submit to the Board the following as part of the State Agency Model Integrated Waste Management Plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.):
 - a. state agency or large state facility information form;
 - b. state agency list of facilities;
 - c. state agency waste reduction and recycling program worksheets that describe program activities, promotional programs, and procurement activities, and other questionnaires; and
 - d. state agency integrated waste management plan questions.

NOTE: Although reporting on promotional programs and procurement activities in the model plan is reimbursable, implementing promotional programs and procurement activities is not.

2. Respond to any Board reporting requirements during the approval process. (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
3. Consult with the Board to revise the model plan, if necessary.¹ (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
4. Designate one solid waste reduction and recycling coordinator ("coordinator") for each college in the district to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928). The coordinator shall implement the integrated waste management plan. The coordinator shall act as a liaison to other state agencies (as defined by section 40196.3) and coordinators. (Pub. Resources Code, § 42920, subd. (c).)

¹ Attachment 1, California Integrated Waste Management Board, State Agency Model Integrated Waste Management Plan (February 2000).

5. Divert at least 25 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting activities. Maintain the required level of reduction, as approved by the Board. (Pub. Resources Code, §§ 42921 & 42922, subd. (i).)

C. Alternative Compliance (*Reimbursable from January 1, 2000 – December 31, 2005*)

1. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the January 1, 2002 deadline.
 - c. Provide evidence to the Board that the college is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan.
 - d. Provide information that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college.
 - e. Submit a plan of correction that demonstrates that the college will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be implemented to meet those requirements, and the means by which these programs will be funded.
2. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2004 deadline to divert 50 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the 50-percent requirement.
 - c. Participate in a public hearing on its alternative requirement.
 - d. Provide the Board with information as to:
 - (i) the community college's good faith efforts to implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board;
 - (ii) the community college's inability to meet the 50 percent diversion requirement despite implementing the measures in its plan;

- (iii) how the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve; and,
- (iv) the circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.

D. Accounting System (*Reimbursable starting January 1, 2000*)

Developing, implementing, and maintaining an accounting system to enter and track the college's source reduction, recycling and composting activities, the cost of those activities, the proceeds from the sale of any recycled materials, and such other accounting systems which will allow it to make its annual reports to the state and determine waste reduction.

Note: only the pro-rata portion of the costs incurred to implement the reimbursable activities can be claimed.

E. Annual Report (*Reimbursable starting January 1, 2000*)

Annually prepare and submit, by April 1, 2002, and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report must encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i).)

1. calculations of annual disposal reduction;
2. information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors;
3. a summary of progress made in implementing the integrated waste management plan;
4. the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.);
5. for a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension;
6. for a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.

F. Annual Recycled Material Reports (*Reimbursable starting July 1, 1999*)

Annually report to the Board on quantities of recyclable materials collected for recycling.
(Pub. Contract Code, § 12167.1.)

V. **CLAIM PREPARATION AND SUBMISSION**

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element

A.1., Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1., Salaries and Benefits, and A.2., Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3., Contracted Services.

B. Indirect Cost Rates

Indirect costs are costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include: (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs, and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Community colleges have the option of using: (1) a federally approved rate, utilizing the cost accounting principles from the Office of Management and Budget Circular A-21, "Cost Principles of Educational Institutions"; (2) the rate calculated on State Controller's Form FAM-29C; or (3) a 7% indirect cost rate.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Reimbursement for this mandate from any source, including but not limited to, services fees

collected, federal funds, and other state funds allocated to any service provided under this program, shall be identified and offset from this claim. Offsetting revenue shall include all revenues generated from implementing the Integrated Waste Management Plan.

In addition, revenue from a building-operating fee imposed pursuant to Education Code section 76375, subdivision (a) if received by a claimant and the revenue is applied to this program, shall be deducted from the costs claimed.

VIII. OFFSETTING COST SAVINGS

Reduced or avoided costs realized from implementation of the community college districts' Integrated Waste Management plans shall be identified and offset from this claim as cost savings, consistent with the directions for revenue in Public Contract Code sections 12167 and 12167.1. Pursuant to these statutes, community college districts are required to deposit cost savings resulting from their Integrated Waste Management plans in the Integrated Waste Management Account in the Integrated Waste Management Fund; the funds deposited in the Integrated Waste Management Account, upon appropriation by the Legislature, may be expended by the California Integrated Waste Management Board for the purpose of offsetting Integrated Waste Management plan costs. Subject to the approval of the California Integrated Waste Management Board, cost savings by a community college that do not exceed two thousand dollars (\$2,000) annually are continuously appropriated for expenditure by the community college for the purpose of offsetting Integrated Waste Management program costs. Cost savings exceeding two thousand dollars (\$2,000) annually may be available for expenditure by the community college only when appropriated by the Legislature. To the extent so approved or appropriated and applied to the college, these amounts shall be identified and offset from the costs claimed for implementing the Integrated Waste Management Plan.

IX. STATE CONTROLLER'S REVISED CLAIMING INSTRUCTIONS

The Controller shall, within 60 days after receiving amended parameters and guidelines prepare and issue revised claiming instructions for mandates that require state reimbursement after any decision or order of the commission pursuant to section 17559. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission. Pursuant to Government Code section 17561, subdivision (d)(2), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission. In preparing revised claiming instructions, the Controller may request the assistance of other state agencies. (Gov. Code, § 17558, subdivision (c).)

If revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between November 15 and February 15, a local agency or school district filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

X. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the

Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

XI. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2005-05
INTEGRATED WASTE MANAGEMENT
(COMMUNITY COLLEGES)

June 6, 2005

In accordance with Government Code (GC) section 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for the filing of claims for the Integrated Waste Management (IWM) program. These claiming instructions are issued subsequent to adoption of the program's parameters and guidelines (P's & G's) by the Commission on State Mandates (COSM).

On March 25, 2004, the COSM determined that Chapter 764, Statutes of 1999, and Chapter 1116, Statutes of 1992, established costs mandated by the State according to the provisions listed in the P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any community college that incurs increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

Filing Deadlines

A. Reimbursement Claims

Initial reimbursement claims must be filed within 120 days from the issuance date of claiming instructions. Reimbursement claims for the period January 1, 2000, to June 30, 2000, and fiscal years 2000-01 through 2004-2005 must be filed with the SCO and be delivered or postmarked on or before **October 4, 2005**. Estimated claims for fiscal year 2005-06 must be filed on or before **October 4, 2005**, or by **January 15, 2006**.

Costs for all initial reimbursement claims must be filed separately according to the fiscal year in which the costs were incurred. In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. **Claims filed more than one year after the deadline or without the requested supporting documentation will not be accepted.**

The reimbursement periods for the following activities are as follows:

1. One-Time Activities - January 1, 2000, to June 30, 2000, fiscal year 2000-01 and subsequent fiscal years;
2. Ongoing Activities - January 1, 2000, to June 30, 2000, fiscal year 2000-01 and subsequent fiscal years;
3. Alternative Compliance - January 1, 2000, to June 30, 2000, fiscal years 2000-01 through 2004-05, and July 1, 2005, to December 31, 2005;

2006 - 2007/08

4. Accounting System - January 1, 2000, to June 30, 2000, fiscal year 2000-01 and subsequent fiscal years;
5. Annual Report - January 1, 2000, to June 30, 2000, fiscal year 2000-01 and subsequent fiscal years; and
6. Annual Recycled Material Reports - Fiscal year 1999-00 and subsequent fiscal years.

B. Late Penalty

1. Initial Claims

AB 3000 enacted into law on September 30, 2002, amended the late penalty assessments on initial claims. Late initial claims submitted **on or after September 30, 2002**, are assessed a late penalty of 10% of the total amount of the initial claims **without limitation**.

2. Annual Reimbursement Claims

All late reimbursement claims are assessed a late penalty of 10% subject to the \$1,000 limitation regardless of when the claims were filed.

C. Estimated Claims

Unless otherwise specified in the claiming instructions, a community college is not required to provide cost schedules and supporting documents with an estimated claim if the estimated amount does not exceed the previous fiscal year's actual costs by more than 10%. Claimants can simply enter the estimated amount on form FAM-27, line (07).

However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, claimants must complete supplemental claim forms to support their estimated costs as specified for the program to explain the reason for the increased costs. If no explanation supporting the higher estimate is provided with the claim, it will automatically be adjusted to 110% of the previous fiscal year's actual costs. Future estimated claims filed with the SCO must be postmarked by January 15 of the fiscal year in which costs will be incurred. Claims filed timely will be paid before late claims.

Minimum Claim Cost

GC section 17564(a) provides that no claim shall be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (\$1,000).

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question.

Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, receipts and the community college plan approved by the Board. Evidence corroborating the source documents may include, but is not limited to, worksheets, cost

allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

Certification of Claim

In accordance with the provisions of Government Code section 17561, an authorized representative of the claimant shall be required to provide a certification of claim stating: "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5, for those costs mandated by the State and contained herein.

Audit of Costs

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a community college pursuant to this chapter is subject to the initiation of an audit by the SCO no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the SCO to initiate an audit shall commence to run from the date of initial payment of the claim.

In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. On-site audits will be conducted by the SCO as deemed necessary.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

Questions or requests for hard copies of these instructions should be faxed to Ginny Brummels at (916) 323-6527, or e-mailed to LRSDAR@sco.ca.gov. If you wish, you may call the Local Reimbursements Section at (916) 324-5729.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.shtml.

Address for Filing Claims

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents. **(To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Adopted: March 30, 2005

PARAMETERS AND GUIDELINES

Public Resources Code Sections 40148, 40196.3, 42920-42928

Public Contract Code Sections 12167 and 12167.1

Statutes 1999, Chapter 764 (A.B. 75)

Statutes 1992, Chapter 1116 (A.B. 3521)

State Agency Model Integrated Waste Management Plan (February 2000)

Integrated Waste Management (00-TC-07)

Santa Monica and Lake Tahoe Community College Districts, Co-claimants

I. SUMMARY OF THE MANDATE

On March 25, 2004, the Commission on State Mandates (Commission) adopted its Statement of Decision finding that Public Resources Code sections 40148, 40196.3, 42920-42928; Public Contract Code sections 12167 and 12167.1; and the State Agency Model Integrated Waste Management Plan (February 2000) require new activities, as specified below, which constitute new programs or higher levels of service for community college districts within the meaning of article XIII B, section 6, of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514.

Specifically, the Commission approved this test claim for the increased costs of performing the following specific new activities:

- **Comply with the model plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000):** A community college must comply with the California Integrated Waste Management Board's (Board) model integrated waste management plan, which includes consulting with the Board to revise the model plan, as well as completing and submitting to the Board the following: (1) state agency or large state facility information form; (2) state agency list of facilities; (3) state agency waste reduction and recycling program worksheet, including the sections on program activities, promotional programs, and procurement activities; and (4) state agency integrated waste management plan questions.
- **Designate a solid waste reduction and recycling coordinator (Pub. Resources Code, § 42920, subd. (c)):** A community college must designate one solid waste reduction and recycling coordinator to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928), including implementing the community college's integrated waste management plan, and acting as a liaison to other state agencies (as defined by section 40196.3) and coordinators.
- **Divert solid waste (Pub. Resources Code, §§ 42921 & 42922, subd. (i)):** A community college must divert at least 25 percent of all its solid waste from landfill disposal or transformation facilities by January 1, 2002, through source reduction, recycling, and

composting activities, and divert at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting.

A community college unable to comply with this diversion requirement may instead seek, until December 31, 2005, either an alternative requirement or time extension (but not both) as specified below:

- **Seek an alternative requirement (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b)):** A community college that is unable to comply with the 50-percent diversion requirement must: (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the 50-percent requirement; (3) participate in a public hearing on its alternative requirement; (4) provide the Board with information as to (a) the community college's good faith efforts to effectively implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board; (b) the community college's inability to meet the 50-percent diversion requirement despite implementing the measures in its plan; (c) the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve, and (d) relate to the Board circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.
- **Seek a time extension (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c)):** A community college that is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, must do the following pursuant to section 42923, subdivisions (a) and (c): (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the January 1, 2002 deadline; (3) provide evidence to the Board that it is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan; and (4) provide information to the Board that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college. (5) The community college must also submit a plan of correction that demonstrates that it will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be implemented to meet those requirements, and the means by which these programs will be funded.

- **Report to the Board (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i)):** A community college must annually submit, by April 1, 2002 and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report is to encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (1) calculations of annual disposal reduction; (2) information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors; (3) a summary of progress implementing the integrated waste management plan; (4) the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste. (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.) (5) For a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension. (6) For a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.
- **Submit recycled material reports (Pub. Contract Code, § 12167.1):** A community college must annually report to the Board on quantities of recyclable materials collected for recycling.

II. ELIGIBLE CLAIMANTS

Community college districts that incur increased costs as a result of this mandate are eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557 states that a test claim must be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on March 9, 2001. Therefore, costs incurred for compliance with Public Contract Code sections 12167 and 12167.1 (Stats. 1992, ch. 1116) are eligible for reimbursement on or after July 1, 1999. However, because of the statute's operative date, all other costs incurred pursuant to Statutes 1999, chapter 764 are eligible for reimbursement on or after January 1, 2000.

Seeking an alternative diversion goal or time extension (Pub. Resources Code, §§ 42922, 42923, and 42927) is reimbursable until December 31, 2005.

Actual costs for one fiscal year should be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561, subdivision (d), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$1000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, receipts, and the community college plan approved by the Board.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One-Time Activities (*Reimbursable starting January 1, 2000*)

1. Develop the necessary district policies and procedures for the implementation of the integrated waste management plan.
2. Train district staff on the requirements and implementation of the integrated waste management plan (one-time per employee). Training is limited to the staff working directly on the plan.

B. Ongoing Activities (*Reimbursable starting January 1, 2000*)

1. Complete and submit to the Board the following as part of the State Agency Model Integrated Waste Management Plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.):
 - a. state agency or large state facility information form;
 - b. state agency list of facilities;
 - c. state agency waste reduction and recycling program worksheets that describe program activities, promotional programs, and procurement activities, and other questionnaires; and
 - d. state agency integrated waste management plan questions.

NOTE: Although reporting on promotional programs and procurement activities in the model plan is reimbursable, implementing promotional programs and procurement activities is not.

2. Respond to any Board reporting requirements during the approval process. (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
 3. Consult with the Board to revise the model plan, if necessary.¹ (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
 4. Designate one solid waste reduction and recycling coordinator ("coordinator") for each college in the district to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928). The coordinator shall implement the integrated waste management plan. The coordinator shall act as a liaison to other state agencies (as defined by section 40196.3) and coordinators. (Pub. Resources Code, § 42920, subd. (c).)
 5. Divert at least 25 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting activities. Maintain the required level of reduction, as approved by the Board. (Pub. Resources Code, §§ 42921 & 42922, subd. (i).)
- C. Alternative Compliance (*Reimbursable from January 1, 2000 – December 31, 2005*)
1. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the January 1, 2002 deadline.
 - c. Provide evidence to the Board that the college is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan.
 - d. Provide information that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college.
 - e. Submit a plan of correction that demonstrates that the college will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be implemented to meet those requirements, and the means by which these programs

¹ Attachment 1, California Integrated Waste Management Board, State Agency Model Integrated Waste Management Plan (February 2000).

will be funded.

2. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2004 deadline to divert 50 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42922, subs. (a) & (b).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the 50-percent requirement.
 - c. Participate in a public hearing on its alternative requirement.
 - d. Provide the Board with information as to:
 - (i) the community college's good faith efforts to implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board;
 - (ii) the community college's inability to meet the 50 percent diversion requirement despite implementing the measures in its plan;
 - (iii) how the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve; and,
 - (iv) the circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.

D. Accounting System (*Reimbursable starting January 1, 2000*)

Developing, implementing, and maintaining an accounting system to enter and track the college's source reduction, recycling and composting activities, the cost of those activities, the proceeds from the sale of any recycled materials, and such other accounting systems which will allow it to make its annual reports to the state and determine waste reduction. Note: only the pro-rata portion of the costs incurred to implement the reimbursable activities can be claimed.

E. Annual Report (*Reimbursable starting January 1, 2000*)

Annually prepare and submit, by April 1, 2002, and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report must encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i).)

1. calculations of annual disposal reduction;
2. information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors;
3. a summary of progress made in implementing the integrated waste management plan;
4. the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste

(If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.);

5. for a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension;
6. for a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.

F. Annual Recycled Material Reports (*Reimbursable starting July 1, 1999*)

Annually report to the Board on quantities of recyclable materials collected for recycling. (Pub. Contract Code, § 12167.1.) (See Section VII. regarding offsetting revenues from recyclable materials.)

V. CLAIM PREPARATION AND SUBMISSION

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element A.1, Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1, Salaries and Benefits, and A.2, Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3, Contracted Services.

B. Indirect Cost Rates

Indirect costs are costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include: (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs, and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Community colleges have the option of using: (1) a federally approved rate, utilizing the cost accounting principles from the Office of Management and Budget Circular A-21, "Cost Principles of Educational Institutions"; (2) the rate calculated on State Controller's Form FAM-29C; or (3) a 7% indirect cost rate.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Reimbursement for this mandate from any source, including but not limited to, services fees collected, federal funds, and other state funds allocated to any service provided under this program, shall be identified and deducted from this claim. Offsetting revenue shall include the revenues cited in Public Resources Code section 42925 and Public Contract Code sections 12167 and 12167.1.

Subject to the approval of the California Integrated Waste Management Board, revenues derived from the sale of recyclable materials by a community college that do not exceed two thousand dollars (\$2,000) annually are continuously appropriated for expenditure by the community college for the purpose of offsetting recycling program costs. Revenues exceeding two thousand dollars (\$2,000) annually may be available for expenditure by the community college only when appropriated by the Legislature. To the extent so approved or appropriated and applied to the college, these amounts are a reduction to the recycling costs mandated by the state to implement Statutes 1999, chapter 764.

In addition, revenue from a building-operating fee imposed pursuant to Education Code section 76375, subdivision (a) if received by a claimant and the revenue is applied to this program, shall be deducted from the costs claimed.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use Only (19) Program Number 256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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L A B E L H E R E	(01) Claimant Identification Number	Reimbursement Claim Data	
	(02) Claimant Name	(22) IWM-1, (03)(A)(1)(f)	
	County of Location	(23) IWM-1, (03)(A)(2)(f)	
	Street Address or P.O. Box Suite	(24) IWM-1, (03)(B)(1)(f)	
	City State Zip Code	(25) IWM-1, (03)(B)(2)(f)	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	
(06) 20 / 20	(12) ___ / 20	(29) IWM-1, (03)(C)(1)(f)	
(07)	(13)	(30) IWM-1, (03)(C)(2)(f)	
(14)	(15)	(31) IWM-1, (03)(D)(f)	
(16)	(17)	(32) IWM-1, (03)(E)(f)	
(18)	(19)	(33) IWM-1, (03)(F)(f)	
(08)	(20)	(34) IWM-1, (06)	
(21)	(22)	(35) IWM-1, (08)	
(23)	(24)	(36) IWM-1, (09)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer _____ Date _____

 Type or Print Name _____ Title _____

(38) Name of Contact Person for Claim _____ Telephone Number () - Ext. _____
 E-Mail Address _____

Program 256	INTEGRATED WASTE MANAGEMENT Certification Claim Form Instructions	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code.
- (03) If filing an estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) Leave blank.
- (05) If filing an amended estimated claim, enter an "X" in the box on line (05) Amended.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of the estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form IWM-1 and enter the amount from line (10).
- (08) Enter the same amount as shown on line (07).
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) Leave blank.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from form IWM-1, line (10). The total claimed amount must exceed \$1,000.
- (14) **Filing Deadline.** Estimated claims for fiscal year 2005-06 must be filed by **October 4, 2005**. Reimbursement claims must be filed by January 15 of the following fiscal year in which costs were incurred or the claims shall be reduced by a late penalty of 10%. Enter zero if the claim was timely filed; otherwise, enter the product of multiplying line (13) by the factor 0.10 (10% penalty).
- (15) If filing an actual reimbursement claim or an estimated claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) **Reimbursement Claim Data.** Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g. IWM-1, (03)(A)(1)(f), means the information is located on form IWM-1, block (0), line (A)(1), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:
 OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:
 OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant			(02) Type of Claim		Fiscal Year	
			Reimbursement <input type="checkbox"/>			
			Estimated <input type="checkbox"/>		___ / ___	
Direct Costs		Object Accounts				
(03) Reimbursable Activities		(a)	(b)	(c)	(d)	(e)
		Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel & Training
		(f)				
		Total				
A. One-Time Activities						
1.	Development of Policies and Procedures					
2.	Staff Training					
B. Ongoing Activities						
1.	Completion and Submission of Plan to Board					
2.	Response to Board During Approval Process					
3.	Consultation with Board					
4.	Designation of Waste Reduction and Recycling Coordinator					
5.	Diversion and Maintenance of Approved Level of Reduction					
C. Alternative Compliance						
1.	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste					
2.	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste					
D. Accounting System						
E. Annual Report						
F. Annual Recycled Material Reports						
(04) Total Direct Costs						
Indirect Costs						
(05) Indirect Cost Rate		[Federally approved OMB A-21, FAM-29C, or 7%]				%
(06) Total Indirect Costs		[Line (05) x line (04)(a)]				
(07) Total Direct and Indirect Costs		[Line (04)(f) + line (06)]				
Cost Reduction						
(08) Less: Offsetting Savings						
(09) Less: Other Reimbursements						
(10) Total Claimed Amount		[Line (07) - {line (08) + line (09)}]				

Program 256	INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY Instructions	FORM IWM-1
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- (01) Claimant: Enter the name of the claimant.
- (02) Type of Claim: Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year of costs.
- Form IWM-1 must be filed for a reimbursement claim. Do not complete form IWM-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form IWM-1 must be completed and a statement attached explaining the increased costs. Without this information the estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) Reimbursable Activities: For each reimbursable activity, enter the total from form IWM-2, line (05), columns (d) through (h) to form IWM-1, block (04), columns (a) through (e) in the appropriate row. Total each row.
- (04) Total Direct Costs: Total column (f).
- (05) Indirect Cost Rate: Enter the indirect cost rate. Community college districts may use the federally approved OMBA-21, rate computed using form FAM-29C, or the 7% indirect cost rate, for the fiscal year of costs.
- (06) Total Indirect Costs: Enter the result of multiplying Total Salaries and Benefits, line (04)(a), by the Indirect Cost Rate, line (05)
- (07) Total Direct and Indirect Costs: Enter the sum of Total Direct Costs, line (04)(f), and Total Indirect Costs, line (06).
- (08) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (09) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (10) From Total Direct and Indirect Costs, line (07), subtract the sum of Offsetting Savings, line (08), and Other Reimbursements, line (09). Enter the remainder on this line and carry the amount forward to form FAM-27, line (07) for the Estimated Claim or line (13) for the Reimbursement Claim.

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant	(02) Fiscal Year
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Consultation With Board
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Maintenance of Approved Level of Reduction
	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/04 for 50% Waste	<input type="checkbox"/> Annual Recycled Material Reports
<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	

(04) Description of Expenses

	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training

(05) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___	
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Program 256	INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL Instructions	FORM IWM-2
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- (01) Claimant: Enter the name of the claimant.
- (02) Fiscal Year: Enter the fiscal year for which costs were incurred.
- (03) Reimbursable Activities: Check the box that indicates the cost activity being claimed. Check only one box per form. A separate form IWM-2 shall be prepared for each applicable activity.
- (04) Description of Expenses: The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost= Hourly Rate x Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost= Unit Cost x Usage		
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate	Days					Cost = Rate x Days or Miles	
Travel	Departure and Return Date	Mileage Rate Travel Cost	Miles Travel Mode					or Total Travel Cost	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (05), columns (d) through (h) to form IWM-1, block (04), columns (a) through (e) in the appropriate row.

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2008-21
INTEGRATED WASTE MANAGEMENT
COMMUNITY COLLEGE DISTRICTS
DECEMBER 1, 2008

Revised January 21, 2009

In accordance with Government Code (GC) Section 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state mandated cost programs. The following are claiming instructions and forms that eligible claimants will use for filing claims for the Integrated Waste Management (IWM) program. These claiming instructions are issued subsequent to adoption of the program's Parameters and Guidelines (P's & G's) by the Commission on State Mandates (CSM).

On March 25, 2004, CSM determined that the test claim legislation established costs mandated by the State according to the provisions listed in the P's & G's. For your reference, the P's & G's are included as an integral part of the claiming instructions.

Eligible Claimants

Any community college district that incurs increased costs as a result of this mandate is eligible to claim reimbursement of these costs.

Requirements, Limitations, and Exceptions

Form 1B for Alternative Compliance is to be completed only if the community college is unable to comply with the requirements of B.5. (Divert Solid Waste/Maintain Required Level) on Form 1A, pursuant to Reimbursable Activity C.1. or 2. as listed on page 6 of the P's and G's.

It is not mandatory to re-file claims for fiscal years in which there are no changes. In addition, if there is no "cost avoidance" to report and consequently no additional offsets to the original claim amounts, there is no need to re-file.

Filing Deadlines

A. Reimbursement Claims

A reimbursement claim is defined in GC Section 17522 as any claim filed with SCO by a CCD for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim.

In order for a claim to be considered properly filed, it must include documentation to support the indirect cost rate if the indirect cost rate exceeds seven percent. A full discussion of the indirect cost methods available to community colleges may be found in the P's & G's. Documentation to support actual costs must be kept on hand by the claimant and made available to SCO upon request as explained in the P's & G's.

Initial reimbursement claims must be filed within 120 days from the issuance date of the claiming instructions. Costs incurred for compliance with the mandated activities pursuant to Public Contract Code (PCC) Sections 12167 and 12167.1 are reimbursable for fiscal years 1999-00 and subsequent years. Seeking an alternative diversion goal or time extension pursuant to Public Resources Code Sections 42922, 42923, and 42927 are reimbursable from January 1, 2000, to December 31, 2005. All other costs incurred pursuant to Chapter 764, Statutes of 1999, are reimbursable for the period January 1, 2000, to June 30, 2000, and subsequent years. Actual claims must be filed with SCO and be delivered or postmarked on or before **March 31, 2009**. Claims for fiscal year 2008-09 must be delivered or postmarked on or before **February 16, 2010**, or a late fee will be assessed. **Claims filed more than one year after the deadline will not be accepted.**

B. Estimated Claims

Pursuant to AB 8, Chapter 6, Statutes of 2008, the option to file estimated claims has been eliminated. Therefore, estimated claims filed on or after February 16, 2008, will not be accepted by SCO.

Minimum Claim Cost

GC Section 17564(a) provides that no claim may be filed pursuant to Sections 17551 and 17561, unless such claim exceeds one thousand dollars (\$1,000).

Certification of Claim

In accordance with the provisions of the Code of Civil Procedure Section 2015.5, an authorized officer of the claimant is required to provide a certification of claim stating: "I certify, (or declare), under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of GC Section 17561, for the costs mandated by the State and contained herein.

Audit of Costs

All claims submitted to SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with SCO's claiming instructions and the P's & G's adopted by CSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a community college district for this mandate is subject to the initiation of an audit by SCO no later than three years after the date that the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds are appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for SCO to initiate an audit shall commence to run from the date of initial payment of the claim.

In any case, an audit shall be completed no later than two years after the date that the audit was initiated. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. On-site audits will be conducted by SCO as deemed necessary.

Retention of Claiming Instructions

The claiming instructions and forms in this package should be retained permanently in your Mandated Cost Manual for future reference and use in filing claims. These forms should be duplicated to meet your filing requirements. You will be notified of updated forms or changes to claiming instructions as necessary.

Questions, or requests for hard copies of these instructions, should be faxed to Angie Lowi-Teng at (916) 323-6527 or e-mailed to ateng@sco.ca.gov. Or, if you wish, you may call Angie of the Local Reimbursements Section at (916) 323-0706.

For your reference, these and future mandated costs claiming instructions and forms can be found on the Internet at www.sco.ca.gov/ard/local/locreim/index.shtml.

Address for Filing Claims

Claims should be rounded to the nearest dollar. Submit a signed original and a copy of form FAM-27, Claim for Payment, and all other forms and supporting documents.

To expedite the payment process, please sign the form in blue ink, and attach a copy of the form FAM-27 to the top of the claim package.

Use the following mailing addresses:

If delivered by

U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by

other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Amended: September 26, 2008
Adopted: March 30, 2005

AMENDMENTS TO PARAMETERS AND GUIDELINES

Public Resources Code Sections 40148, 40196.3, 42920-42928
Public Contract Code Sections 12167 and 12167.1

Statutes 1999, Chapter 764 (A.B. 75)
Statutes 1992, Chapter 1116 (A.B. 3521)

State Agency Model Integrated Waste Management Plan (February 2000)

Integrated Waste Management
00-TC-07

Santa Monica and Lake Tahoe Community College Districts, Co-claimants

I. SUMMARY OF THE MANDATE

On March 25, 2004, the Commission on State Mandates (Commission) adopted its Statement of Decision finding that Public Resources Code sections 40148, 40196.3, 42920-42928; Public Contract Code sections 12167 and 12167.1; and the State Agency Model Integrated Waste Management Plan (February 2000) require new activities, as specified below, which constitute new programs or higher levels of service for community college districts within the meaning of article XIII B, section 6, of the California Constitution, and impose costs mandated by the state pursuant to Government Code section 17514.

Specifically, the Commission approved this test claim for the increased costs of performing the following specific new activities:

- **Comply with the model plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000):** A community college must comply with the California Integrated Waste Management Board's (Board) model integrated waste management plan, which includes consulting with the Board to revise the model plan, as well as completing and submitting to the Board the following: (1) state agency or large state facility information form; (2) state agency list of facilities; (3) state agency waste reduction and recycling program worksheet, including the sections on program activities, promotional programs, and procurement activities; and (4) state agency integrated waste management plan questions.
- **Designate a solid waste reduction and recycling coordinator (Pub. Resources Code, § 42920, subd. (c)):** A community college must designate one solid waste reduction and recycling coordinator to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928), including implementing the community college's integrated waste management plan, and acting as a liaison to other state agencies (as defined by section 40196.3) and coordinators.

- **Divert solid waste (Pub. Resources Code, §§ 42921 & 42922, subd. (i)):** A community college must divert at least 25 percent of all its solid waste from landfill disposal or transformation facilities by January 1, 2002, through source reduction, recycling, and composting activities, and divert at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting.

A community college unable to comply with this diversion requirement may instead seek, until December 31, 2005, either an alternative requirement or time extension (but not both) as specified below:

- **Seek an alternative requirement (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b)):** A community college that is unable to comply with the 50-percent diversion requirement must: (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the 50-percent requirement; (3) participate in a public hearing on its alternative requirement; (4) provide the Board with information as to (a) the community college's good faith efforts to effectively implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board; (b) the community college's inability to meet the 50-percent diversion requirement despite implementing the measures in its plan; (c) the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve, and (d) relate to the Board circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.
- **Seek a time extension (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c)):** A community college that is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, must do the following pursuant to section 42923, subdivisions (a) and (c): (1) notify the Board in writing, detailing the reasons for its inability to comply; (2) request of the Board an alternative to the January 1, 2002 deadline; (3) provide evidence to the Board that it is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan; and (4) provide information to the Board that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college. (5) The community college must also submit a plan of correction that demonstrates that it will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be

implemented to meet those requirements, and the means by which these programs will be funded.

- **Report to the Board (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i)):** A community college must annually submit, by April 1, 2002 and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report is to encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (1) calculations of annual disposal reduction; (2) information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors; (3) a summary of progress implementing the integrated waste management plan; (4) the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste. (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.) (5) For a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension. (6) For a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.
- **Submit recycled material reports (Pub. Contract Code, § 12167.1):** A community college must annually report to the Board on quantities of recyclable materials collected for recycling.

State of California, Department of Finance, California Integrated Waste Management Board v. Commission on State Mandates, et al. (Sacramento County Superior Court, Case No. 07CS00355)

The Department of Finance and the Integrated Waste Management Board filed a petition for writ of mandate in March 2007, asking the court to set aside the Commission's decision granting the test claim and to require the Commission to issue a new Statement of Decision and parameters and guidelines that give full consideration to the community colleges' cost savings (e.g. avoided landfill disposal fees) and revenues (from recyclables) by complying with the test claim statutes. Petitioners' position was that the Commission had not properly accounted for all the offsetting cost savings from avoided disposal costs, or offsetting revenues from the sale of recyclable materials, in the Statement of Decision or parameters and guidelines. The Judgment and a Writ of Mandate were issued on June 30, 2008, ordering the Commission to:

1. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims, consistent with the directions for revenue in Public Contract code sections 12167 and 12167.1, cost savings realized as a result of implementing their plans; and

2. amend the parameters and guidelines in Test Claim No. 00-TC-07 to require community college districts claiming reimbursable costs of an integrated waste management plan under Public Resources Code section 42920, et seq. to identify and offset from their claims all of the revenue generated as a result of implementing their plans, without regard to the limitations or conditions described in sections 12167 and 12167.1 of the Public Contract Code.

II. ELIGIBLE CLAIMANTS

Community college districts that incur increased costs as a result of this mandate are eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

Government Code section 17557 states that a test claim must be submitted on or before June 30 following a given fiscal year to establish eligibility for that fiscal year. The test claim for this mandate was filed on March 9, 2001. Therefore, costs incurred for compliance with Public Contract Code sections 12167 and 12167.1 (Stats. 1992, ch. 1116) are eligible for reimbursement on or after July 1, 1999. However, because of the statute's operative date, all other costs incurred pursuant to Statutes 1999, chapter 764 are eligible for reimbursement on or after January 1, 2000.

Seeking an alternative diversion goal or time extension (Pub. Resources Code, §§ 42922, 42923, and 42927) is reimbursable until December 31, 2005.

Actual costs for one fiscal year should be included in each claim. Pursuant to Government Code section 17561, subdivision (d), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the claiming instructions by the State Controller.

If the total costs for a given fiscal year do not exceed \$1000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, receipts, and the community college plan approved by the Board.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of the mandate.

For each eligible claimant, the following activities are reimbursable:

A. One-Time Activities (*Reimbursable starting January 1, 2000*)

1. Develop the necessary district policies and procedures for the implementation of the integrated waste management plan.
2. Train district staff on the requirements and implementation of the integrated waste management plan (one-time per employee). Training is limited to the staff working directly on the plan.

B. Ongoing Activities (*Reimbursable starting January 1, 2000*)

1. Complete and submit to the Board the following as part of the State Agency Model Integrated Waste Management Plan (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.):
 - a. state agency or large state facility information form;
 - b. state agency list of facilities;
 - c. state agency waste reduction and recycling program worksheets that describe program activities, promotional programs, and procurement activities, and other questionnaires; and
 - d. state agency integrated waste management plan questions.

NOTE: Although reporting on promotional programs and procurement activities in the model plan is reimbursable, implementing promotional programs and procurement activities is not.

2. Respond to any Board reporting requirements during the approval process. (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
3. Consult with the Board to revise the model plan, if necessary.¹ (Pub. Resources Code, § 42920, subd. (b)(3) & State Agency Model Integrated Waste Management Plan, February 2000.)
4. Designate one solid waste reduction and recycling coordinator ("coordinator") for each college in the district to perform new duties imposed by chapter 18.5 (Pub. Resources Code, §§ 42920 – 42928). The coordinator shall implement the integrated waste management plan. The coordinator shall act as a liaison to other state agencies (as defined by section 40196.3) and coordinators. (Pub. Resources Code, § 42920, subd. (c).)

¹ Attachment 1, California Integrated Waste Management Board, State Agency Model Integrated Waste Management Plan (February 2000).

5. Divert at least 25 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2002, and at least 50 percent of all solid waste from landfill disposal or transformation facilities by January 1, 2004, through source reduction, recycling, and composting activities. Maintain the required level of reduction, as approved by the Board. (Pub. Resources Code, §§ 42921 & 42922, subd. (i).)

C. Alternative Compliance (*Reimbursable from January 1, 2000 – December 31, 2005*)

1. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2002 deadline to divert 25 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42923 subds. (a) & (c).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the January 1, 2002 deadline.
 - c. Provide evidence to the Board that the college is making a good faith effort to implement the source reduction, recycling, and composting programs identified in its integrated waste management plan.
 - d. Provide information that describes the relevant circumstances that contributed to the request for extension, such as lack of markets for recycled materials, local efforts to implement source reduction, recycling and composting programs, facilities built or planned, waste disposal patterns, and the type of waste disposed of by the community college.
 - e. Submit a plan of correction that demonstrates that the college will meet the requirements of Section 42921 [the 25 and 50 percent diversion requirements] before the time extension expires, including the source reduction, recycling, or composting steps the community college will implement, a date prior to the expiration of the time extension when the requirements of Section 42921 will be met, the existing programs that it will modify, any new programs that will be implemented to meet those requirements, and the means by which these programs will be funded.
2. Seek either an alternative requirement or time extension if a community college is unable to comply with the January 1, 2004 deadline to divert 50 percent of its solid waste, by doing the following: (Pub. Resources Code, §§ 42927 & 42922, subds. (a) & (b).)
 - a. Notify the Board in writing, detailing the reasons for its inability to comply.
 - b. Request of the Board an alternative to the 50-percent requirement.
 - c. Participate in a public hearing on its alternative requirement.
 - d. Provide the Board with information as to:
 - (i) the community college's good faith efforts to implement the source reduction, recycling, and composting measures described in its integrated waste management plan, and demonstration of its progress toward meeting the alternative requirement as described in its annual reports to the Board;
 - (ii) the community college's inability to meet the 50 percent diversion requirement despite implementing the measures in its plan;

- (iii) how the alternative source reduction, recycling, and composting requirement represents the greatest diversion amount that the community college may reasonably and feasibly achieve; and,
- (iv) the circumstances that support the request for an alternative requirement, such as waste disposal patterns and the types of waste disposed by the community college.

D. Accounting System (*Reimbursable starting January 1, 2000*)

Developing, implementing, and maintaining an accounting system to enter and track the college's source reduction, recycling and composting activities, the cost of those activities, the proceeds from the sale of any recycled materials, and such other accounting systems which will allow it to make its annual reports to the state and determine waste reduction. Note: only the pro-rata portion of the costs incurred to implement the reimbursable activities can be claimed.

E. Annual Report (*Reimbursable starting January 1, 2000*)

Annually prepare and submit, by April 1, 2002, and by April 1 each subsequent year, a report to the Board summarizing its progress in reducing solid waste. The information in the report must encompass the previous calendar year and shall contain, at a minimum, the following as outlined in section 42926, subdivision (b): (Pub. Resources Code, §§ 42926, subd. (a) & 42922, subd. (i).)

1. calculations of annual disposal reduction;
2. information on the changes in waste generated or disposed of due to increases or decreases in employees, economics, or other factors;
3. a summary of progress made in implementing the integrated waste management plan;
4. the extent to which the community college intends to use programs or facilities established by the local agency for handling, diversion, and disposal of solid waste (If the college does not intend to use those established programs or facilities, it must identify sufficient disposal capacity for solid waste that is not source reduced, recycled or composted.);
5. for a community college that has been granted a time extension by the Board, it shall include a summary of progress made in meeting the integrated waste management plan implementation schedule pursuant to section 42921, subdivision (b), and complying with the college's plan of correction, before the expiration of the time extension;
6. for a community college that has been granted an alternative source reduction, recycling, and composting requirement by the Board pursuant to section 42922, it shall include a summary of progress made towards meeting the alternative requirement as well as an explanation of current circumstances that support the continuation of the alternative requirement.

F. Annual Recycled Material Reports (*Reimbursable starting July 1, 1999*)

Annually report to the Board on quantities of recyclable materials collected for recycling. (Pub. Contract Code, § 12167.1.)

V. **CLAIM PREPARATION AND SUBMISSION**

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services.

4. Fixed Assets and Equipment

Report the purchase price paid for fixed assets and equipment (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset or equipment is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of cost element

A.1., Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1., Salaries and Benefits, and A.2., Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3., Contracted Services.

B. Indirect Cost Rates

Indirect costs are costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been claimed as a direct cost.

Indirect costs include: (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs, and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

Community colleges have the option of using: (1) a federally approved rate, utilizing the cost accounting principles from the Office of Management and Budget Circular A-21, "Cost Principles of Educational Institutions"; (2) the rate calculated on State Controller's Form FAM-29C; or (3) a 7% indirect cost rate.

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a local agency or school district pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section IV, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Reimbursement for this mandate from any source, including but not limited to, services fees

collected, federal funds, and other state funds allocated to any service provided under this program, shall be identified and offset from this claim. Offsetting revenue shall include all revenues generated from implementing the Integrated Waste Management Plan.

In addition, revenue from a building-operating fee imposed pursuant to Education Code section 76375, subdivision (a) if received by a claimant and the revenue is applied to this program, shall be deducted from the costs claimed.

VIII. OFFSETTING COST SAVINGS

Reduced or avoided costs realized from implementation of the community college districts' Integrated Waste Management plans shall be identified and offset from this claim as cost savings, consistent with the directions for revenue in Public Contract Code sections 12167 and 12167.1. Pursuant to these statutes, community college districts are required to deposit cost savings resulting from their Integrated Waste Management plans in the Integrated Waste Management Account in the Integrated Waste Management Fund; the funds deposited in the Integrated Waste Management Account, upon appropriation by the Legislature, may be expended by the California Integrated Waste Management Board for the purpose of offsetting Integrated Waste Management plan costs. Subject to the approval of the California Integrated Waste Management Board, cost savings by a community college that do not exceed two thousand dollars (\$2,000) annually are continuously appropriated for expenditure by the community college for the purpose of offsetting Integrated Waste Management program costs. Cost savings exceeding two thousand dollars (\$2,000) annually may be available for expenditure by the community college only when appropriated by the Legislature. To the extent so approved or appropriated and applied to the college, these amounts shall be identified and offset from the costs claimed for implementing the Integrated Waste Management Plan.

IX. STATE CONTROLLER'S REVISED CLAIMING INSTRUCTIONS

The Controller shall, within 60 days after receiving amended parameters and guidelines prepare and issue revised claiming instructions for mandates that require state reimbursement after any decision or order of the commission pursuant to section 17559. The claiming instructions shall be derived from the test claim decision and the parameters and guidelines adopted by the Commission. Pursuant to Government Code section 17561, subdivision (d)(2), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission. In preparing revised claiming instructions, the Controller may request the assistance of other state agencies. (Gov. Code, § 17558, subdivision (c).)

If revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between November 15 and February 15, a local agency or school district filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

X. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the

Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

XI. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statement of Decision is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claim. The administrative record, including the Statement of Decision, is on file with the Commission.

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT			For State Controller Use Only (19) Program Number 00256 (20) Date Filed (21) LRS Input	Program 256
(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) FORM-1, (04)(f)	
Address			(23) FORM-1, (05)	
			(24) FORM-1, (08)	
			(25) FORM-1, (09)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26) FORM-1, (10)	
	(03) Estimated	(09) Reimbursement <input type="checkbox"/>	(27)	
	(04) Combined	(10) Combined <input type="checkbox"/>	(28)	
	(05) Amended	(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost	(06)	(12)	(30)	
Total Claimed Amount	(07)	(13)	(31)	
Less: Late Penalty (refer to claiming instructions)		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16)	(34)	
Due from State	(08)	(17)	(35)	
Due to State		(18)	(36)	
(37) CERTIFICATION OF CLAIM				
In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the community college to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.				
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.				
The amounts for the Reimbursement Claim are hereby claimed from the State for payment of actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.				
Signature of Authorized Officer			Date	
_____			_____	
Type or Print Name			Title	
_____			_____	
(38) Name of Contact Person for Claim			Telephone Number _____	
_____			E-mail Address _____	

Program 256	INTEGRATED WASTE MANAGEMENT CERTIFICATION CLAIM FORM INSTRUCTIONS	FORM FAM-27
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- (01) Enter the payee number assigned by the State Controller's Office.
- (02) Enter your Official Name, County of Location, Street or P. O. Box address, City, State, and Zip Code.
- (03) Leave blank.
- (04) Leave blank.
- (05) Leave blank.
- (06) Leave blank.
- (07) Leave blank.
- (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim from Form-1A, line (11). The total claimed amount must exceed \$1,000.
- (14) Reimbursement claims must be filed by **February 15** of the following fiscal year in which costs were incurred or the claims will be reduced by a late penalty. Enter zero if the claim was timely filed, otherwise, enter the product of multiplying line (13) by the factor 0.10 (10 % penalty), not to exceed \$10,000.
- (15) If filing a reimbursement claim or a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form-1, (04)(f), means the information is located on Form-1, block (04), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the payment process.**
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the district's authorized officer, and must include the person's name and title, typed or printed. **Claims cannot be paid unless accompanied by an original signed certification. (To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED ORIGINAL, AND A COPY OF FORM FAM-27, WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS TO:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY	FORM 1A
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(01) Claimant	(02) Type of Claim Reimbursement	Fiscal Year
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Direct Costs	Object Accounts					
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
A. One-Time Activity						
1. Develop Policies and Procedures						
2. Train District Staff on IWM Plan						
B. Ongoing Activities						
1. Complete and Submit IWM Plan to Board						
2. Respond to Board Requirements						
3. Consult with Board to Revise Plan						
4. Designate Coordinator for Each College						
5. Divert Solid Waste/Maintain Required Level						
(04) Total Direct Costs						

Indirect Costs	
(05) Indirect Cost Rate	[Refer to Claiming Instructions]
(06) Total Indirect Costs	[Refer to Claiming Instructions]
(07) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]
(08) Total from Forms 1A, 1B, and 1C	[Add 1A(07) + 1B(07) + 1C(07)]

Cost Reduction	
(09) Less: Offsetting Savings	
(10) Less: Other Reimbursements	
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY INSTRUCTIONS	FORM 1A
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) Reimbursable Activities. For each reimbursable activity, enter the totals from form Form-2A, line (09), columns (d) through (h), to form Form-1A, block (03), columns (a) through (e), in the appropriate row. Total each row.
- (B)(5) Divert Solid Waste/Maintain Required Level. If this activity is claimed, Form 1B for Alternative Compliance must not be completed.**
- (04) Total Direct Costs. Total columns (a) through (f).
- (05) Use the SCO FAM-29C, Flat 7%, or Federally Approved OMB A-21 methodology if specifically allowed by the P's and G's for this program. **See the Community College Mandated Cost Manual, Section 9, Indirect Costs for important instructions on claiming indirect costs using the Federally Approved OMB A-21 Rate for electronic claims.**
- (06) Enter the result of multiplying *Salaries and Benefits Only*, line (04)(a), by the *Indirect cost rate*, line (05).
- (07) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (04)(f), and Total Indirect Costs, line (06).
- (08) Enter the sum total of Forms 1A, 1B and 1C here.
- (09) Less: Offsetting Savings. If applicable, enter the total savings experienced by the claimant as a direct result of this mandate, such as reduction in disposal costs, staff reductions (including benefits), materials and supplies (less purchases due to re-use), elimination of storage, reduction in transportation costs, equipment, and any other relevant reduction in costs. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, sale of recyclables, sale of surplus equipment, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) Total Claimed Amount. From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to form FAM-27, line (13) for the Reimbursement Claim.

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY	FORM 1B
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(01) Claimant	(02) Type of Claim Reimbursement	Fiscal Year
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C. Alternative Compliance (From 01/01/2000 to 12/31/2005) Do not complete if B5 on Form 1A is claimed.

(03) Reimbursable Activities: Choose either 1 or 2, as applicable.

Direct Costs		Object Accounts					
1.	Alternative Requirement of Time Extension {If unable to comply with 01/01/02 deadline to divert 25% of solid waste per PRCEE 42927 & 42923 (a) & (c)}	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
a.	Provide Written Notification to the Board						
b.	Request Alternative from the Board						
c.	Provide Evidence to the Board						
d.	Provide Relevant Information						
e.	Submit Plan of Correction						
(04) Total Direct Costs							

Direct Costs		Object Accounts					
2.	Alternative Requirement of Time Extension {If unable to comply with 01/01/04 deadline to divert 25% of solid waste per PRCEE 42927 & 42922 (a) & (b)}	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
a.	Provide Written Notification to the Board						
b.	Request Alternative from the Board						
c.	Participate in Public Hearing						
d.	Provide Information to the Board						
(04) Total Direct Costs							

Indirect Costs	
(05) Indirect Cost Rate	[Refer to Claiming Instructions]
(06) Total Indirect Costs	[Refer to Claiming Instructions]
(07) Total Direct and Indirect Costs	[Line (05)(f) + line (06)] [Forward total to Form-1A, line (08)]

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY	FORM 1B
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This form is to be completed only if the community college is unable to comply with the reimbursable activity, listed on the P's and G's page 6, under IV. REIMBURSABLE ACTIVITIES, B.5., Ongoing Activities, and listed on Form-1A as Divert Solid Waste/Maintain Required Level.

Choose either Reimbursable Activity 1 or 2, as applicable.

If the community college is unable to comply with the **January 1, 2002**, deadline to divert at least **25%** of all solid waste from landfill disposal or transformation facilities, complete **Reimbursable Activity 1**.

If the community college is unable to comply with the **January 1, 2004**, deadline to divert at least **50%** of all solid waste from landfill disposal or transformation facilities, complete **Reimbursable Activity 2**.

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of claim.
- (03) Reimbursable Activities. For each reimbursable activity, enter the total from form 2B, line (09), columns (d) through (h) to form 1A, block (03), columns (a) through (e) in the appropriate row. Total each row.
- (04) Total Direct Costs. Total columns (a) through (f).
- (05) Use the SCO FAM-29C, Flat 7%, or Federally Approved OMB A-21 methodology if specifically allowed by the P's and G's for this program. **See the Community College Mandated Cost Manual, Section 9, Indirect Costs for important instructions on claiming indirect costs using the Federally Approved OMB A-21 Rate for electronic claims.**
- (06) Depending on the direct cost method used, enter the result of multiplying *Salaries and Benefits Only*, line (04)(1)(a) or line (04)(2)(a), by the *Indirect cost rate*, line (05).
- (07) Total Direct and Indirect Costs. Actual Cost Method: Enter the sum of Total Direct Costs, line (04)(f), and Total Indirect Costs, line (06). Forward this amount to Form-1A, line (08).

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY						FORM 1C
(01) Claimant				(02) Type of Claim Reimbursement		Fiscal Year	
Direct Costs		Object Accounts					
(03)	Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
D.	Accounting System	Reimbursement begins January 1, 2000					
1.	Develop, Implement & Maintain System						
E.	Annual Report of Progress	Reimbursement begins January 1, 2000					
1.	Calculations of Annual Disposal Reduction						
2.	Information on the Changes						
3.	Summary of Process Made in IWM Plan						
4.	The Extent of CCD's Use of IWM Plan						
5.	Time Extension Summary of Progress						
6.	Alternative Reduction Summary of Progress						
F.	Annual Recycled Material Reports	Reimbursement begins July 1, 1999					
1.	Annual Report to the Board						
(04) Total Direct Costs							
Indirect Costs							
(05) Indirect Cost Rate				[Refer to Claiming Instructions]			
(06) Total Indirect Costs				[Refer to Claiming Instructions]			
(07) Total Direct and Indirect Costs		[Line (04)(f) + line (06)]				[Forward total to Form-1A, line (08)]	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY INSTRUCTIONS	FORM 1C
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) Reimbursable Activities. For each reimbursable activity, enter the totals from form Form-2C, line (09), columns (d) through (h), to form Form-1C, block (03), columns (a) through (e), in the appropriate row. Total each row.
- (B)(5) Divert Solid Waste/Maintain Required Level. If this activity is claimed, Form 1B for Alternative Compliance must not be completed.
- (04) Total Direct Costs. Total columns (a) through (f).
- (05) Use the SCO FAM-29C, Flat 7%, or Federally Approved OMB A-21 methodology if specifically allowed by the P's and G's for this program. **See the Community College Mandated Cost Manual, Section 9, Indirect Costs for important instructions on claiming indirect costs using the Federally Approved OMB A-21 Rate for electronic claims.**
- (06) Enter the result of multiplying *Salaries and Benefits Only*, line (04)(a), by the *Indirect cost rate*, line (05).
- (07) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (04)(f), and Total Indirect Costs, line (06). Forward this total to Form-1A, line (08).

Program <b style="font-size: 24pt;">256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL	FORM <b style="font-size: 24pt;">2A
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(01) Claimant	(02) Fiscal Year
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(03) If filing a combined claim, enter the combined claimant name below: <b style="text-align: center;">Electronic Claim Only	(04) If filing by departments with different indirect cost rates, enter the department name below: <b style="text-align: center;">Electronic Claim Only
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(05) Indirect Cost Rate <b style="text-align: center;">Electronic Claim Only	(06) Indirect Cost Rate Base <b style="text-align: center;">Electronic Claim Only
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(07) Reimbursable Components: Check only one box per form to identify the activity being claimed.

<p>One-Time Activities</p> <p><input type="checkbox"/> Development of Policies and Procedures</p> <p><input type="checkbox"/> Train District Staff on IWM Plan</p>	<p>Ongoing Activities</p> <p><input type="checkbox"/> Complete and Submit of IWM Plan to Board</p> <p><input type="checkbox"/> Respond to Board Requirements</p> <p><input type="checkbox"/> Consult with Board to Revise Plan</p> <p><input type="checkbox"/> Designate Coordinator for Each College</p> <p><input type="checkbox"/> Divert Solid Waste/Maintain Required Level</p>
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(08) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training

(09) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___	
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Program 256	INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2A
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs were incurred.
- (03) Leave blank.
- (04) Leave blank.
- (05) Leave blank.
- (06) Leave blank.
- (07) Reimbursable Activities. Check the box that indicates the activity being claimed. Check only one box per form. A separate Form-2 must be prepared for each applicable activity.
- (08) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to SCO on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries and Benefits									
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked inclusive Dates of Service			Cost=Hourly Rate x Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost= Unit Cost x Usage		
Travel and Training	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (09) Total line (08), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (09), columns (d) through (h) to Form-1A, block (03), columns (a) through (e) in the appropriate row.

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL	FORM 2B
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(01) Claimant	(02) Fiscal Year
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(03) If filing a combined claim, enter the combined claimant name below: Electronic Claim Only	(04) If filing by departments with different indirect cost rates, enter the department name below: Electronic Claim Only
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(05) Indirect Cost Rate Electronic Claim Only	(06) Indirect Cost Rate Base Electronic Claim Only
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(07) Reimbursable Components: Check only one box per form to identify the activity being claimed.

1. Alternative Requirement or Time <input type="checkbox"/> Provide Written Notification to the Board <input type="checkbox"/> Request Alternative from the Board <input type="checkbox"/> Provide Evidence to the Board <input type="checkbox"/> Provide Relevant Information <input type="checkbox"/> Submit Plan of Correction	2. Alternative Requirement or Time Extension <input type="checkbox"/> Provide Written Notification to the Board <input type="checkbox"/> Request Alternative from the Board <input type="checkbox"/> Participate in Public Hearing <input type="checkbox"/> Provide Information to the Board
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(08) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
(09) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___							

Program 256	INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2B
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs were incurred.
- (03) Leave blank.
- (04) Leave blank.
- (05) Leave blank.
- (06) Leave blank.
- (07) Reimbursable Activities. Check the box that indicates the activity being claimed. Check only one box per form. A separate Form-2 must be prepared for each applicable activity.
- (08) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to SCO on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries and Benefits									
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost=Hourly Rate x Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost= Unit Cost x Usage		
Travel and Training									
Travel	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

- (09) Total line (08), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (09), columns (d) through (h) to Form-1A, block (03), columns (a) through (e) in the appropriate row.

Program <b style="font-size: 24pt;">256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL	FORM 2C
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(01) Claimant	(02) Fiscal Year
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(03) If filing a combined claim, enter the combined claimant name below: <b style="text-align: center;">Electronic Claim Only	(04) If filing by departments with different indirect cost rates, enter the department name below: <b style="text-align: center;">Electronic Claim Only
--	--

(05) Indirect Cost Rate <b style="text-align: center;">Electronic Claim Only	(06) Indirect Cost Rate Base <b style="text-align: center;">Electronic Claim Only
---	--

(07) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

D. Accounting System <input type="checkbox"/> Develop, Implement & Maintain System F. Annual Recycled Material Reports <input type="checkbox"/> Annual Report to the Board	E. Annual Report of Progress <input type="checkbox"/> Calculations of Annual Disposal Reduction <input type="checkbox"/> Information on the Changes <input type="checkbox"/> Summary of Progress Made in IWM Plan <input type="checkbox"/> The Extent of CCD's Use of IWM Plan <input type="checkbox"/> Time Extension Summary of Progress <input type="checkbox"/> Alternative Reduction Summary of Progress
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(08) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
(09) Total <input type="checkbox"/> Subtotal <input type="checkbox"/> Page: ___ of ___							

Program 256	INTEGRATED WASTE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL INSTRUCTIONS	FORM 2C
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs were incurred.
- (03) Leave blank.
- (04) Leave blank.
- (05) Leave blank.
- (06) Leave blank.
- (07) Reimbursable Activities. Check the box that indicates the activity being claimed. Check only one box per form. A separate Form-2 must be prepared for each applicable activity.
- (08) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box "checked" in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel and training expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit shall be from the date of initial payment of the claim. Such documents shall be made available to SCO on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries and Benefits									
Salaries	Employee Name/Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
Benefits	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost=Hourly Rate x Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost= Unit Cost x Usage		
Travel and Training									
Travel	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
Training	Employee Name/Title Name of Class		Dates Attended					Registration Fee	

(09) Total line (08), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (09), columns (d) through (h) to Form-1A, block (03), columns (a) through (e) in the appropriate row.

FILING A CLAIM

1. Introduction

The law in the State of California, (GC Sections 17500 through 17617), provides for the reimbursement of costs incurred by community college districts (CCD) for costs mandated by the State. Costs mandated by the State means any increased costs which a CCD is required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program.

Estimated claims that show costs to be incurred in the current fiscal year and reimbursement claims that detail the costs actually incurred for the prior fiscal year may be filed with the State Controller's Office (SCO). Claims for on-going programs are filed annually by January 15. Claims for new programs are filed within 120 days from the date claiming instructions are issued for the program. A 10 percent penalty, up to \$1,000 for continuing claims, no limit for initial claims, is assessed for late claims. The SCO may audit the records of any CCD to verify the actual amount of mandated costs and may reduce any claim that is excessive or unreasonable.

When a program has been reimbursed for three or more years, the Commission on State Mandates (COSM) may approve the program for inclusion in the State Mandates Apportionment System (SMAS). For programs included in SMAS, the SCO determines the amount of each claimant's entitlement based on an average of three consecutive fiscal years of actual costs adjusted by any changes in the Implicit Price Deflator (IPD). Claimants with an established entitlement receive an annual apportionment adjusted by any changes in the IPD and, under certain circumstances, by any changes in workload. Claimants with an established entitlement do not file further claims for the program.

The SCO is authorized to make payments for costs of mandated programs from amounts appropriated by the State Budget Act, by the State Mandates Claims Fund, or by specific legislation. In the event the appropriation is insufficient to pay claims in full, claimants will receive prorated payments in proportion to the dollar amount of approved claims for the program. Balances of prorated payments will be made when supplementary funds are made available.

The instructions contained in this manual are intended to provide general guidance for filing a mandated cost claim. Since each mandate is administered separately, it is important to refer to the specific program for information relating to established policies on eligible reimbursable costs.

2. Types of Claims

There are three types of claims: Reimbursement, estimated, and entitlement. A claimant may file a reimbursement claim for actual mandated costs incurred in the prior fiscal year or may file an estimated claim for mandated costs to be incurred during the current fiscal year. An entitlement claim may be filed for the purpose of establishing a base year entitlement amount for mandated programs included in SMAS. A claimant who has established a base year entitlement for a program, would receive an automatic annual payment which is reflective of the current costs for the program.

All claims received by the SCO will be reviewed to verify actual costs. An adjustment of the claim will be made if the amount claimed is determined to be excessive, improper, or unreasonable. The claim must be filed with sufficient documentation to support the costs claimed. The types of documentation required to substantiate a claim are identified in the instructions for the program. The certification of claim, form FAM-27, must be signed and dated by the entity's authorized officer in order for the SCO to make payment on the claim.

A. Reimbursement Claim

A reimbursement claim is defined in GC Section 17522 as any claim filed with the SCO by a CCD for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim. The claim must include supporting documentation to substantiate the costs claimed.

Initial reimbursement claims are first-time claims for reimbursement of costs for one or more prior fiscal years of a program that was previously unfunded. Claims are due 120 days from the date of issuance of the claiming instructions for the program by the SCO. The first statute that appropriates funds for the mandated program will specify the fiscal years for which costs are eligible for reimbursement.

Annual reimbursement claims must be filed by January 15 following the fiscal year in which costs were incurred for the program. A reimbursement claim must detail the costs actually incurred in the prior fiscal year.

An actual claim for 2005-06 fiscal year, may be filed by January 15, 2007 without a late penalty. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$1,000. However, initial reimbursement claims will be reduced by a late penalty of 10% with no limitation. In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. Claims filed more than one year after the deadline or without the requested supporting documentation will not be accepted.

B. Estimated Claim

An estimated claim is defined in GC Section 17522 as any claim filed with the SCO, during the fiscal year in which the mandated costs are to be incurred by the CCD, against an appropriation made to the SCO for the purpose of paying those costs.

An estimated claim may be filed in conjunction with an initial reimbursement claim, annual reimbursement claim, or at other times for estimated costs to be incurred during the current fiscal year. Annual estimated claims are due January 15 of the fiscal year in which the costs are to be incurred. Initial estimated claims are due on the date specified in the claiming instructions. Timely filed estimated claims are paid before those filed after the deadline.

After receiving payment for an estimated claim, the claimant must file a reimbursement claim by January 15 following the fiscal year in which costs were incurred. If the claimant fails to file a reimbursement claim, monies received for the estimated claims must be returned to the State.

C. Entitlement Claim

An entitlement claim is defined in GC Section 17522 as any claim filed by a CCD with the SCO for the sole purpose of establishing or adjusting a base year entitlement for a mandated program that has been included in SMAS. An entitlement claim should not contain nonrecurring or initial start-up costs. There is no statutory deadline for the filing of entitlement claims. However, entitlement claims and supporting documents should be filed by January 15, following the third fiscal year used to develop the entitlement claim, to permit an orderly processing of claims. When the claims are approved and a base year entitlement amount is determined, the claimant will receive an apportionment reflective of the program's current year costs.

Once a mandate has been included in SMAS and the claimant has established a base year entitlement, the claimant will receive automatic payments from the SCO for the mandate. The automatic apportionment is determined by adjusting the claimant's base year entitlement for changes in the implicit price deflator of costs of goods and services to governmental agencies, as determined by the State Department of Finance. For programs approved by the COSM for inclusion in SMAS on or after January 1, 1988, the payment for each year succeeding the three

year base period is adjusted according to any changes by both the deflator and average daily attendance. Annual apportionments for programs included in the system are paid on or before November 30 of each year.

A base year entitlement is determined by computing an average of the claimant's costs for any three consecutive years after the program has been approved for the SMAS process. The amount is first adjusted according to any changes in the deflator. The deflator is applied separately to each year's costs for the three years, which comprise the base year. The SCO will perform this computation for each claimant who has filed claims for three consecutive years. If a claimant has incurred costs for three consecutive years but has not filed a claim in each of those years, the claimant may file an entitlement claim, form FAM-43, to establish a base year entitlement. The form FAM-43 is included in the claiming instructions for SMAS programs. An entitlement claim does not result in the claimant being reimbursed for the costs incurred, but rather entitles the claimant to receive automatic payments from SMAS.

3. Minimum Claim Amount

For initial claims and annual claims filed on or after September 30 2002, if the total costs for a given year do not exceed \$1,000, no reimbursement shall be allowed except as otherwise allowed by GC Section 17564.

4. Filing Deadline for Claims

Initial reimbursement claims (first-time claims) for reimbursement of costs of a previously unfunded mandated program must be filed within 120 days from the date of issuance of the program's claiming instructions by the SCO. If the initial reimbursement claim is filed after the deadline, but within one year of the deadline, the approved claim must be reduced by a 10% penalty. A claim filed more than one year after the deadline cannot be accepted for reimbursement.

Annual reimbursement claims for costs incurred during the previous fiscal year and estimated claims for costs to be incurred during the current fiscal year must be filed with the SCO and postmarked on or before January 15. If the annual or estimated reimbursement claim is filed after the deadline, but within one year of the deadline, the approved claim must be reduced by a 10% late penalty, not to exceed \$1,000. Claims must include supporting data to show how the amount claimed was derived. Without this information, the claim cannot be accepted.

Entitlement claims do not have a filing deadline. However, entitlement claims and supporting documents should be filed by January 15 to permit an orderly processing of claims. Entitlement claims are used to establish a base year entitlement amount for calculating automatic annual payments. Entitlement does not result in the claimant being reimbursed for costs incurred, but rather entitles the claimant to receive automatic payments from SMAS.

5. Payment of Claims

In order for the SCO to authorize payment of a claim, the Certification of Claim, form FAM-27, must be properly filled out, signed, and dated by the entity's authorized officer.

Reimbursement and estimated claims are paid within 60 days of the filing deadline for the claim, or 15 days after the date the appropriation for the claim is effective, whichever is later. A claimant is entitled to receive accrued interest at the pooled money investment account rate if the payment was made more than 60 days after the claim filing deadline or the actual date of claim receipt, whichever is later. For an initial claim, interest begins to accrue when the payment is made more than 365 days after the adoption of the program's statewide cost estimate. The SCO may withhold up to 20 percent of the amount of an initial claim until the claim is audited to verify the actual amount of the mandated costs. The 20 percent withheld is not subject to accrued interest.

In the event the amount appropriated by the Legislature is insufficient to pay the approved amount in full for a program, claimants will receive a prorated payment in proportion to the amount of approved claims timely filed and on hand at the time of proration.

The SCO reports the amounts of insufficient appropriations to the State Department of Finance, the Chairperson of the Joint Legislative Budget Committee, and the Chairperson of the respective committee in each house of the Legislature, which consider appropriations in order to assure appropriation of these funds in the Budget Act. If these funds cannot be appropriated on a timely basis in the Budget Act, this information is transmitted to the COSM which will include these amounts in its report to assure that an appropriation sufficient to pay the claims is included in the next local government claims bill or other appropriation bills. When the supplementary funds are made available, the balance of the claims will be paid.

Unless specified in the statutes, regulations, or P's & G's, the determination of allowable and unallowable costs for mandates is based on the P's & G's adopted by the COSM. The determination of allowable reimbursable mandated costs for unfunded mandates is made by the COSM. The SCO determines allowable reimbursable costs, subject to amendment by the COSM, for mandates funded by special legislation. Unless specified, allowable costs are those direct and indirect costs, less applicable credits, considered to be eligible for reimbursement. In order for costs to be allowable and thus eligible for reimbursement, the costs must meet the following general criteria:

1. The cost is necessary and reasonable for proper and efficient administration of the mandate and not a general expense required to carry out the overall responsibilities of government.
2. The cost is allocable to a particular cost objective identified in the P's & G's.
3. The cost is net of any applicable credits that offset or reduce expenses of items allocable to the mandate.

The SCO has identified certain costs that should not be claimed as direct program costs unless specified as reimbursable under the program's P's & G's. These costs include, but are not limited to, subscriptions, depreciation, memberships, conferences, workshops general education, and travel costs.

6. State Mandates Apportionment System (SMAS)

Chapter 1534, Statutes of 1985, established SMAS, a method of paying certain mandated programs as apportionments. This method is utilized whenever a program has been approved for inclusion in SMAS by the COSM.

When a mandated program has been included in SMAS, the SCO will determine a base year entitlement amount for each CCD that has submitted reimbursement claims (or entitlement claims) for three consecutive fiscal years. A base year entitlement amount is determined by averaging the approved reimbursement claims (or entitlement claims) for 1982-83, 1983-84, and 1984-85 years or any three consecutive fiscal years thereafter. The amounts are first adjusted by any change in the Implicit Price Deflator (IPD), which is applied separately to each year's costs for the three years that comprise the base period. The base period means the three fiscal years immediately succeeding the COSM's approval.

Each CCD with an established base year entitlement for the program will receive automatic annual payments from the SCO reflective of the program's current year costs. The amount of apportionment is adjusted annually for any change in the IPD. If the mandated program was included in SMAS after January 1, 1988, the annual apportionment is adjusted for any change in both the IPD and average daily attendance.

In the event a CCD has incurred costs for three consecutive fiscal years but did not file a reimbursement claim in one or more of those fiscal years, the CCD may file an entitlement claim for each of those missed years to establish a base year entitlement. An "entitlement claim" means any

claim filed by CCD with the SCO for the sole purpose of establishing a base year entitlement. A base year entitlement shall not include any nonrecurring or initial start-up costs.

Initial apportionments are made on an individual program basis. After the initial year, all apportionments are made by November 30. The amount to be apportioned is the base year entitlement adjusted by annual changes in the IPD for the cost of goods and services to governmental agencies as determined by the State Department of Finance.

In the event the CCD determines that the amount of apportionment does not accurately reflect costs incurred to comply with a mandate, the process of adjusting an established base year entitlement upon which the apportionment is based is set forth in GC Section 17615.8 and requires the approval of the COSM.

7. Direct Costs

A direct cost is a cost that can be identified specifically with a particular program or activity. Each claimed reimbursable cost must be supported by documentation as described in Section 12. Costs that are typically classified as direct costs are:

(1) Employee Wages, Salaries, and Fringe Benefits

For each of the mandated activities performed, the claimant must list the names of the employees who worked on the mandate, their job classification, hours worked on the mandate, and rate of pay. The claimant may, in-lieu of reporting actual compensation and fringe benefits, use a productive hourly rate:

(a) Productive Hourly Rate Options

A CCD may use one of the following methods to compute productive hourly rates:

- Actual annual productive hours for each employee
- The weighted-average annual productive hours for each job title, or
- 1,800* annual productive hours for all employees

If actual annual productive hours or weighted-average annual productive hours for each job title is chosen, the claim must include a computation of how these hours were computed.

* 1,800 annual productive hours excludes the following employee time:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken.

(b) Compute a Productive Hourly Rate

1. Compute a productive hourly rate for salaried employees to include actual fringe benefit costs. The methodology for converting a salary to a productive hourly rate is to compute the employee's annual salary and fringe benefits and divide by the annual productive hours.

Table 1: Productive Hourly Rate, Annual Salary + Benefits Method

Formula:	Description:
$[(EAS + Benefits) \div APH] = PHR$	EAS = Employee's Annual Salary
	APH = Annual Productive Hours
$[(\$26,000 + \$8,099) \div 1,800 \text{ hrs}] = 18.94$	PHR = Productive Hourly Rate

- As illustrated in Table 1, if you assume an employee's compensation was \$26,000 and \$8,099 for annual salary and fringe benefits, respectively, using the "Salary + Benefits Method," the productive hourly rate would be \$18.94. To convert a biweekly salary to EAS, multiply the biweekly salary by 26. To convert a monthly salary to EAS, multiply the monthly salary by 12. Use the same methodology to convert other salary periods.
2. A claimant may also compute the productive hourly rate by using the "Percent of Salary Method."

Table 2: Productive Hourly Rate, Percent of Salary Method

Example:		
Step 1: Fringe Benefits as a Percent of Salary		Step 2: Productive Hourly Rate
Retirement	15.00 %	Formula:
Social Security & Medicare	7.65	$[(EAS \times (1 + FBR)) \div APH] = PHR$
Health & Dental Insurance	5.25	
Workers Compensation	3.25	$[(\$26,000 \times (1.3115)) \div 1,800] = \18.94
Total	31.15 %	
Description:		
EAS = Employee's Annual Salary		APH = Annual Productive Hours
FBR = Fringe Benefit Rate		PHR = Productive Hourly Rate

- As illustrated in Table 3, both methods produce the same productive hourly rate.
- Reimbursement for personnel services includes, but is not limited to, compensation paid for salaries, wages and employee fringe benefits. Employee fringe benefits include employer's contributions for social security, pension plans, insurance, workmen's compensation insurance and similar payments. These benefits are eligible for reimbursement as long as they are distributed equitably to all activities. Whether these costs are allowable is based on the following presumptions:
- The amount of compensation is reasonable for the service rendered.
 - The compensation paid and benefits received are appropriately authorized by the governing board.
 - Amounts charged for personnel services are based on payroll documents that are supported by time and attendance or equivalent records for individual employees.
 - The methods used to distribute personnel services should produce an equitable distribution of direct and indirect allowable costs.

For each of the employees included in the claim, the claimant must use reasonable rates and hours in computing the wage cost. If a person of a higher-level job position, perform an activity which normally would be performed by a lower-level position, reimbursement for time spent is allowable at the average salary range for the lower-level position. The salary rate of the person at a higher-level position may be claimed if it can be shown that it was more cost effective in comparison to the performance by a person at the lower-level position under normal circumstances and conditions. The number of hours charged to an activity should reflect the time expected to complete the activity under normal circumstances and conditions. The numbers of hours in excess of normal expected hours are not reimbursable.

(c) Calculating an Average Productive Hourly Rate

In those instances where the parameters and guidelines allow a unit as a basis of claiming costs, the direct labor component of the unit cost should be expressed as an average productive hourly rate and can be determined as follows:

Table 3: Calculating an Average Productive Hourly Rate

	<u>Time Spent</u>	<u>Productive Hourly Rate</u>	<u>Total Cost by Employee</u>
Employee A	1.25 hrs	\$6.00	\$7.50
Employee B	0.75 hrs	4.50	3.38
Employee C	3.50 hrs	10.00	35.00
Total	5.50 hrs		\$45.88
Average Productive Hourly Rate is \$45.88/5.50 hrs. = \$8.34			

(d) Employer's Fringe Benefits Contribution

A CCD has the option of claiming actual employer's fringe benefit contributions or may compute an average fringe benefit cost for the employee's job classification and claim it as a percentage of direct labor. The same time base should be used for both salary and fringe benefits when computing a percentage. For example, if health and dental insurance payments are made annually, use an annual salary. After the percentage of salary for each fringe benefit is computed, total them.

For example:

<u>Employer's Contribution</u>	<u>% of Salary</u>
Retirement	15.00%
Social Security	7.65%
Health and Dental Insurance	5.25%
Worker's Compensation	0.75%
Total	<u>28.65%</u>

(e) Materials and Supplies

Only actual expenses can be claimed for materials and supplies, which were acquired and consumed specifically for the purpose of a mandated program. The claimant must list the materials and supplies that were used to perform the mandated activity, the

number of units consumed, the cost per unit, and the total dollar amount claimed. Materials and supplies purchased to perform a particular mandated activity are expected to be reasonable in quality, quantity, and cost. Purchases in excess of reasonable quality, quantity, and cost are not reimbursable. Materials and supplies withdrawn from inventory and charged to the mandated activity must be based on a recognized method of pricing, consistently applied. Purchases shall be claimed at the actual price after deducting discounts, rebates and allowances received by the CCD.

(f) Calculating a Unit Cost for Materials and Supplies

In those instances where the P's & G's suggest that a unit cost be developed for use as a basis of claiming costs mandated by the State, the materials and supplies component of the unit cost should be expressed as a unit cost of materials and supplies as shown in Table 1 or Table 2:

Table 1: Calculating A Unit Cost for Materials and Supplies

Supplies	<u>Cost Per Unit</u>	Amount of Supplies Used <u>Per Activity</u>	Unit Cost of Supplies <u>Per Activity</u>
Paper	0.02	4	\$0.08
Files	0.10	1	0.10
Envelopes	0.03	2	0.06
Photocopies	0.10	4	<u>0.40</u>
			<u>\$0.64</u>

Table 2: Calculating a Unit Cost for Materials and Supplies

Supplies	Supplies <u>Used</u>	Unit Cost of Supplies <u>Per Activity</u>
Paper (\$10.00 for 500 sheet ream)	250 Sheets	\$5.00
Files (\$2.50 for box of 25)	10 Folders	1.00
Envelopes (\$3.00 for box of 100)	50 Envelopes	1.50
Photocopies (\$0.05 per copy)	40 Copies	<u>2.00</u>
		<u>\$9.50</u>

If the number of reimbursable instances is 25, then the unit cost of supplies is \$0.38 per reimbursable instance (\$9.50/25).

(g) Contract Services

The cost of contract services is allowable if the CCD lacks the staff resources or necessary expertise, or it is economically feasible to hire a contractor to perform the mandated activity. The claimant must give the name of the contractor, explain the reason for having to hire a contractor, describe the mandated activities performed, give the dates when the activities were performed, the number of hours spent performing the mandate, the hourly billing rate, and the total cost. The hourly billing rate shall not exceed the rate specified in the P's & G's for the mandated program. The contractor's

invoice, or statement, which includes an itemized list of costs for activities performed, must accompany the claim.

(h) Equipment Rental Costs

Equipment purchases and leases (with an option to purchase) are not reimbursable as a direct cost unless specifically allowed by the P's & G's for the particular mandate. Equipment rentals used solely for the mandate is reimbursable to the extent such costs do not exceed the retail purchase price of the equipment plus a finance charge. The claimant must explain the purpose and use for the equipment, the time period for which the equipment was rented and the total cost of the rental. If the equipment is used for purposes other than reimbursable activities, only the pro rata portion of the rental costs can be claimed.

(i) Capital Outlay

Capital outlays for land, buildings, equipment, furniture and fixtures may be claimed if the P's & G's specify them as allowable. If they are allowable, the parameters and guidelines for the program will specify a basis for the reimbursement. If the fixed asset or equipment is also used for purposes other than reimbursable activities for a specific mandate, only the pro rata portion of the purchase price used to implement the reimbursable activities can be claimed.

(j) Travel Expenses

Travel expenses are normally reimbursable in accordance with travel rules and regulations of the local jurisdiction. For some programs, however, the P's & G's may specify certain limitations on expenses, or that expenses can only be reimbursed in accordance with the State Board of Control travel standards. When claiming travel expenses, the claimant must explain the purpose of the trip, identify the name and address of the persons incurring the expense, the date and time of departure and return for the trip, description of each expense claimed, the cost of transportation, number of private auto miles traveled, and the cost of tolls and parking with receipts required for charges over \$10.00.

(k) Documentation

It is the responsibility of the claimant to make available to the SCO, upon request, documentation in the form of general and subsidiary ledgers, purchase orders, invoices, contracts, canceled warrants, equipment usage records, land deeds, receipts, employee time sheets, agency travel guidelines, inventory records, and other relevant documents to support claimed costs. The type of documentation necessary for each claim may differ with the type of mandate.

8. Indirect Costs

Indirect costs are: (a) Incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. Indirect costs can originate in the department performing the mandate or in departments that supply the department performing the mandate with goods, services and facilities. To be allowable, a cost must be allocable to a particular cost objective. Indirect costs must be distributed to benefiting cost objectives on bases which produce an equitable result related to the benefits derived by the mandate.

A CCD may claim indirect costs using the Controller's methodology (FAM-29C) outlined in the following paragraphs. If specifically allowed by a mandated program's P's & G's, a district may alternately choose to claim indirect costs using either (1) a federally approved rate prepared in

accordance with Office of Management and Budget (OMB) Circular A-21, *Cost Principles for Educational Institutions*; or (2) a flat 7% rate.

The SCO developed FAM-29C to be consistent with OMB Circular A-21, cost accounting principles as they apply to mandated cost programs. The objective is to determine an equitable rate to allocate administrative support to personnel who performed the mandated cost activities. The FAM-29C methodology uses a direct cost base comprised of salary and benefit costs and operating expenses. Form FAM-29C provides a consistent indirect cost rate methodology for all CCD's mandated cost programs.

FAM-29C uses total expenditures that districts report in their *California Community Colleges Annual Financial and Budget Report* (CCFS-311), Expenditures by Activity for the General Fund – Combined. The computation excludes Capital Outlay and Other Outgo in accordance with OMB Circular A-21. The indirect cost rate computation includes any depreciation or use allowance applicable to district buildings and equipment. Districts calculate depreciation or use allowance costs separately from the CCFS-311 report and should calculate them in accordance with OMB Circular A-21.

OMB Circular A-21, Section C.4, states that cost is allocable to a particular cost objective in accordance with the relative benefits received. Also, Section E.2.b. states that the overall objective of the cost allocation process is to distribute indirect costs to the institution's major functions in proportions reasonably consistent with their use of the institution's resources. In addition, Section E.2.c. notes that where certain items or categories of expense relate to less than all functions, such expenses should be set aside for selective allocation.

OMB Circular A-21, Section H, describes a simplified method for indirect cost rate calculations. However, Section H.1.b. states that the simplified method should not be used where it produces results that appear inequitable. As previously noted, FAM-29C strives to equitably allocate administrative support costs to personnel that perform mandated cost activities claimed by CCD. For example, library costs and department administration expenses, normally classified fully or partly as indirect costs in OMB Circular A-21, are instead classified as direct costs for FAM-29C. These costs do not benefit mandated cost activities. In summary, FAM-29C indirect costs include Operation and Maintenance of Plant; Planning, Policy Making, and Coordination; General Institutional Support Services (excluding Community Relations); and depreciation or use allowance. Community Relations includes fundraising costs, which are unallowable under OMB Circular A-21. If the district claims any costs from these indirect accounts as a direct mandate-related costs, the same costs should be reclassified as direct on FAM-29C.

Table 4 presents an example of the FAM-29C methodology.

Table 4: Indirect Cost Rate for Community Colleges

MANDATED COST INDIRECT COST RATE FOR COMMUNITY COLLEGE DISTRICTS					FORM FAM 29-C	
(1) Claimant			(02) Period of Claim			
Activity	EDP	Total Costs Per CCFS-311	Less: Capital Outlay and Other Outgo	FAM 29-C Adjusted Total	Indirect	Direct
Instructional Activities	599	\$ 51,792,408	\$ (230,904)	\$ 51,561,504		\$ 51,561,504
Instruct. Admin. & Instruct. Governance	6000	6,882,034	(216,518)	6,665,516		6,665,516
Instructional Support Services	6100	4,155,095	(9,348)	4,145,747		4,145,747
Admissions and Records	6200	2,104,543	(3,824)	2,100,719		2,100,719
Student Counseling and Guidance	6300	4,570,658	(1,605)	4,569,053		4,569,053
Other Student Services	6400	5,426,510	(41,046)	5,385,464		5,385,464
Operation and Maintenance of Plant	6500	8,528,585	(111,743)	8,416,842	8,416,842	-
Planning, Policy Making, and Coordination	6600	5,015,333	(23,660)	4,991,673	4,991,673	-
General Institutional Support Services	6700			-		-
Community Relations	6710	885,089	(6,091)	878,998		878,998
Fiscal Operations	6720	1,891,424	(40,854)	1,850,570	1,850,570	-
Human Resources Management	6730	1,378,288	(25,899)	1,352,389	1,352,389	-
Non-instructional Staff Retirees' Benefits and Retirement Incentives	6740	1,011,060		1,011,060	1,011,060	-
Staff Development	6750	108,655	(8,782)	99,873	99,873	-
Staff Diversity	6760	30,125		30,125	30,125	-
Logistical Services	6770	2,790,091	(244,746)	2,545,345	2,545,345	-
Management Information Systems	6780	2,595,214	(496,861)	2,098,353	2,098,353	-
Other General Institutional Support Services	6790	33,155	(4,435)	28,720	28,720	-
Community Services and Economic Development	6800	340,014		340,014		340,014
Ancillary Services	6900	1,148,730	(296)	1,148,434		1,148,434
Auxiliary Operations	7000			-		-
Depreciation or Use Allowance - Building				-	2,620,741	
Depreciation or Use Allowance - Equipment				-	1,706,396	
Totals		<u>\$100,687,011</u>	<u>\$ (1,466,612)</u>	<u>\$ 99,220,399</u>	<u>\$26,752,087</u>	<u>\$ 76,795,449</u>
					(A)	(B)
Indirect Cost Rate (A)/(B)					<u>34.84%</u>	

9. Time Study Guidelines

Background

For costs incurred on or after January 1, 2005, a reasonable reimbursement methodology can be used as a formula for reimbursing CCD costs mandated by the state that meets certain conditions specified in GC Section 17518.5(a). For costs incurred prior to January 1, 2005, a time study can only be substituted for continuous records of actual time spent for a specific fiscal year if the program's P's & G's allows for the use of time studies.

Two methods are acceptable for documenting employee time charged to mandated cost programs: Actual Time Reporting and Time Study, which are described below. Application of time study results is restricted. As explained in Time Study Results below, the results may be projected forward a maximum of two years provided the claimant meets certain criteria.

Actual Time Reporting

The P's & G's define reimbursable activities for each mandated cost program. (Some P's & G's refer to reimbursable activities as reimbursable components.) When employees work on multiple activities and/or programs, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation that meets the following standards (which clarify documentation requirements discussed under the Reimbursable Activities section of recent P's & G's):

- They must reflect an after-the-fact (contemporaneous) distribution of the actual activity of each employee;
- They must account for the total activity for which each employee is compensated;
- They must be prepared at least monthly and must coincide with one or more pay periods; and
- They must be signed by the employee.

Budget estimates or other distribution percentages determined before services are performed do not qualify as support for time distribution.

Time Study

In certain cases, a time study may be used to substitute for continuous records of actual time spent on multiple activities and/or programs. An effective time study requires that an activity be a task that is repetitive in nature. Activities that require a varying level of effort are not appropriate for time studies.

Time Study Plan

A time study plan is necessary before conducting the time study. The claimant must retain the time study plan for audit purposes. The plan needs to identify the following:

- Time period(s) to be studied – The plan must show that all time periods selected are representative of the fiscal year, and that the results can be reasonably projected to approximate actual costs.
- Activities and/or programs to be studied – For each mandated program included, the time study must separately identify each reimbursable activity defined in the mandated program's P's & G's, which are derived from the program's Statement of Decision. If a reimbursable activity in the P's & G's identifies separate and distinct sub-activities, they must also be treated as individual activities.

For example, sub-activities (a), (b), and (c) under reimbursable activity (B)(1) of the local agency's Domestic Violence Treatment Services: Authorization and Case Management program relate to information to be discussed during victim notification by the probation department and therefore are not separate and distinct activities. These sub-activities do not have to be separately studied.

- Process used to accomplish each reimbursable activity – Use flowcharts or similar analytical tools and/or written desk procedures to describe the process for each activity.
- Employee universe – The employee universe used in the time study must include all positions whose salaries and wages are to be allocated by means of the time study.
- Employee sample selection methodology – The plan must show that employees selected are representative of the employee universe, and the results can be reasonably projected to approximate actual costs. In addition, the employee sample size should be proportional to the variation in time spent to perform a task. The sample size should be larger for tasks with significant time variations.
- Time increments to be recorded – The time increments used should be sufficient to recognize the number of different activities performed and the dynamics of these responsibilities. Very large increments (such as one hour or more) might be used for employees performing only a few functions that change very slowly over time. Very small increments (a number of minutes) may be needed for employees performing more short-term tasks.

Random moment sampling is not an acceptable alternative to continuous time records for mandated cost claims. Random moment sampling techniques are most applicable in situations where employees perform many different types of activities on a variety of programs with small time increments throughout the fiscal year.

Time Study Documentation

Time studies must:

- Be supported by time records that are completed contemporaneously;
- Report activity on a daily basis;
- Be sufficiently detailed to reflect all mandated activities and/or programs performed during a specific time period; and
- Coincide with one or more pay periods.

Time records must be signed by the employee (electronic signatures are acceptable) and be supported by corroborating evidence which validates that the work was actually performed. As with actual time reporting, budget estimates or other distribution percentages determined before services are performed do not qualify as valid time studies.

Time Study Results

Time study results must be summarized to show how the time study supports the costs claimed for each activity. Any variations from the procedures identified in the original time study plan must be documented and explained.

Current-year costs must be used to prepare a time study. Claimants may project time study results to no more than two subsequent fiscal years. A claimant may not apply time study results retroactively.

- Annual Reimbursement Claims – Claimants may use time studies to support costs incurred on or after January 1, 2005. Claimants may not use time studies for the period July 1, 2004,

through December 31, 2004, unless (1) the program's P's & G's specifically allow time studies, and (2) the time study is prepared based on mandated activity occurring between July 1, 2004, and December 31, 2004.

- **Initial Claims** – When filing an initial claim for new mandated programs, claimants may only use time study results for costs incurred on or after January 1, 2005. Claimants may not use time studies to support costs incurred before January 1, 2005, unless (1) the program's P's & G's specifically allow time studies, and (2) the claimant prepares separate time studies for each fiscal year preceding January 1, 2005, based on mandated activity occurring during those years.

When projecting time study results, the claimant must certify that there have been no significant changes between years in either: (1) the requirements of each mandated program activity or (2) the processes and procedures used to accomplish the activity. For all years, the claimant must maintain corroborating evidence that validates the mandated activity was actually performed. Time study results used to support subsequent years' claims are subject to the recordkeeping requirements for those claims.

10. Offset Against State Mandated Claims

As noted previously, allowable costs are defined as those direct and indirect costs, less applicable credits, considered to be eligible for reimbursement. When all or part of the costs of a mandated program are specifically reimbursable from local assistance revenue sources (e.g., state, federal, foundation, etc.), only that portion of any increased costs payable from CCD funds is eligible for reimbursement under the provisions of GC Section 17561.

Example 1:

As illustrated in Table 5, this example shows how the "Offset against State Mandated Claims" is determined for a CCD receiving block grant revenues not based on a formula allocation. Program costs for each of the situations equals \$100,000.

Table 5: Offset Against State Mandates, Example 1

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$95,000	\$2,500	\$-0-	\$2,500
2.	100,000	97,000	2,500	-0-	2,500
3.	100,000	98,000	2,500	500	2,000
4.	100,000	100,000	2,500	2,500	-0-
5.	100,000 *	50,000	2,500	1,250	1,250
6.	100,000 *	49,000	2,500	250	2,250

* CCD share is \$50,000 of the program cost.

Numbers (1) through (4), in Table 5, show intended funding at 100% from local assistance revenue sources. Numbers (5) and (6) show cost sharing on a 50/50 basis with the district. In numbers (1) through (6), included in the program costs of \$100,000 are state mandated costs of \$2,500. The offset against state mandated claims are the amount of actual local assistance revenues, which exceeds the difference between program costs and state mandated costs. This offset cannot exceed the amount of state mandated costs.

In (1), local assistance revenues were less than expected. Local assistance funding was not in excess of the difference between program costs and state mandated costs. As a result, the offset against state mandated claims is zero and \$2,500 is claimable as mandated costs.

In (4), local assistance revenues were fully realized to cover the entire cost of the program, including the state mandate activity; therefore, the offset against state mandated claims is \$2,500, and claimable costs are \$0.

In (5), the district is sharing 50% of the project cost. Since local assistance revenues of \$50,000 were fully realized, the offset against state mandated claims is \$1,250.

In (6), local assistance revenues were less than the amount expended and the offset against state mandated claims is \$250. Therefore, the claimable mandated costs are \$2,250.

Example 2:

As illustrated in Table 6, this example shows how the offset against state mandated claims is determined for a CCD receiving special project funds based on approved actual costs. Local assistance revenues for special projects must be applied proportionately to approve costs.

Table 6: Offset Against State Mandates, Example 2

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$100,000	\$2,500	\$2,500	\$-0-
2.	100,000 **	75,000	2,500	1,875	625
3.	100,000 **	45,000	1,500	1,125	375

** CCD share is \$25,000 of the program cost.

In (2), the entire program cost was approved. Since the local assistance revenue source covers 75% of the program cost, it also proportionately covered 75% of the \$2,500 state mandated costs, or \$1,875.

If in (3) local assistance revenues are less than the amount expected because only \$60,000 of the \$100,000 program costs were determined to be valid by the contracting agency, then a proportionate share of state mandated costs is likewise reduced to \$1,500. The offset against state mandated claims is \$1,125. Therefore, the claimable mandated costs are \$375.

Federal and State Funding Sources

State school fund apportionments and federal aid for education, which are based on average daily attendance and are part of the general system of financing public schools as well as block grants which do not provide for specific reimbursement of costs (i.e., allocation formulas not tied to expenditures), should not be included as reimbursements from local assistance revenue sources.

Governing Authority

The costs of salaries and expenses of the governing authority, such as the school superintendent and governing board, are not reimbursable. These are costs of general government as described in the Office of Management and Budget Circular (OMB) 2 CFR Part 225.

11. Notice of Claim Adjustment

All claims submitted to the SCO are reviewed to determine if the claim was prepared in accordance with the claiming instructions. If any adjustments are made to a claim, the claimant will receive a "Notice of Claim Adjustments" detailing adjustments made by the SCO.

12. Audit of Costs

All claims submitted to the State Controller's Office (SCO) are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment will be mailed within 30 days after payment of the claim.

Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by CCD pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed no later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

On-site audits will be conducted by the SCO as deemed necessary. Accordingly, all documentation to support actual costs claimed must be retained for a period of three years after the end of the calendar year in which the reimbursement claim was filed or amended regardless of the year of costs incurred. When no funds are appropriated for initial claims at the time the claim is filed, supporting documents must be retained for three years from the date of initial payment of the claim. Claim documentation shall be made available to the SCO on request.

13. Source Documents

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct based upon personal knowledge." Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

For costs incurred on or after January 1, 2005, a reasonable reimbursement methodology can be used as a formula for reimbursing a CCD mandated by the state that meets certain conditions specified in 17518.5(a). For costs incurred prior to January 1, 2005, time study can substitute for continuous records of actual time spent for a specific fiscal year only if the program's P's & G's allow for the use of time studies.

14. Claim Forms and Instructions

A claimant may submit a computer generated report in substitution for Form-1 and Form-2, provided the format of the report and data fields contained within the report are identical to the claim forms included with these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file an estimated or reimbursement claim. The SCO will revise the manual and claim forms as necessary.

A. Form-2, Component/Activity Cost Detail

This form is used to segregate the detail costs by claim component. In some mandates, specific reimbursable activities have been identified for each component. The expenses reported on this form must be supported by the official financial records of the claimant and copies of supporting documentation, as specified in the claiming instructions, must be submitted with the claims. All supporting documents must be retained for a period of not less than three years after the reimbursement claim was filed or last amended.

B. Form-1, Claim Summary

This form is used to summarize direct costs by component and compute allowable indirect costs for the mandate. The direct costs summarized on this form are derived from Form-2 and are carried forward to form FAM-27.

A CCD has the option of using a federally approved rate (i.e., utilizing the cost accounting principles from the Office of Management and Budget (OMB) 2 CFR Part 225) or from FAM-29C.

C. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized officer of the CCD. All applicable information from Form-1 must be carried forward onto this form in order for the SCO to process the claim for payment. An original and one copy of the FAM-27 is required.

Claims should be rounded to the nearest dollar. Submit a signed original and one copy of form FAM-27, Claim for Payment, and all other forms and supporting documents (**To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.**) Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
Other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

15. Retention of Claiming Instructions

For your convenience, the revised claiming instructions in this package have been arranged in alphabetical order by program name. These revisions should be inserted in the School Mandated Cost Manual and the old forms they replace should be removed. The instructions should then be retained permanently for future reference, and the forms should be duplicated to meet your filing requirements. Annually, updated forms and any other information or instructions claimants may need to file claims, as well as instructions and forms for all new programs released throughout the

year will be placed on the SCO's web site at www.sco.ca.gov/ard/local/locreim/index.shtml.

If you have any questions concerning mandated cost reimbursements, please write to us at the address listed for filing claims, or send e-mail to lrsdar@sco.ca.gov, or call the Local Reimbursements Section at (916) 324-5729.

16. Retention of Claim Records and Supporting Documentation

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and that the claim was prepared in accordance with the SCO's claiming instructions and the COSM's P's and G's. If any adjustments are made to a claim, a "Notice of Claim Adjustments" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a school district is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit shall commence to run from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and shall be made available to the SCO on request.

FILING A CLAIM

1. Introduction

The law in the State of California, (GC Sections 17500 through 17617), provides for the reimbursement of costs incurred by community college districts (CCD) for costs mandated by the State. Costs mandated by the State means any increased costs which a CCD is required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program.

Estimated claims that show costs to be incurred in the current fiscal year and reimbursement claims that detail the costs actually incurred for the prior fiscal year may be filed with the State Controller's Office (SCO). Claims for on-going programs are filed annually by February 15. Claims for new programs are filed within 120 days from the date claiming instructions are issued for the program. A 10 percent penalty, up to \$10,000 for continuing claims, no limit for initial claims, is assessed for late claims. The SCO may audit the records of any CCD to verify the actual amount of mandated costs and may reduce any claim that is excessive or unreasonable.

When a program has been reimbursed for three or more years, the Commission on State Mandates (COSM) may approve the program for inclusion in the State Mandates Apportionment System (SMAS). For programs included in SMAS, the SCO determines the amount of each claimant's entitlement based on an average of three consecutive fiscal years of actual costs adjusted by any changes in the Implicit Price Deflator (IPD). Claimants with an established entitlement receive an annual apportionment adjusted by any changes in the IPD and, under certain circumstances, by any changes in workload. Claimants with an established entitlement do not file further claims for the program.

The SCO is authorized to make payments for costs of mandated programs from amounts appropriated by the State Budget Act, by the State Mandates Claims Fund, or by specific legislation. In the event the appropriation is insufficient to pay claims in full, claimants will receive prorated payments in proportion to the dollar amount of approved claims for the program. Balances of prorated payments will be made when supplementary funds are made available.

The instructions contained in this manual are intended to provide general guidance for filing a mandated cost claim. Since each mandate is administered separately, it is important to refer to the specific program for information relating to established policies on eligible reimbursable costs.

2. Types of Claims

There are three types of claims: Reimbursement, estimated, and entitlement. A claimant may file a reimbursement claim for actual mandated costs incurred in the prior fiscal year or may file an estimated claim for mandated costs to be incurred during the current fiscal year. An entitlement claim may be filed for the purpose of establishing a base year entitlement amount for mandated programs included in SMAS. A claimant who has established a base year entitlement for a program, would receive an automatic annual payment which is reflective of the current costs for the program.

All claims received by the SCO will be reviewed to verify actual costs. An adjustment of the claim will be made if the amount claimed is determined to be excessive, improper, or unreasonable. The claim must be filed with sufficient documentation to support the costs claimed. The types of documentation required to substantiate a claim are identified in the instructions for the program. The certification of claim, form FAM-27, must be signed and dated by the entity's authorized officer in order for the SCO to make payment on the claim.

A. Reimbursement Claim

A reimbursement claim is defined in GC Section 17522 as any claim filed with the SCO by a CCD for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim. The claim must include supporting documentation to substantiate the costs claimed.

Initial reimbursement claims are first-time claims for reimbursement of costs for one or more prior fiscal years of a program that was previously unfunded. Claims are due 120 days from the date of issuance of the claiming instructions for the program by the SCO. The first statute that appropriates funds for the mandated program will specify the fiscal years for which costs are eligible for reimbursement.

Annual reimbursement claims must be filed by February 15 following the fiscal year in which costs were incurred for the program. A reimbursement claim must detail the costs actually incurred in the prior fiscal year.

An actual claim for 2006-07 fiscal year, may be filed by February 15, 2008 without a late penalty. Claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$10,000. However, initial reimbursement claims will be reduced by a late penalty of 10% with no limitation. In order for a claim to be considered properly filed, it must include any specific supporting documentation requested in the instructions. Claims filed more than one year after the deadline or without the requested supporting documentation will not be accepted.

B. Estimated Claim

An estimated claim is defined in GC Section 17522 as any claim filed with the SCO, during the fiscal year in which the mandated costs are to be incurred by the CCD, against an appropriation made to the SCO for the purpose of paying those costs.

An estimated claim may be filed in conjunction with an initial reimbursement claim, annual reimbursement claim, or at other times for estimated costs to be incurred during the current fiscal year. Annual estimated claims are due February 15 of the fiscal year in which the costs are to be incurred. Initial estimated claims are due on the date specified in the claiming instructions. Timely filed estimated claims are paid before those filed after the deadline.

After receiving payment for an estimated claim, the claimant must file a reimbursement claim by February 15 following the fiscal year in which costs were incurred. If the claimant fails to file a reimbursement claim, monies received for the estimated claims must be returned to the State.

C. Entitlement Claim

An entitlement claim is defined in GC Section 17522 as any claim filed by a CCD with the SCO for the sole purpose of establishing or adjusting a base year entitlement for a mandated program that has been included in SMAS. An entitlement claim should not contain nonrecurring or initial start-up costs. There is no statutory deadline for the filing of entitlement claims. However, entitlement claims and supporting documents should be filed by February 15, following the third fiscal year used to develop the entitlement claim, to permit an orderly processing of claims. When the claims are approved and a base year entitlement amount is determined, the claimant will receive an apportionment reflective of the program's current year costs.

Once a mandate has been included in SMAS and the claimant has established a base year entitlement, the claimant will receive automatic payments from the SCO for the mandate. The automatic apportionment is determined by adjusting the claimant's base year entitlement for changes in the implicit price deflator of costs of goods and services to governmental agencies, as determined by the State Department of Finance. For programs approved by the COSM for inclusion in SMAS on or after January 1, 1988, the payment for each year succeeding the three

year base period is adjusted according to any changes by both the deflator and average daily attendance. Annual apportionments for programs included in the system are paid on or before November 30 of each year.

A base year entitlement is determined by computing an average of the claimant's costs for any three consecutive years after the program has been approved for the SMAS process. The amount is first adjusted according to any changes in the deflator. The deflator is applied separately to each year's costs for the three years, which comprise the base year. The SCO will perform this computation for each claimant who has filed claims for three consecutive years. If a claimant has incurred costs for three consecutive years but has not filed a claim in each of those years, the claimant may file an entitlement claim, form FAM-43, to establish a base year entitlement. The form FAM-43 is included in the claiming instructions for SMAS programs. An entitlement claim does not result in the claimant being reimbursed for the costs incurred, but rather entitles the claimant to receive automatic payments from SMAS.

3. Minimum Claim Amount

For initial claims and annual claims filed on or after September 30 2002, if the total costs for a given year do not exceed \$1,000, no reimbursement shall be allowed except as otherwise allowed by GC Section 17564.

4. Filing Deadline for Claims

Initial reimbursement claims (first-time claims) for reimbursement of costs of a previously unfunded mandated program must be filed within 120 days from the date of issuance of the program's claiming instructions by the SCO. If the initial reimbursement claim is filed after the deadline, but within one year of the deadline, the approved claim must be reduced by a 10% penalty. A claim filed more than one year after the deadline cannot be accepted for reimbursement.

Annual reimbursement claims for costs incurred during the previous fiscal year and estimated claims for costs to be incurred during the current fiscal year must be filed with the SCO and postmarked on or before February 15. If the annual or estimated reimbursement claim is filed after the deadline, but within one year of the deadline, the approved claim must be reduced by a 10% late penalty, not to exceed \$10,000. Claims must include supporting data to show how the amount claimed was derived. Without this information, the claim cannot be accepted.

Entitlement claims do not have a filing deadline. However, entitlement claims and supporting documents should be filed by February 15 to permit an orderly processing of claims. Entitlement claims are used to establish a base year entitlement amount for calculating automatic annual payments. Entitlement does not result in the claimant being reimbursed for costs incurred, but rather entitles the claimant to receive automatic payments from SMAS.

5. Payment of Claims

In order for the SCO to authorize payment of a claim, the Certification of Claim, form FAM-27, must be properly filled out, signed, and dated by the entity's authorized officer.

Reimbursement and estimated claims are paid within 60 days of the filing deadline for the claim, or 15 days after the date the appropriation for the claim is effective, whichever is later. A claimant is entitled to receive accrued interest at the pooled money investment account rate if the payment was made more than 60 days after the claim filing deadline or the actual date of claim receipt, whichever is later. For an initial claim, interest begins to accrue when the payment is made more than 365 days after the adoption of the program's statewide cost estimate. The SCO may withhold up to 20 percent of the amount of an initial claim until the claim is audited to verify the actual amount of the mandated costs. The 20 percent withheld is not subject to accrued interest.

Pursuant to GC section 17561 (d), the Controller shall pay any eligible claim by August 15 or 45 days after the date the appropriation for the claim is effective, whichever is later. In the event the amount appropriated by the Legislature is insufficient to pay the approved amount in full for a program, claimants will receive a prorated payment in proportion to the amount of approved claims timely filed and on hand at the time of proration.

The SCO reports the amounts of insufficient appropriations to the State Department of Finance, the Chairperson of the Joint Legislative Budget Committee, and the Chairperson of the respective committee in each house of the Legislature, which consider appropriations in order to assure appropriation of these funds in the Budget Act. If these funds cannot be appropriated on a timely basis in the Budget Act, this information is transmitted to the COSM which will include these amounts in its report to assure that an appropriation sufficient to pay the claims is included in the next local government claims bill or other appropriation bills. When the supplementary funds are made available, the balance of the claims will be paid.

Unless specified in the statutes, regulations, or P's & G's, the determination of allowable and unallowable costs for mandates is based on the P's & G's adopted by the COSM. The determination of allowable reimbursable mandated costs for unfunded mandates is made by the COSM. The SCO determines allowable reimbursable costs, subject to amendment by the COSM, for mandates funded by special legislation. Unless specified, allowable costs are those direct and indirect costs, less applicable credits, considered to be eligible for reimbursement. In order for costs to be allowable and thus eligible for reimbursement, the costs must meet the following general criteria:

1. The cost is necessary and reasonable for proper and efficient administration of the mandate and not a general expense required to carry out the overall responsibilities of government.
2. The cost is allocable to a particular cost objective identified in the P's & G's.
3. The cost is net of any applicable credits that offset or reduce expenses of items allocable to the mandate.

The SCO has identified certain costs that should not be claimed as direct program costs unless specified as reimbursable under the program's P's & G's. These costs include, but are not limited to, subscriptions, depreciation, memberships, conferences, workshops general education, and travel costs.

6. State Mandates Apportionment System (SMAS)

Chapter 1534, Statutes of 1985, established SMAS, a method of paying certain mandated programs as apportionments. This method is utilized whenever a program has been approved for inclusion in SMAS by the COSM.

When a mandated program has been included in SMAS, the SCO will determine a base year entitlement amount for each CCD that has submitted reimbursement claims (or entitlement claims) for three consecutive fiscal years. A base year entitlement amount is determined by averaging the approved reimbursement claims (or entitlement claims) for 1982-83, 1983-84, and 1984-85 years or any three consecutive fiscal years thereafter. The amounts are first adjusted by any change in the Implicit Price Deflator (IPD), which is applied separately to each year's costs for the three years that comprise the base period. The base period means the three fiscal years immediately succeeding the COSM's approval.

Each CCD with an established base year entitlement for the program will receive automatic annual payments from the SCO reflective of the program's current year costs. The amount of apportionment is adjusted annually for any change in the IPD. If the mandated program was included in SMAS after January 1, 1988, the annual apportionment is adjusted for any change in both the IPD and average daily attendance.

In the event a CCD has incurred costs for three consecutive fiscal years but did not file a

reimbursement claim in one or more of those fiscal years, the CCD may file an entitlement claim for each of those missed years to establish a base year entitlement. An "entitlement claim" means any claim filed by CCD with the SCO for the sole purpose of establishing a base year entitlement. A base year entitlement shall not include any nonrecurring or initial start-up costs.

Initial apportionments are made on an individual program basis. After the initial year, all apportionments are made by November 30. The amount to be apportioned is the base year entitlement adjusted by annual changes in the IPD for the cost of goods and services to governmental agencies as determined by the State Department of Finance.

In the event the CCD determines that the amount of apportionment does not accurately reflect costs incurred to comply with a mandate, the process of adjusting an established base year entitlement upon which the apportionment is based is set forth in GC Section 17615.8 and requires the approval of the COSM.

7. Direct Costs

A direct cost is a cost that can be identified specifically with a particular program or activity. Each claimed reimbursable cost must be supported by documentation as described in Section 12. Costs that are typically classified as direct costs are:

(1) Employee Wages, Salaries, and Fringe Benefits

For each of the mandated activities performed, the claimant must list the names of the employees who worked on the mandate, their job classification, hours worked on the mandate, and rate of pay. The claimant may, in-lieu of reporting actual compensation and fringe benefits, use a productive hourly rate:

(a) Productive Hourly Rate Options

A CCD may use one of the following methods to compute productive hourly rates:

- Actual annual productive hours for each employee
- The weighted-average annual productive hours for each job title, or
- 1,800* annual productive hours for all employees

If actual annual productive hours or weighted-average annual productive hours for each job title is chosen, the claim must include a computation of how these hours were computed.

* 1,800 annual productive hours excludes the following employee time:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken.

(b) Compute a Productive Hourly Rate

1. Compute a productive hourly rate for salaried employees to include actual fringe benefit costs. The methodology for converting a salary to a productive hourly rate is to compute the employee's annual salary and fringe benefits and divide by the annual productive hours.

Table 1: Productive Hourly Rate, Annual Salary + Benefits Method

Formula:	Description:
$[(EAS + Benefits) \div APH] = PHR$	EAS = Employee's Annual Salary
	APH = Annual Productive Hours
$[(\$26,000 + \$8,099) \div 1,800 \text{ hrs}] = 18.94$	PHR = Productive Hourly Rate

- As illustrated in Table 1, if you assume an employee's compensation was \$26,000 and \$8,099 for annual salary and fringe benefits, respectively, using the "Salary + Benefits Method," the productive hourly rate would be \$18.94. To convert a biweekly salary to EAS, multiply the biweekly salary by 26. To convert a monthly salary to EAS, multiply the monthly salary by 12. Use the same methodology to convert other salary periods.
2. A claimant may also compute the productive hourly rate by using the "Percent of Salary Method."

Table 2: Productive Hourly Rate, Percent of Salary Method

Example:		
Step 1: <i>Fringe Benefits as a Percent of Salary</i>		Step 2: <i>Productive Hourly Rate</i>
Retirement	15.00 %	Formula: $[(EAS \times (1 + FBR)) \div APH] = PHR$ $[(\$26,000 \times (1.3115)) \div 1,800] = \18.94
Social Security & Medicare	7.65	
Health & Dental Insurance	5.25	
Workers Compensation	3.25	
Total	31.15 %	
Description:		
EAS = Employee's Annual Salary		APH = Annual Productive Hours
FBR = Fringe Benefit Rate		PHR = Productive Hourly Rate

- As illustrated in Table 3, both methods produce the same productive hourly rate.
- Reimbursement for personnel services includes, but is not limited to, compensation paid for salaries, wages and employee fringe benefits. Employee fringe benefits include employer's contributions for social security, pension plans, insurance, workmen's compensation insurance and similar payments. These benefits are eligible for reimbursement as long as they are distributed equitably to all activities. Whether these costs are allowable is based on the following presumptions:
- The amount of compensation is reasonable for the service rendered.
 - The compensation paid and benefits received are appropriately authorized by the governing board.
 - Amounts charged for personnel services are based on payroll documents that are supported by time and attendance or equivalent records for individual employees.

- The methods used to distribute personnel services should produce an equitable distribution of direct and indirect allowable costs.

For each of the employees included in the claim, the claimant must use reasonable rates and hours in computing the wage cost. If a person of a higher-level job position, perform an activity which normally would be performed by a lower-level position, reimbursement for time spent is allowable at the average salary range for the lower-level position. The salary rate of the person at a higher-level position may be claimed if it can be shown that it was more cost effective in comparison to the performance by a person at the lower-level position under normal circumstances and conditions. The number of hours charged to an activity should reflect the time expected to complete the activity under normal circumstances and conditions. The numbers of hours in excess of normal expected hours are not reimbursable.

(c) Calculating an Average Productive Hourly Rate

In those instances where the parameters and guidelines allow a unit as a basis of claiming costs, the direct labor component of the unit cost should be expressed as an average productive hourly rate and can be determined as follows:

Table 3: Calculating an Average Productive Hourly Rate

	<u>Time Spent</u>	<u>Productive Hourly Rate</u>	<u>Total Cost by Employee</u>
Employee A	1.25 hrs	\$6.00	\$7.50
Employee B	0.75 hrs	4.50	3.38
Employee C	3.50 hrs	10.00	35.00
Total	5.50 hrs		\$45.88
Average Productive Hourly Rate is \$45.88/5.50 hrs. = \$8.34			

(d) Employer's Fringe Benefits Contribution

A CCD has the option of claiming actual employer's fringe benefit contributions or may compute an average fringe benefit cost for the employee's job classification and claim it as a percentage of direct labor. The same time base should be used for both salary and fringe benefits when computing a percentage. For example, if health and dental insurance payments are made annually, use an annual salary. After the percentage of salary for each fringe benefit is computed, total them.

For example:

<u>Employer's Contribution</u>	<u>% of Salary</u>
Retirement	15.00%
Social Security	7.65%
Health and Dental	5.25%
Insurance	
Worker's Compensation	0.75%
Total	<u>28.65%</u>

(e) Materials and Supplies

Only actual expenses can be claimed for materials and supplies, which were acquired and consumed specifically for the purpose of a mandated program. The claimant must list the materials and supplies that were used to perform the mandated activity, the number of units consumed, the cost per unit, and the total dollar amount claimed. Materials and supplies purchased to perform a particular mandated activity are expected to be reasonable in quality, quantity, and cost. Purchases in excess of reasonable quality, quantity, and cost are not reimbursable. Materials and supplies withdrawn from inventory and charged to the mandated activity must be based on a recognized method of pricing, consistently applied. Purchases shall be claimed at the actual price after deducting discounts, rebates and allowances received by the CCD.

(f) Calculating a Unit Cost for Materials and Supplies

In those instances where the P's & G's suggest that a unit cost be developed for use as a basis of claiming costs mandated by the State, the materials and supplies component of the unit cost should be expressed as a unit cost of materials and supplies as shown in Table 1 or Table 2:

Table 1: Calculating A Unit Cost for Materials and Supplies

Supplies	Cost Per Unit	Amount of Supplies Used Per Activity	Unit Cost of Supplies Per Activity
Paper	0.02	4	\$0.08
Files	0.10	1	0.10
Envelopes	0.03	2	0.06
Photocopies	0.10	4	<u>0.40</u>
			<u>\$0.64</u>

Table 2: Calculating a Unit Cost for Materials and Supplies

Supplies	Supplies Used	Unit Cost of Supplies Per Activity
Paper (\$10.00 for 500 sheet ream)	250 Sheets	\$5.00
Files (\$2.50 for box of 25)	10 Folders	1.00
Envelopes (\$3.00 for box of 100)	50 Envelopes	1.50
Photocopies (\$0.05 per copy)	40 Copies	<u>2.00</u>
		<u>\$9.50</u>

If the number of reimbursable instances is 25, then the unit cost of supplies is \$0.38 per reimbursable instance (\$9.50/25).

(g) Contract Services

The cost of contract services is allowable if the CCD lacks the staff resources or necessary expertise, or it is economically feasible to hire a contractor to perform the mandated activity. The claimant must give the name of the contractor, explain the

reason for having to hire a contractor, describe the mandated activities performed, give the dates when the activities were performed, the number of hours spent performing the mandate, the hourly billing rate, and the total cost. The hourly billing rate shall not exceed the rate specified in the P's & G's for the mandated program. The contractor's invoice, or statement, which includes an itemized list of costs for activities performed, must accompany the claim.

(h) Equipment Rental Costs

Equipment purchases and leases (with an option to purchase) are not reimbursable as a direct cost unless specifically allowed by the P's & G's for the particular mandate. Equipment rentals used solely for the mandate is reimbursable to the extent such costs do not exceed the retail purchase price of the equipment plus a finance charge. The claimant must explain the purpose and use for the equipment, the time period for which the equipment was rented and the total cost of the rental. If the equipment is used for purposes other than reimbursable activities, only the pro rata portion of the rental costs can be claimed.

(i) Capital Outlay

Capital outlays for land, buildings, equipment, furniture and fixtures may be claimed if the P's & G's specify them as allowable. If they are allowable, the parameters and guidelines for the program will specify a basis for the reimbursement. If the fixed asset or equipment is also used for purposes other than reimbursable activities for a specific mandate, only the pro rata portion of the purchase price used to implement the reimbursable activities can be claimed.

(j) Travel Expenses

Travel expenses are normally reimbursable in accordance with travel rules and regulations of the local jurisdiction. For some programs, however, the P's & G's may specify certain limitations on expenses, or that expenses can only be reimbursed in accordance with the State Board of Control travel standards. When claiming travel expenses, the claimant must explain the purpose of the trip, identify the name and address of the persons incurring the expense, the date and time of departure and return for the trip, description of each expense claimed, the cost of transportation, number of private auto miles traveled, and the cost of tolls and parking with receipts required for charges over \$10.00.

(k) Documentation

It is the responsibility of the claimant to make available to the SCO, upon request, documentation in the form of general and subsidiary ledgers, purchase orders, invoices, contracts, canceled warrants, equipment usage records, land deeds, receipts, employee time sheets, agency travel guidelines, inventory records, and other relevant documents to support claimed costs. The type of documentation necessary for each claim may differ with the type of mandate.

8. Indirect Costs

Indirect costs are: (a) Incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. Indirect costs can originate in the department performing the mandate or in departments that supply the department performing the mandate with goods, services and facilities. To be allowable, a cost must be allocable to a particular cost objective. Indirect costs must be distributed to benefiting cost objectives on bases which produce an equitable result related to the benefits derived by the mandate.

A CCD may claim indirect costs using the Controller's methodology (FAM-29C) outlined in the following paragraphs. If specifically allowed by a mandated program's P's & G's, a district may alternately choose to claim indirect costs using either (1) a federally approved rate prepared in accordance with Office of Management and Budget (OMB) Circular A-21, *Cost Principles for Educational Institutions*; or (2) a flat 7% rate.

The SCO developed FAM-29C to be consistent with OMB Circular A-21, cost accounting principles as they apply to mandated cost programs. The objective is to determine an equitable rate to allocate administrative support to personnel who performed the mandated cost activities. The FAM-29C methodology uses a direct cost base comprised of salary and benefit costs and operating expenses. Form FAM-29C provides a consistent indirect cost rate methodology for all CCD's mandated cost programs.

FAM-29C uses total expenditures that districts report in their *California Community Colleges Annual Financial and Budget Report* (CCFS-311), Expenditures by Activity for the General Fund – Combined. The computation excludes Capital Outlay and Other Outgo in accordance with OMB Circular A-21. The indirect cost rate computation includes any depreciation or use allowance applicable to district buildings and equipment. Districts calculate depreciation or use allowance costs separately from the CCFS-311 report and should calculate them in accordance with OMB Circular A-21.

OMB Circular A-21, Section C.4, states that cost is allocable to a particular cost objective in accordance with the relative benefits received. Also, Section E.2.b. states that the overall objective of the cost allocation process is to distribute indirect costs to the institution's major functions in proportions reasonably consistent with their use of the institution's resources. In addition, Section E.2.c. notes that where certain items or categories of expense relate to less than all functions, such expenses should be set aside for selective allocation.

OMB Circular A-21, Section H, describes a simplified method for indirect cost rate calculations. However, Section H.1.b. states that the simplified method should not be used where it produces results that appear inequitable. As previously noted, FAM-29C strives to equitably allocate administrative support costs to personnel that perform mandated cost activities claimed by CCD. For example, library costs and department administration expenses, normally classified fully or partly as indirect costs in OMB Circular A-21, are instead classified as direct costs for FAM-29C. These costs do not benefit mandated cost activities. In summary, FAM-29C indirect costs include Operation and Maintenance of Plant; Planning, Policy Making, and Coordination; General Institutional Support Services (excluding Community Relations); and depreciation or use allowance. Community Relations includes fundraising costs, which are unallowable under OMB Circular A-21. If the district claims any costs from these indirect accounts as a direct mandate-related costs, the same costs should be reclassified as direct on FAM-29C.

Table 4 presents an example of the FAM-29C methodology.

Table 4: Indirect Cost Rate for Community Colleges

MANDATED COST INDIRECT COST RATE FOR COMMUNITY COLLEGE DISTRICTS					FORM FAM 29-C	
(1) Claimant			(02) Period of Claim			
Activity	EDP	Total Costs Per CCFS-311	Less: Capital Outlay and Other Outgo	FAM 29-C Adjusted Total	Indirect	Direct
Instructional Activities	599	\$ 51,792,408	\$ (230,904)	\$ 51,561,504		\$ 51,561,504
Instruct. Admin. & Instruct. Governance	6000	6,882,034	(216,518)	6,665,516		6,665,516
Instructional Support Services	6100	4,155,095	(9,348)	4,145,747		4,145,747
Admissions and Records	6200	2,104,543	(3,824)	2,100,719		2,100,719
Student Counseling and Guidance	6300	4,570,658	(1,605)	4,569,053		4,569,053
Other Student Services	6400	5,426,510	(41,046)	5,385,464		5,385,464
Operation and Maintenance of Plant	6500	8,528,585	(111,743)	8,416,842	8,416,842	-
Planning, Policy Making, and Coordination	6600	5,015,333	(23,660)	4,991,673	4,991,673	-
General Institutional Support Services	6700			-		-
Community Relations	6710	885,089	(6,091)	878,998		878,998
Fiscal Operations	6720	1,891,424	(40,854)	1,850,570	1,850,570	-
Human Resources Management	6730	1,378,288	(25,899)	1,352,389	1,352,389	-
Non-instructional Staff Retirees' Benefits and Retirement Incentives	6740	1,011,060		1,011,060	1,011,060	-
Staff Development	6750	108,655	(8,782)	99,873	99,873	-
Staff Diversity	6760	30,125		30,125	30,125	-
Logistical Services	6770	2,790,091	(244,746)	2,545,345	2,545,345	-
Management Information Systems	6780	2,595,214	(496,861)	2,098,353	2,098,353	-
Other General Institutional Support Services	6790	33,155	(4,435)	28,720	28,720	-
Community Services and Economic Development	6800	340,014		340,014		340,014
Ancillary Services	6900	1,148,730	(296)	1,148,434		1,148,434
Auxiliary Operations	7000			-		-
Depreciation or Use Allowance - Building				-	2,620,741	
Depreciation or Use Allowance - Equipment				-	1,706,396	
				-		
Totals		<u>\$100,687,011</u>	<u>\$ (1,466,612)</u>	<u>\$ 99,220,399</u>	<u>\$26,752,087</u>	<u>\$ 76,795,449</u>
					(A)	(B)
Indirect Cost Rate (A)/(B)					<u>34.84%</u>	

9. Time Study Guidelines

Background

For costs incurred on or after January 1, 2005, a reasonable reimbursement methodology can be used as a formula for reimbursing CCD costs mandated by the state that meets certain conditions specified in GC Section 17518.5(a). For costs incurred prior to January 1, 2005, a time study can only be substituted for continuous records of actual time spent for a specific fiscal year if the program's P's & G's allows for the use of time studies.

Two methods are acceptable for documenting employee time charged to mandated cost programs: Actual Time Reporting and Time Study, which are described below. Application of time study results is restricted. As explained in Time Study Results below, the results may be projected forward a maximum of two years provided the claimant meets certain criteria.

Actual Time Reporting

The P's & G's define reimbursable activities for each mandated cost program. Some P's & G's refer to reimbursable activities as reimbursable components. When employees work on multiple activities and/or programs, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation that meets the following standards which clarify documentation requirements discussed under the Reimbursable Activities section of recent P's & G's:

- They must reflect an after-the-fact (contemporaneous) distribution of the actual activity of each employee;
- They must account for the total activity for which each employee is compensated;
- They must be prepared at least monthly and must coincide with one or more pay periods; and
- They must be signed by the employee.

Budget estimates or other distribution percentages determined before services are performed do not qualify as support for time distribution.

Time Study

In certain cases, a time study may be used to substitute for continuous records of actual time spent on multiple activities and/or programs. An effective time study requires that an activity be a task that is repetitive in nature. Activities that require a varying level of effort are not appropriate for time studies.

Time Study Plan

A time study plan is necessary before conducting the time study. The claimant must retain the time study plan for audit purposes. The plan needs to identify the following:

- Time period(s) to be studied: The plan must show that all time periods selected are representative of the fiscal year, and that the results can be reasonably projected to approximate actual costs.
- Activities and/or programs to be studied: For each mandated program included, the time study must separately identify each reimbursable activity defined in the mandated program's P's & G's, which are derived from the program's Statement of Decision. If a reimbursable activity in the P's & G's identifies separate and distinct sub-activities, they must also be treated as individual activities.

For example, sub-activities (a), (b), and (c) under reimbursable activity (B)(1) of the local agency's Domestic Violence Treatment Services: Authorization and Case Management program relate to information to be discussed during victim notification by the probation department and therefore are not separate and distinct activities. These sub-activities do not have to be separately studied.

- Process used to accomplish each reimbursable activity: Use flowcharts or similar analytical tools and/or written desk procedures to describe the process for each activity.
- Employee universe: The employee universe used in the time study must include all positions whose salaries and wages are to be allocated by means of the time study.
- Employee sample selection methodology: The plan must show that employees selected are representative of the employee universe, and the results can be reasonably projected to approximate actual costs. In addition, the employee sample size should be proportional to the variation in time spent to perform a task. The sample size should be larger for tasks with significant time variations.
- Time increments to be recorded: The time increments used should be sufficient to recognize the number of different activities performed and the dynamics of these responsibilities. Very large increments (such as one hour or more) might be used for employees performing only a few functions that change very slowly over time. Very small increments (a number of minutes) may be needed for employees performing more short-term tasks.

Random moment sampling is not an acceptable alternative to continuous time records for mandated cost claims. Random moment sampling techniques are most applicable in situations where employees perform many different types of activities on a variety of programs with small time increments throughout the fiscal year.

Time Study Documentation

Time studies must:

- Be supported by time records that are completed contemporaneously;
- Report activity on a daily basis;
- Be sufficiently detailed to reflect all mandated activities and/or programs performed during a specific time period; and
- Coincide with one or more pay periods.

Time records must be signed by the employee (electronic signatures are acceptable) and be supported by corroborating evidence which validates that the work was actually performed. As with actual time reporting, budget estimates or other distribution percentages determined before services are performed do not qualify as valid time studies.

Time Study Results

Time study results must be summarized to show how the time study supports the costs claimed for each activity. Any variations from the procedures identified in the original time study plan must be documented and explained.

Current-year costs must be used to prepare a time study. Claimants may project time study results to no more than two subsequent fiscal years. A claimant may not apply time study results retroactively.

- Annual Reimbursement Claims: Claimants may use time studies to support costs incurred on or after January 1, 2005. Claimants may not use time studies for the period July 1, 2004,

through December 31, 2004, unless (1) the program's P's & G's specifically allow time studies, and (2) the time study is prepared based on mandated activity occurring between July 1, 2004, and December 31, 2004.

- **Initial Claims:** When filing an initial claim for new mandated programs, claimants may only use time study results for costs incurred on or after January 1, 2005. Claimants may not use time studies to support costs incurred before January 1, 2005, unless (1) the program's P's & G's specifically allow time studies, and (2) the claimant prepares separate time studies for each fiscal year preceding January 1, 2005, based on mandated activity occurring during those years.

When projecting time study results, the claimant must certify that there have been no significant changes between years in either: (1) the requirements of each mandated program activity or (2) the processes and procedures used to accomplish the activity. For all years, the claimant must maintain corroborating evidence that validates the mandated activity was actually performed. Time study results used to support subsequent years' claims are subject to the recordkeeping requirements for those claims.

10. Offset Against State Mandated Claims

As noted previously, allowable costs are defined as those direct and indirect costs, less applicable credits, considered to be eligible for reimbursement. When all or part of the costs of a mandated program are specifically reimbursable from local assistance revenue sources (e.g., state, federal, foundation, etc.), only that portion of any increased costs payable from CCD funds is eligible for reimbursement under the provisions of GC Section 17561.

Example 1:

As illustrated in Table 5, this example shows how the "Offset Against State Mandated Claims" is determined for a CCD receiving block grant revenues not based on a formula allocation. Program costs for each situation equals \$100,000.

Table 5: Offset Against State Mandates, Example 1

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$95,000	\$2,500	\$-0-	\$2,500
2.	100,000	97,000	2,500	-0-	2,500
3.	100,000	98,000	2,500	500	2,000
4.	100,000	100,000	2,500	2,500	-0-
5.	100,000 *	50,000	2,500	1,250	1,250
6.	100,000 *	49,000	2,500	250	2,250

* CCD share is \$50,000 of the program cost.

Numbers (1) through (4), in Table 5, show intended funding at 100% from local assistance revenue sources. Numbers (5) and (6) show cost sharing on a 50/50 basis with the district. In numbers (1) through (6), included in the program costs of \$100,000 are state mandated costs of \$2,500. The offset against state mandated claims are the amount of actual local assistance revenues, which exceeds the difference between program costs and state mandated costs. This offset cannot exceed the amount of state mandated costs.

In (1), local assistance revenues were less than expected. Local assistance funding was not in excess of the difference between program costs and state mandated costs. As a result, the offset against state mandated claims is zero and \$2,500 is claimable as mandated costs.

In (4), local assistance revenues were fully realized to cover the entire cost of the program, including the state mandate activity; therefore, the offset against state mandated claims is \$2,500, and claimable costs are \$0.

In (5), the district is sharing 50% of the project cost. Since local assistance revenues of \$50,000 were fully realized, the offset against state mandated claims is \$1,250.

In (6), local assistance revenues were less than the amount expended and the offset against state mandated claims is \$250. Therefore, the claimable mandated costs are \$2,250.

Example 2:

As illustrated in Table 6, this example shows how the offset against state mandated claims is determined for a CCD receiving special project funds based on approved actual costs. Local assistance revenues for special projects must be applied proportionately to approve costs.

Table 6: Offset Against State Mandates, Example 2

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$100,000	\$2,500	\$2,500	\$-0-
2.	100,000 **	75,000	2,500	1,875	625
3.	100,000 **	45,000	1,500	1,125	375

** CCD share is \$25,000 of the program cost.

In (2), the entire program cost was approved. Since the local assistance revenue source covers 75% of the program cost, it also proportionately covered 75% of the \$2,500 state mandated costs, or \$1,875.

If in (3) local assistance revenues are less than the amount expected because only \$60,000 of the \$100,000 program costs were determined to be valid by the contracting agency, then a proportionate share of state mandated costs is likewise reduced to \$1,500. The offset against state mandated claims is \$1,125. Therefore, the claimable mandated costs are \$375.

Federal and State Funding Sources

State school fund apportionments and federal aid for education, which are based on average daily attendance and are part of the general system of financing public schools as well as block grants which do not provide for specific reimbursement of costs (i.e., allocation formulas not tied to expenditures), should not be included as reimbursements from local assistance revenue sources.

Governing Authority

The costs of salaries and expenses of the governing authority, such as the school superintendent and governing board, are not reimbursable. These are costs of general government as described in the Office of Management and Budget Circular (OMB) 2 CFR Part 225.

11. Notice of Claim Adjustment

All claims submitted to the SCO are reviewed to determine if the claim was prepared in accordance with the claiming instructions. If any adjustments are made to a claim, the claimant will receive a "Notice of Claim Adjustments" detailing adjustments made by the SCO.

12. Audit of Costs

All claims submitted to the State Controller's Office (SCO) are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the COSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment will be mailed within 30 days after payment of the claim.

Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by CCD pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed no later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

On-site audits will be conducted by the SCO as deemed necessary. Accordingly, all documentation to support actual costs claimed must be retained for a period of three years after the end of the calendar year in which the reimbursement claim was filed or amended regardless of the year of costs incurred. When no funds are appropriated for initial claims at the time the claim is filed, supporting documents must be retained for three years from the date of initial payment of the claim. Claim documentation shall be made available to the SCO on request.

13. Source Documents

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct based upon personal knowledge." Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

For costs incurred on or after January 1, 2005, a reasonable reimbursement methodology can be used as a formula for reimbursing a CCD mandated by the state that meets certain conditions specified in 17518.5(a). For costs incurred prior to January 1, 2005, time study can substitute for continuous records of actual time spent for a specific fiscal year only if the program's P's & G's allow for the use of time studies.

14. Claim Forms and Instructions

A claimant may submit a computer generated report in substitution for Form-1 and Form-2, provided the format of the report and data fields contained within the report are identical to the claim forms included with these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file an estimated or reimbursement claim. The SCO will revise the manual and claim forms as necessary.

A. Form-2, Component/Activity Cost Detail

This form is used to segregate the detail costs by claim component. In some mandates, specific reimbursable activities have been identified for each component. The expenses reported on this form must be supported by the official financial records of the claimant and copies of supporting documentation, as specified in the claiming instructions, must be submitted with the claims. All supporting documents must be retained for a period of not less than three years after the reimbursement claim was filed or last amended.

B. Form-1, Claim Summary

This form is used to summarize direct costs by component and compute allowable indirect costs for the mandate. The direct costs summarized on this form are derived from Form-2 and are carried forward to form FAM-27.

A CCD has the option of using a federally approved rate (i.e., utilizing the cost accounting principles from the Office of Management and Budget (OMB) 2, CFR Part 225) or from form FAM-29C.

C. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized officer of the CCD. All applicable information from Form-1 must be carried forward onto this form in order for the SCO to process the claim for payment. An original and one copy of the FAM-27 are required.

Claims should be rounded to the nearest dollar. Submit a signed original and one copy of form FAM-27, Claim for Payment, and all other forms and supporting documents (**To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.**) Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
Other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

15. Retention of Claiming Instructions

For your convenience, the revised claiming instructions in this package have been arranged in alphabetical order by program name. These revisions should be inserted in the School Mandated Cost Manual and the old forms they replace should be removed. The instructions should then be retained permanently for future reference, and the forms should be duplicated to meet your filing requirements. Annually, updated forms and any other information or instructions claimants may need to file claims, as well as instructions and forms for all new programs released throughout the

year will be placed on the SCO's web site at www.sco.ca.gov/ard/local/locreim/index.shtml.

If you have any questions concerning mandated cost reimbursements, please write to us at the address listed for filing claims, or send e-mail to lrsdar@sco.ca.gov, or call the Local Reimbursements Section at (916) 324-5729.

16. Retention of Claim Records and Supporting Documentation

All claims submitted to the SCO are reviewed to determine if costs are related to the mandate, are reasonable and not excessive, and that the claim was prepared in accordance with the SCO's claiming instructions and the COSM's P's and G's. If any adjustments are made to a claim, a "Notice of Claim Adjustments" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC Section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a school district is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit shall commence to run from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and shall be made available to the SCO on request.

FILING A CLAIM

1. Introduction

The law in the State of California, (GC Sections 17500 through 17617), provides for the reimbursement of costs incurred by community college districts (CCD) for costs mandated by the State. Costs mandated by the State means any increased costs which a CCD is required to incur after July 1, 1980, as a result of any statute enacted after January 1, 1975, or any executive order implementing such statute which mandates a new program or higher level of service of an existing program.

A reimbursement claim is defined in GC Section 17522 as any claim filed with the State Controller's Office by a CCD for reimbursement of costs incurred for which an appropriation is made for the purpose of paying the claim. An actual claim for the 2007-08 fiscal year, may be filed by February 15, 2009, without a late penalty. If the filing deadline falls on a weekend or holiday, the filing deadline will be the next business day. Since the 15th falls on a weekend in 2009, claims will be accepted without penalty if postmarked or delivered on before February 17th, 2009. Ongoing reimbursement claims filed after the deadline will be reduced by a late penalty of 10%, not to exceed \$10,000. Amended claims filed after the filing deadline will be reduced by 10% of the increased amount not to exceed \$10,000 for the total claim. Initial reimbursement claims filed after the filing deadline will be reduced by a late penalty of 10% with no limitation. Claims filed more than one year after the deadline will not be accepted by the SCO.

In order for a claim to be considered properly filed, it must include documentation to support the indirect cost rate if the indirect cost rate exceeds 7 percent. A more detailed discussion of the indirect cost methods available to community colleges may be found in Section 9 of these instructions. Documentation to support actual costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

When a program has been reimbursed for three or more years, the Commission on State Mandates (CSM) may approve the program for inclusion in the State Mandates Apportionment System (SMAS). For programs included in SMAS, the SCO determines the amount of each claimant's entitlement based on an average of three consecutive fiscal years of actual costs adjusted by any changes in the Implicit Price Deflator (IPD). Claimants with an established entitlement receive an annual apportionment adjusted by any changes in the IPD and, under certain circumstances, by any changes in workload. Claimants with an established entitlement do not need to file further claims for the program.

The SCO is authorized to make payments for costs of mandated programs from amounts appropriated by the State Budget Act, by the State Mandates Claims Fund, or by specific legislation. In the event the appropriation is insufficient to pay claims in full, claimants will receive prorated payments in proportion to the dollar amount of approved claims for the program. Balances of prorated payments will be made when supplementary funds become available.

These claiming instructions are issued to help claimants prepare paper, and/or electronic mandated cost claims, for submission to the SCO. These instructions are based upon the State of California statutes, regulations, and parameters and guidelines (P's & G's) adopted by the CSM. Since each mandate is administered separately, it is important to refer to the P's and G's for each program for information relating to established policies and eligible reimbursable costs.

2. Electronic Filing: Local Government e-Claims (LGeC)

LGeC enables claimants and their consultants to securely prepare and submit mandated cost claims via the Internet. LGeC uses a series of data input screens to collect the information needed to prepare a claim and provides a web service so claims can be uploaded in batch files. LGeC also incorporates an attachment feature so claimants can electronically attach supporting documentation if required. The only documentation required to be submitted with the claim is the

support for the indirect cost rate if the indirect cost rate exceeds 10%. A more detailed discussion of the indirect cost methodologies available to community colleges may be found in Section 9 of this manual. All other documentation to support actual costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of this manual.

The LGeC system provides an easy and straightforward approach to the claiming process. Filing claims using LGeC eliminates the manual preparation and submission of paper claims by CCDs and the receiving, processing, key entry, verification, and storage of the paper claims by the SCO. LGeC also provides mathematical checks and automated error detection to reduce erroneous and incomplete claims, provides the State with an electronic workflow process, and stores the claims in an electronic format. Making the change from paper claims to electronic claims reduces the manual handling of paper claims and decreases the costs incurred for postage, handling, and storage of claims filed using the LGeC system.

In order to use the LGeC system you will need to obtain a user ID and password for each person who will access the LGeC system. To obtain a User ID and password you must file an application with the SCO. The application and instructions are available on the LGeC website located at <https://www.sco/ard/local/lgec/index.shtml>. Complete the application and other documents as requested and mail them to the SCO using the address provided in the instructions. The SCO will process the application and issue a User ID and password to each applicant.

In addition, you may want to subscribe to an email distribution list to automatically receive timely, comprehensive information regarding mandated cost claim receipts, payments, test claims, guidelines, electronic claims, and other news and updates. You also will receive related audit reports and mandate information disseminated by other state agencies.

You can find more information about LGeC and the email distribution lists at <https://www.sco/ard/local/lgec/index.shtml>. This website provides access to the LGeC system, an application for User ID's and passwords, an instructional guide, FAQ's and additional help files. Questions about the information on this website may be directed to LRS DAR@sco.ca.gov, or to Angie Lowi Teng at the Division of Accounting and Reporting, Local Reimbursements Section, Local Government e-Claims, (916) 323-0706.

3. Types of Claims

Claimants may file a reimbursement claim for actual mandated costs incurred in the prior fiscal year. An entitlement claim may be filed for the purpose of establishing a base year entitlement amount for mandated programs included in SMAS. A claimant who has established a base year entitlement for a program, would receive an automatic annual payment which is reflective of the current costs for the program.

All claims received by the SCO will be reviewed to verify actual costs. An adjustment of the claim will be made if the amount claimed is determined to be excessive, improper, or unreasonable.

A. Reimbursement Claim

A reimbursement claim is defined in GC Section 17522 as any claim filed with the SCO by a CCD for reimbursement of costs incurred for which an appropriation is made for paying the claim.

Initial reimbursement claims are first-time claims for reimbursement of costs for one or more prior fiscal year(s) of a program that was previously unfunded. Claims are due 120 days from the date of issuance of the claiming instructions for the program by the SCO. The first statute that appropriates funds for the mandated program will specify the fiscal years for which costs are eligible for reimbursement.

Annual ongoing reimbursement claims must be filed by February 15th following the fiscal year in

which costs were incurred for the program. If the filing deadline falls on a weekend or holiday, the filing deadline will be the next business day. Since February 15th falls on a weekend in 2009, claims will be accepted without penalty if postmarked or delivered on before February 17th, 2009.

In order for a claim to be considered properly filed, it must include documentation to support the indirect cost rate if the indirect cost rate exceeds seven percent. A more detailed discussion of the indirect cost methods available to community colleges may be found in Section 9 of this manual.

Documentation to support actual costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of this manual.

B. Estimated Claims

Pursuant to AB 8, Chapter 6, Statutes of 2008, the option to file estimated claims has been eliminated. Therefore, estimated claims filed on or after February 17, 2008, will not be accepted for reimbursement.

C. Entitlement Claim

An entitlement claim is defined in GC Section 17522 as any claim filed by a CCD with the SCO for the sole purpose of establishing or adjusting a base year entitlement for a mandated cost program that has been included in SMAS. An entitlement claim should not contain nonrecurring or initial start-up costs. There is no statutory deadline for the filing of entitlement claims. However, entitlement claims should be filed by February 15th, following the third fiscal year used to develop the entitlement claim, to permit an orderly processing of claims. When the claims are approved and a base year entitlement amount is determined, the claimant will receive an apportionment reflective of the program's current year costs.

The automatic apportionment is determined by adjusting the claimant's base year entitlement for changes in the IPD of costs of goods and services to governmental agencies, as determined by the State Department of Finance. For programs approved by the CSM for inclusion in SMAS on or after January 1, 1988, the payment for each year succeeding the three year base period is adjusted according to any changes by both the IPD and average daily attendance (ADA).

The SCO will perform this computation for each claimant who has filed claims for three consecutive years. If a claimant has incurred costs for three consecutive years but has not filed a claim in each of those years, the claimant may file an entitlement claim, form FAM-43, to establish a base year entitlement. The form FAM-43 is included in the claiming instructions for SMAS programs. An entitlement claim does not result in the claimant being reimbursed for the costs incurred, but rather entitles the claimant to receive automatic payments from SMAS. Annual apportionments for programs included in the SMAS system are paid on or before November 30th of each year.

4. Minimum Claim Amount

For initial claims and annual claims filed on or after September 30, 2002, if the total costs for a given year do not exceed \$1,000 no reimbursement shall be allowed except as otherwise allowed by GC Section 17564.

5. Filing Deadline for Claims

Pursuant to GC Section 17561(d) initial reimbursement claims (first time claims) for reimbursement of costs of a previously unfunded mandated program must be filed within 120 days from the date the SCO issues the claiming instructions for the program.

When paying a timely filed claim for initial reimbursement, the Controller shall withhold 20 percent of the amount of the claim until the claim is audited to verify the actual amount of the mandated costs.

Initial reimbursement claims filed after the filing deadline shall be reduced by 10 percent of the amount that would have been allowed had the claim been timely filed. The Controller may withhold payment of any late claim for initial reimbursement until the next deadline for funded claims unless sufficient funds are available to pay the claim after all timely filed claims have been paid. All initial reimbursement claims for all fiscal years required to be filed on their initial filing date for a state-mandated local program shall be considered as one claim for the purpose of computing any late claim penalty.

In no case may a reimbursement claim be paid if submitted more than one year after the filing deadline specified in the Controller's claiming instructions on funded mandates.

Pursuant to GC Section 17560, annual reimbursement claims (recurring claims) for costs incurred during the previous fiscal year must be filed with the SCO and postmarked on or before February 15th following the fiscal year in which costs were incurred. If the filing deadline falls on a weekend or holiday, the filing deadline will be the next business day. Since February 15th falls on a weekend in 2009, claims will be accepted without penalty if postmarked or delivered on or before February 17th, 2009.

If the annual reimbursement claim is filed after the deadline, but within one year of the deadline, the approved claim must be reduced by a 10% late penalty, not to exceed \$10,000. Amended claims filed after the deadline will be reduced by 10% of the increased amount not to exceed \$10,000 for the total claim. Claims filed more than one year after the deadline cannot be accepted for reimbursement.

Entitlement claims do not have a filing deadline. However, entitlement claims should be filed by February 15th to permit orderly processing of the claims.

6. Payment of Claims

In order for the SCO to authorize payment of a claim, the Certification of Claim, form FAM-27, must be properly filled out, signed, and dated by the entity's authorized officer. When using the LGeC system the logon id and password of the authorized officer is used for the signature and is applied by the LGeC system when the claim is submitted. Pursuant to GC 17561(d), reimbursement claims are paid by August 15, or 45 days after the date the appropriation for the claim is effective, whichever is later. In the event the amount appropriated by the Legislature is insufficient to pay the approved amount in full for a program, claimants will receive a prorated payment in proportion to the amount of approved claims timely filed and on hand at the time of proration.

A claimant is entitled to receive accrued interest at the pooled money investment account rate if the payment was made more than 60 days after the claim filing deadline or the actual date of claim receipt, whichever is later. For an initial claim, interest begins to accrue when the payment is made more than 365 days after the adoption of the program's statewide cost estimate. The SCO may withhold up to 20 percent of the amount of an initial claim until the claim is audited to verify the actual amount of the mandated costs.

The SCO reports the amounts of insufficient appropriations to the State Department of Finance, the Chairperson of the Joint Legislative Budget Committee, and the Chairperson of the respective committee in each house of the Legislature, who consider appropriations in order to assure appropriation of these funds in the Budget Act. If these funds cannot be appropriated on a timely basis in the Budget Act, this information is transmitted to the CSM which will include these amounts in its report to assure that an appropriation sufficient to pay the claims is included in the next local government claims bill or other appropriation bills. Any balances remaining on these claims will be paid when supplementary funds are made available.

Unless specified in the statutes, regulations, or P's & G's, the determination of allowable and unallowable costs for mandates is based on the P's & G's adopted by the CSM. The determination of allowable reimbursable mandated costs for unfunded mandates is made by the CSM. The SCO determines allowable reimbursable costs, subject to amendment by the CSM, for mandates funded by special legislation. Allowable costs are those direct and indirect costs, less applicable credits, considered eligible for reimbursement. In order for costs to be allowable and thus eligible for reimbursement, the costs must meet the following general criteria:

1. The cost is necessary and reasonable for proper and efficient administration of the mandate and not a general expense required to carry out the overall responsibilities of government.
2. The cost is allocable to a particular cost objective identified in the P's & G's.
3. The cost is net of any applicable credits that offset or reduce expenses of items allocable to the mandate.

The SCO has identified certain costs that should not be claimed as direct program costs unless specified as reimbursable under the program's P's & G's. These costs include, but are not limited to, subscriptions, depreciation, memberships, conferences, workshops, general education, and travel costs.

7. State Mandates Apportionment System (SMAS)

Chapter 1534, Statutes of 1985, established SMAS, a method of paying certain mandated programs as apportionments. This method is utilized whenever a program has been approved for inclusion in SMAS by the CSM.

When a mandated program has been included in SMAS, the SCO will determine a base year entitlement amount for each CCD that has submitted reimbursement claims (or entitlement claims) for three consecutive fiscal years. A base year entitlement amount is determined by averaging the approved reimbursement claims (or entitlement claims) for 1982-83, 1983-84, and 1984-85 years or any three consecutive fiscal years thereafter. The amounts are first adjusted by any change in the IPD, which is applied separately to each year's costs for the three years that comprise the base period. The base period means the three fiscal years immediately succeeding the CSM's approval.

Each CCD with an established base year entitlement for the program will receive automatic annual payments from the SCO reflective of the program's current year costs. The apportionment amount is adjusted annually for any change in the IPD. If the mandated program was included in SMAS after January 1, 1988, the annual apportionment is adjusted for any change in both the IPD and ADA.

In the event a CCD has incurred costs for three consecutive fiscal years but did not file a reimbursement claim in one or more of those fiscal years, the CCD may file an entitlement claim for each of those missed years to establish a base year entitlement. An "entitlement claim" means any claim filed by a CCD with the SCO for the sole purpose of establishing a base year entitlement. A base year entitlement shall not include any nonrecurring or initial start-up costs.

Initial apportionments are made on an individual program basis. After the initial year, all apportionments are made by November 30th. The amount to be apportioned is the base year entitlement adjusted by annual changes in the IPD for the cost of goods and services to governmental agencies as determined by the State Department of Finance.

In the event the CCD determines that the amount of apportionment does not accurately reflect costs incurred to comply with a mandate, the process of adjusting an established base year entitlement upon which the apportionment is based is set forth in GC Section 17615.8 and requires the approval of the CSM.

8. Direct Costs

A direct cost is a cost that can be identified specifically with a particular program or activity. Documentation to support direct costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions. Costs typically classified as direct costs are:

(1) Employee Wages, Salaries, and Fringe Benefits

For each of the mandated activities performed, the claimant must list the names of the employees who worked on the mandate, their job classification, hours worked on the mandate, and rate of pay. The claimant may use a productive hourly rate in-lieu of reporting actual compensation and fringe benefits:

(a) Productive Hourly Rate Options

A CCD may use one of the following methods to compute productive hourly rates:

- Actual annual productive hours for each employee
- The weighted-average annual productive hours for each job title, or
- 1,800* annual productive hours for all employees

If actual annual productive hours or weighted-average annual productive hours for each job title is chosen, the claimant must maintain documentation of how these hours were computed. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

* 1,800 annual productive hours excludes the following employee time:

- Paid holidays;
- Vacation earned;
- Sick leave taken;
- Informal time off;
- Jury duty;
- Military leave taken.

(b) Compute a Productive Hourly Rate

1. Compute a productive hourly rate for salaried employees to include actual fringe benefit costs. The methodology for converting a salary to a productive hourly rate is to compute the employee's annual salary and fringe benefits and divide by the annual productive hours.

Table 1: Productive Hourly Rate, Annual Salary + Benefits Method

Formula:	Description:
$[(EAS + Benefits) \div APH] = PHR$	EAS = Employee's Annual Salary APH = Annual Productive Hours
$[(\$26,000 + \$8,099) \div 1,800 \text{ hrs}] = 18.94$	PHR = Productive Hourly Rate

- As illustrated in Table 1, if you assume an employee's compensation was \$26,000 and \$8,099 for annual salary and fringe benefits, respectively, using the "Salary + Benefits Method," the productive hourly rate would be \$18.94. To convert a biweekly salary to EAS, multiply the biweekly salary by 26. To convert a monthly salary to EAS, multiply the monthly salary by 12. Use the same methodology to convert other salary periods.

- 2. A claimant may also compute the productive hourly rate by using the "Percent of Salary Method."

Table 2: Productive Hourly Rate, Percent of Salary Method

Example:			
Step 1: Fringe Benefits as a Percent of Salary		Step 2: Productive Hourly Rate of Salary	
Retirement	15.00 %	Formula: [(EAS x (1 + FBR)) APH] = PHR	
Social Security & Medicare	7.65		
Health & Dental Insurance	5.25		
Workers Compensation	3.25		[((\$26,000 x (1.3115)) 1,800] = \$18.94
Total	31.15 %		
Description:			
EAS = Employee's Annual Salary		APH = Annual Productive Hours	
FBR = Fringe Benefit Rate		PHR = Productive Hourly Rate	

- As illustrated in Table 3, both methods produce the same productive hourly rate.

Reimbursement for personnel services includes, but is not limited to, compensation paid for salaries, wages and employee fringe benefits. Employee fringe benefits include employer's contributions for social security, pension plans, insurance, workers compensation insurance and similar payments. These benefits are eligible for reimbursement as long as they are distributed equitably to all activities. Whether these costs are allowable is based on the following presumptions:

- The amount of compensation is reasonable for the service rendered.
- The compensation paid and benefits received are appropriately authorized by the governing board.
- Amounts charged for personnel services are based on payroll documents that are supported by time and attendance or equivalent records for individual employees.
- The methods used to distribute personnel services should produce an equitable distribution of direct and indirect allowable costs.

For each of the employees included in the claim, the claimant must use reasonable rates and hours in computing the wage cost. If a person of a higher-level position, performs an activity which normally would be performed by a lower-level position, reimbursement for time spent is allowable at the average salary range for the lower-level position. The salary rate of the person at a higher-level position may be claimed if it can be shown that it was more cost effective in comparison to the performance by a person at the lower-level position under normal circumstances and conditions. The number of hours charged to an activity should reflect the time expected to complete the activity under normal circumstances and conditions. The numbers of hours in excess of normal expected hours

are not reimbursable. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(c) Calculating an Average Productive Hourly Rate

In those instances where the P's & G's allow a unit as a basis of claiming costs, the direct labor component of the unit cost should be expressed as an average productive hourly rate and can be determined as follows:

Table 3: Calculating an Average Productive Hourly Rate

	<u>Time Spent</u>	<u>Productive Hourly Rate</u>	<u>Total Cost by Employee</u>
Employee A	1.25 hrs	\$6.00	\$7.50
Employee B	0.75 hrs	4.50	3.38
Employee C	3.50 hrs	10.00	35.00
Total	5.50 hrs		\$45.88
Average Productive Hourly Rate is \$45.88/5.50 hrs. = \$8.34			

(d) Employer's Fringe Benefits Contribution

A CCD has the option of claiming actual employer's fringe benefit contributions or may compute an average fringe benefit cost for the employee's job classification and claim it as a percentage of direct labor. The same time base should be used for both salary and fringe benefits when computing a percentage. For example, if health and dental insurance payments are made annually, use an annual salary. After the percentage of salary for each fringe benefit is computed, total them. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions. For example:

<u>Employer's Contribution</u>	<u>% of Salary</u>
Retirement	15.00%
Social Security	7.65%
Health and Dental Insurance	5.25%
Worker's Compensation	0.75%
Total	<u>28.65%</u>

(e) Materials and Supplies

Only actual expenses can be claimed for materials and supplies, which were acquired and consumed specifically for the purpose of a mandated program. The claimant must list the materials and supplies that used to perform the mandated activity, the number of units consumed, the cost per unit, and the total dollar amount claimed. Materials and supplies in excess of reasonable quality, quantity, and cost are not reimbursable. Materials and supplies withdrawn from inventory and charged to the mandated activity must be based on a recognized method-of pricing, consistently applied. Purchases shall be claimed at the actual price after deducting discounts, rebates and allowances received by the CCD. Documentation to support these costs must be kept on hand by

the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(f) Calculating a Unit Cost for Materials and Supplies

In those instances where the P's & G's suggest that a unit cost be developed for use as a basis of claiming costs mandated by the State, the materials and supplies component of the unit cost should be expressed as a unit cost of materials and supplies as shown in Table 1 or Table 2:

Table 1: Calculating A Unit Cost for Materials and Supplies

Supplies	Cost Per Unit	Amount of Supplies Used Per Activity	Unit Cost of Supplies Per Activity
Paper	0.02	4	\$0.08
Files	0.10	1	0.10
Envelopes	0.03	2	0.06
Photocopies	0.10	4	<u>0.40</u>
			<u>\$0.64</u>

Table 2: Calculating a Unit Cost for Materials and Supplies

Supplies	Supplies Used	Unit Cost of Supplies Per Activity
Paper (\$10.00 for 500 sheet ream)	250 Sheets	\$5.00
Files (\$2.50 for box of 25)	10 Folders	1.00
Envelopes (\$3.00 for box of 100)	50 Envelopes	1.50
Photocopies (\$0.05 per copy)	40 Copies	<u>2.00</u>
		<u>\$9.50</u>

If the number of reimbursable instances is 25, then the unit cost of supplies is \$0.38 per reimbursable instance (\$9.50/25).

(g) Contract Services

The cost of contract services is allowable if the CCD lacks the staff resources or necessary expertise, or it is economically feasible to hire a contractor to perform the mandated activity. The claimant must keep documentation on hand to support the name of the contractor, explain the reason for having to hire a contractor, describe the mandated activities performed, give the dates when the activities were performed, the number of hours spent performing the mandate, the hourly billing rate, and the total cost. The hourly billing rate shall not exceed the rate specified in the P's & G's for the mandated program. The contractor's invoice, or statement, which includes an itemized list of costs for activities performed. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(h) Equipment Rental Costs

Equipment purchases and leases (with an option to purchase) are not reimbursable as a direct cost unless specifically allowed by the P's & G's for the particular mandate. Equipment rentals used solely for the mandate are reimbursable to the extent such costs do not exceed the retail purchase price of the equipment plus a finance charge. The claimant must maintain documentation to support the purpose and use for the equipment, the time period for which the equipment was rented and the total cost of the rental. If the equipment is used for purposes other than reimbursable activities, only the pro rata portion of the rental costs can be claimed. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(i) Capital Outlay

Capital outlays for land, buildings, equipment, furniture and fixtures may be claimed if the P's & G's specify them as allowable. If they are allowable, the P's & G's for the program will specify a basis for the reimbursement. If the fixed asset or equipment is also used for purposes other than reimbursable activities for a specific mandate, only the pro rata portion of the purchase price used to implement the reimbursable activities can be claimed. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(j) Travel Expenses

Travel expenses are normally reimbursable in accordance with travel rules and regulations of the local jurisdiction. For some programs, however, the P's & G's may specify certain limitations on expenses, or that expenses can only be reimbursed in accordance with the State Board of Control travel standards. When claiming travel expenses, the claimant must maintain documentation to support the purpose of the trip, the name and address of the persons incurring the expense, the date and time of departure and return, a description of each expense claimed, and the cost of transportation, number of private auto miles traveled, and the cost of tolls and parking. Receipts are required for charges over \$10.00. Documentation to support these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

(k) Documentation

It is the responsibility of the claimant to maintain documentation in the form of general and subsidiary ledgers, purchase orders, invoices, contracts, canceled warrants, equipment usage records, land deeds, receipts, employee time sheets, agency travel guidelines, inventory records, and other relevant documents to support claimed costs. The type of documentation necessary for each claim may differ with the type of mandate. The documentation supporting these costs must be kept on hand by the claimant and made available to the SCO upon request as explained in Section 17 of these instructions.

9. Indirect Costs

Indirect costs are: (a) Incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. Indirect costs can originate in the department performing the mandate or in departments that supply the department performing the mandate with goods, services, and facilities. To be allowable, a cost must be allocable to a particular cost objective. Indirect costs must be distributed to benefiting cost objectives on bases which produce an equitable result related to the benefits derived by the mandate.

A CCD may claim indirect costs using the Controller's methodology (FAM-29C), or if specifically allowed by a mandated cost program's P's & G's, a district may choose to claim indirect costs using

either (1) a federally approved rate prepared in accordance with the Office of Management and Budget (OMB) Circular A-21, *Cost Principles for Educational Institutions*; or (2) a flat 7% rate. The FAM-29C indirect cost rate and the flat 7% indirect cost rate are applied to *Salaries and Benefits Only*, whereas the federally approved rate is applied to the allocation base used in developing the federally approved rate.

If indirect costs are calculated using the OMB Circular A-21 methodology with a base other than *Salaries and Benefits Only*, the claim cannot be filed using the Local Government e-Claims system as LGeC does not support cost bases other than *Salaries and Benefits Only*. Instead, these claims must be filed manually using paper forms.

However, if indirect costs are calculated using the OMB Circular A-21 methodology using *Salaries and Benefits Only* in the base, then the claims can be filed using either the LGeC system or the manual paper process. In these cases, the indirect cost rate is calculated in accordance with the chosen methodology and keyed into the mandated cost form on the appropriate line (usually Form 1, line (06)), *Indirect Cost Rate*. The LGeC system will apply that rate to *Salaries and Benefits Only* (usually Form 1, line (5)(a)) to arrive at the total indirect costs (usually Form 1, line (7)). If the rate is applied to anything other than *Salaries and Benefits Only*, then the claim must be filed manually using paper forms.

The SCO developed form FAM-29C to be consistent with the OMB Circular A-21 cost accounting principles as they apply to mandated cost programs. The objective is to determine an equitable rate to allocate administrative support to personnel who performed the mandated cost activities. The methodology used in form FAM-29C is a direct cost base comprised of salary and benefit costs. This provides a consistent indirect cost rate methodology for all CCD's mandated cost programs.

FAM-29C uses expenditures that districts report in their California Community Colleges Annual Financial and Budget Report (CCFS-311), Expenditures by Activity for the General Fund – Combined. The computation excludes capital outlay and other outgo in accordance with the OMB Circular A-21. The indirect cost rate computation includes any depreciation or use allowance applicable to district buildings and equipment. Districts calculate depreciation or use allowance costs separately from the CCFS-311 report and should calculate them in accordance with the OMB Circular A-21.

The OMB Circular A-21, Section C.4, states that a cost is allocable to a particular cost objective in accordance with the relative benefits received. Also, Section E.2.b., states that the overall objective of the cost allocation process is to distribute indirect costs to the institution's major functions in proportions reasonably consistent with their use of the institution's resources. In addition, Section E.2.c. notes that where certain items or categories of expense relate to less than all functions, such expenses should be set aside for selective allocation.

The OMB Circular A-21, Section H, describes a simplified method for indirect cost rate calculations. However, Section H.1.b. states that the simplified method should not be used where it produces results that appear inequitable. As previously noted, FAM-29C strives to equitably allocate administrative support costs to personnel that perform mandated cost activities claimed by CCD's. For example, library costs and department administration expenses, normally classified fully or partly as indirect costs in the OMB Circular A-21, are instead classified as direct costs for FAM-29C. These costs do not benefit mandated cost activities. In summary, FAM-29C indirect costs include operation and maintenance of plant; planning, policy making, and coordination; general institutional support services (excluding community relations); and depreciation or use allowance. Community relations include fundraising costs, which are unallowable under OMB Circular A-21. If the district claims any costs from these indirect accounts as direct mandate-related costs, the same costs should be reclassified as direct on FAM-29C.

Table 4 presents an example of the FAM-29C methodology.

Table 4: Indirect Cost Rate for Community Colleges

MANDATED COST				FORM	
INDIRECT COST RATE FOR COMMUNITY COLLEGE DISTRICTS				FAM 29-C	
(1) Claimant					
Activity	EDP	Salaries and Benefits per CCFS-311	Operating Expenses per CCFS-311	Indirect-Salaries, Benefits, and Operating Expenses	Direct-Salaries and Benefits only
Instructional Activities	599	\$46,249,931	\$ 8,289,190		\$ 46,249,931
Instruct. Admin. & Instruct. Governance	6000	5,181,935	631,615		5,181,935
Instructional Support Services	6100	4,361,061	445,196		4,361,061
Admissions and Records	6200	1,251,539	96,634		1,251,539
Student Counseling and Guidance	6300	3,373,121	80,201		3,373,121
Other Student Services	6400	5,511,511	1,116,904		5,511,511
Operation and Maintenance of Plant	6500	5,192,099	3,192,398	8,384,497	
Planning, Policy Making, and Coordination	6600	2,562,909	1,096,833	3,659,742	
General Institutional Support Services	6700				
Community Relations	6710	446,207	228,320	674,527	
Fiscal Operations	6720	2,342,316	315,019	2,657,335	
Human Resources Management	6730	1,057,387	102,600	1,159,987	
Non-instructional Staff Retirees' Benefits and Retirement Incentives	6740	1,327,125	-	1,327,125	
Staff Development	6750	1,295	34,931	36,226	
Staff Diversity	6760	449,392	394,915	844,307	
Logistical Services	6770	2,853,609	354,953	3,208,562	
Management Information Systems	6780	2,386,511	894,685	3,281,196	
Other General Institutional Support Services	6790	19,635	1,679	21,314	
Community Services and Economic Development	6800	963,036	688,648		963,036
Ancillary Services	6900	723,450	224,961		723,450
Auxiliary Operations	7000	565,859	12,179.00		565,859
Depreciation or Use Allowance - Building				2,620,741	
Depreciation or Use Allowance - Equipment				721,097	
Totals		<u>\$86,819,928</u>	<u>\$ 18,201,861</u>	<u>\$28,596,656</u>	<u>\$68,181,443</u>
				(A)	(B)
				<u>41.94%</u>	
Indirect Cost Rate (A)/(B)					

10. Time Study Guidelines

Background

A reasonable reimbursement methodology, which meets certain conditions specified in Government Code section 17518.5, subdivision (a), can be used as a "formula for reimbursing local agency and school district costs mandated by the state."

Two methods are acceptable for documenting employee time charged to mandated cost programs: Actual Time Reporting and Time Study. These methods are described below. Application of time study results is restricted. As explained in the Time Study Results section below, the results may be projected forward a maximum of two years or applied retroactively to initial claims, current-year claims, and late-filed claims, provided certain criteria are met.

Actual Time Reporting

Each program's parameters and guidelines define reimbursable activities for the mandated cost program. (Some parameters and guidelines refer to reimbursable activities as reimbursable components.) When employees work on multiple activities and/or programs, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation that meets the following standards (which clarify documentation requirements discussed in the Reimbursable Activities section of recent parameters and guidelines):

- They must reflect an after-the-fact (contemporaneous) distribution of the actual activity of each employee;
- They must account for the total activity for which each employee is compensated;
- They must be prepared at least monthly and must coincide with one or more pay periods; and
- They must be signed by the employee.

Budget estimates or other distribution percentages determined before services are performed do not qualify as support for actual time reporting.

Time Study

In certain cases, a time study may be used as a substitute for continuous records of actual time spent on multiple activities and/or programs. A time study can be used for an activity when the task is repetitive in nature. Activities that require varying levels of effort are not appropriate for time studies.

Time Study Plan

The claimant must develop a time study plan before a time study is conducted. The claimant must retain the time study plan for audit purposes. The plan must identify the following:

- Time period(s) to be studied - the plan must show that all time periods selected are representative of the fiscal year and that the results can be reasonably projected to approximate actual costs.
- Activities and/or programs to be studied - for each mandated program included, the time study must separately identify each reimbursable activity defined in the mandated program's parameters and guidelines, which are derived from the program's statement of decision. If a reimbursable activity in the parameters and guidelines identifies separate and distinct sub-activities, these sub-activities also must be treated as individual activities.

For example, sub-activities (a), (b), and (c) under reimbursable activity (B)(1) of the local

agency's Domestic Violence Treatment Services: Authorization and Case Management Program, relate to information to be discussed during victim notification by the probation department and therefore are not separate and distinct activities. It is not necessary to separately study these sub-activities.

- Process used to accomplish each reimbursable activity - use flowcharts or similar analytical tools and/or written desk procedures to describe the process followed to complete each activity.
- Employee universe - the employee universe used in the time study must include all positions whose salaries and wages are to be allocated by means of the time study.
- Employee sample selection methodology - the plan must show that employees selected are representative of the employee universe and that the results can be reasonably projected to approximate actual costs. In addition, the employee sample size should be proportional to the variation in time spent to perform a task. The sample size should be larger for tasks with significant time variations.
- Time increments to be recorded - the time increments used should be sufficient to recognize the number of different activities performed and the dynamics of these responsibilities. Very large increments (such as one hour or more) can be used for employees performing only a few functions that change very slowly over time. Small increments (a number of minutes) can be used for employees performing more short-term tasks.

Random-moment sampling is not an acceptable alternative to continuous time records for mandated cost claims. Random-moment sampling techniques are most applicable in situations where employees perform many different types of activities on a variety of programs with small time increments throughout the fiscal year.

Time Study Documentation

Time studies must:

- Be supported by time records that are completed contemporaneously;
- Report activity on a daily basis;
- Be sufficiently detailed to reflect all mandated activities and/or programs performed during a specific time period; and
- Coincide with one or more pay periods.

Time records must be signed by the employee and be supported by documentation that validates that the work was actually performed. As with actual time reporting, budget estimates or other distribution percentages determined before services are performed do not qualify as valid time studies.

Time Study Results

Claimants must summarize time study results to show how the time study supports the costs claimed for each activity. Any variations from the procedures identified in the original time study plan must be documented and explained. Current-year costs must be used to prepare a time study. Claimants may project time study results to no more than two subsequent fiscal years. A claimant also may apply time study results retroactively to initial claims, current-year claims, and late-filed claims.

When projecting time study results, the claimant must certify that no significant changes have occurred between years in either (1) the requirements of each mandated program activity; or (2) the processes and procedures used to accomplish the activity. For all years, the claimant must

maintain documentation that shows that the mandated activity was actually performed. Time study results used to support claims are subject to the record-keeping requirements for those claims.

11. Offset Against State Mandated Claims

As noted previously, allowable costs are defined as those direct and indirect costs, less applicable credits, considered eligible for reimbursement. When all or part of the costs of a mandated program are specifically reimbursable from local assistance revenue sources (e.g., state, federal, foundation, etc.), only that portion of any increased costs payable from CCD funds is eligible for reimbursement under the provisions of GC Section 17561.

Example 1:

As illustrated in Table 5, this example shows how the "Offset Against State Mandated Claims" is determined for a CCD receiving block grant revenues not based on a formula allocation. Program costs for each situation equals \$100,000.

Table 5: Offset Against State Mandates, Example 1

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$95,000	\$2,500	\$-0-	\$2,500
2.	100,000	97,000	2,500	-0-	2,500
3.	100,000	98,000	2,500	500	2,000
4.	100,000	100,000	2,500	2,500	-0-
5.	100,000 *	50,000	2,500	1,250	1,250
6.	100,000 *	49,000	2,500	250	2,250

* CCD share is \$50,000 of the program cost.

Numbers (1) through (4), in Table 5, show intended funding at 100% from local assistance revenue sources. Numbers (5) and (6) show cost sharing on a 50/50 basis with the district. In numbers (1) through (6), included in the program costs of \$100,000 are state mandated costs of \$2,500. The offset against state mandated claims are the amount of actual local assistance revenues, which exceeds the difference between program costs and state mandated costs. This offset cannot exceed the amount of state mandated costs.

In (1), local assistance revenues were less than expected. Local assistance funding was not in excess of the difference between program costs and state mandated costs. As a result, the offset against state mandated claims is zero and \$2,500 is claimable as mandated costs.

In (4), local assistance revenues were fully realized to cover the entire cost of the program, including the state mandated activity; therefore, the offset against state mandated claims is \$2,500, and claimable cost is \$0.

In (5), the district is sharing 50% of the project cost. Since local assistance revenues of \$50,000 were fully realized, the offset against state mandated claims is \$1,250.

In (6), local assistance revenues were less than the amount expended and the offset against state mandated claims is \$250. Therefore, the claimable mandated costs are \$2,250.

Example 2:

As illustrated in Table 6, this example shows how the offset against state mandated claims is determined for a CCD receiving special project funds based on approved actual costs. Local assistance revenues for special projects must be applied proportionately to approve costs.

Table 6: Offset Against State Mandates, Example 2

	Program Costs	Actual Local Assistance Revenues	State Mandated Costs	Offset Against State Mandated Claims	Claimable Mandated Costs
1.	\$100,000	\$100,000	\$2,500	\$2,500	\$-0-
2.	100,000 **	75,000	2,500	1,875	625
3.	100,000 **	45,000	1,500	1,125	375

** CCD share is \$25,000 of the program cost.

In (2), the entire program cost was approved. Since the local assistance revenue source covers 75% of the program cost, it also proportionately covered 75% of the \$2,500 state mandated costs, or \$1,875.

If in (3) local assistance revenues are less than the amount expected because only \$60,000 of the \$100,000 program costs were determined to be valid by the contracting agency, then a proportionate share of state mandated costs is likewise reduced to \$1,500. The offset against state mandated claims is \$1,125. Therefore, the claimable mandated costs are \$375.

Federal and State Funding Sources

State school fund apportionments and federal aid for education, which are based on ADA and are part of the general system of financing public schools as well as block grants which do not provide for specific reimbursement of costs (i.e., allocation formulas not tied to expenditures), should not be included as reimbursements from local assistance revenue sources.

Governing Authority

The costs of salaries and expenses of the governing authority, such as the school superintendent and governing board, are not reimbursable. These are costs of general government as described in the Office of Management and Budget Circular (OMB) 2 CFR Part 225.

12. Notice of Claim Adjustment

All claims submitted to the SCO are reviewed to determine if the claim was prepared in accordance with the claiming instructions. Claimants will receive a "Notice of Claim Adjustments" detailing any adjustments made by the SCO.

13. Audit of Costs

Pursuant to GC section 17558.5, subdivision (b), The SCO may conduct a field review of any claim after the claim has been submitted, prior to the reimbursement of the claim, to determine if costs are related to the mandate, are reasonable and not excessive, and the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the CSM. If any adjustments are made to a claim, a "Notice of Claim Adjustment" specifying the claim component adjusted, the amount adjusted, and the reason for the adjustment, will be mailed within 30 days after payment of the claim.

Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a community college district for this mandate is subject to the initiation of an audit by SCO no later than three years after the date that the actual reimbursement claim is filed or last amended,

whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for SCO to initiate an audit shall commence to run from the date of initial payment of the claim.

In any case, an audit shall be completed no later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. On-site audits will be conducted by SCO as deemed necessary.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be maintained by the claimant and made available to the SCO upon request as discussed in Section 17 of this manual.

14. Source Documents

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee records, or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

All documents used to support the reimbursable activities must be retained during the period subject to audit and must be made available to the SCO upon request as discussed in Section 17 of this manual.

For costs incurred on or after January 1, 2005, a reasonable reimbursement methodology can be used for reimbursing a CCD that meets certain conditions specified in 17518.5(a).

15. Claim Forms and Instructions

A claimant may submit a computer generated report in substitution for Form-1 and Form-2, provided the format of the report and data fields contained within the report are identical to the claim forms included with these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file reimbursement claims. The SCO will revise the manual and claim forms as necessary.

A. Form-2, Activity Cost Detail

This form is used to segregate the detail costs by claim activity. In some mandates, specific reimbursable activities have been identified for each activity. The expenses reported on this form must be supported by the official financial records of the claimant. All documents used to support the reimbursable activities must be retained by the claimant and must be made available to the SCO upon request.

B. Form-1, Claim Summary

This form is used to summarize direct costs by activity and compute allowable indirect costs for the mandate. The direct costs summarized on this form are derived from Form-2 and are carried forward to form FAM-27.

C. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized officer of the CCD. All applicable information from Form-1 must be carried forward onto this form in order for the SCO to process the claim for payment. An original and one copy of the FAM-27 are required.

Claims should be rounded to the nearest dollar. Submit a signed original and one copy of form FAM-27, Claim for Payment. **(To expedite the payment process, please sign the form FAM-27 with blue ink, and attach a copy of the form FAM-27 to the top of the claim package.)** Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
Other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

16. Retention of Claiming Instructions

For your convenience, the revised claiming instructions in this package have been arranged in alphabetical order by program name. This Community College Mandated Cost Manual should be retained permanently for future reference, and the forms should be duplicated to meet your filing requirements. Annually, new or revised forms, instructions, and any other information claimants may need to file claims will be placed on the SCO's Web site located at www.sco.ca.gov/ard/local/locreim/index.shtml.

If you have any questions concerning mandated cost reimbursements, please write to us at the address listed for filing claims, or by e-mail to lrsdar@sco.ca.gov, or call the Local Reimbursements Section at (916) 324-5729.

17. Retention of Claim Records and Supporting Documentation

Pursuant to Government Code section 17558.5, (a), a reimbursement claim for actual costs filed by a CCD pursuant to this chapter is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documents used to support the reimbursable activities, as described in Section V, must be retained during the period subject to audit. If the Controller has initiated an audit during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents shall be made available to the SCO upon request.

Subj: **FW: Updated Listing of Outstanding HFE IRCs and Event That Initiates An Audit/Starts the Two-Year Audit Clock**
Date: 11/22/2011 10:51:04 A.M. Pacific Standard Time
From: jspano@sco.ca.gov
To: Nancy.Patton@csm.ca.gov, Kbpsixten@aol.com
CC: ssilva@sco.ca.gov, svanee@sco.ca.gov

Nancy, Keith,

Attached is the updated listing of outstanding Health Fee Elimination Program Incorrect Reduction Claims (IRCs), detailed by audit issues, as discussed with Keith Petersen and representatives of the Commission and SCO after the October 27, 2011, Commission hearing. The IRCs are in chronological order according to the filing date.

At the same meeting, Commission staff asked what we believe constitutes the initiation of an audit pursuant to Government Code section 17558.5. We consider the event that initiates an audit pursuant to Government Code section 17558.5 to be the date of the initial contact by the SCO to the auditee (generally a telephone contact) to inform them and put them on notice of the SCO's intention to perform the audit. In addition, we consider this same date as the event that commences the two-year period to complete an audit pursuant to Government Code section 17558.5.

I believe the next step is to coordinate a meeting or telephone conference call to discuss the prioritization of outstanding Health Fee Elimination Programs IRCs based on the updated listing.

Jim L. Spano, CPA

Bureau Chief
State Controller's Office
Division of Audits / Mandated Cost Audits Bureau
Office: (916) 323-5849 / Fax: (916) 327-0832
jspano@sco.ca.gov

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JOHN CHIANG
California State Controller

April 3, 2009

Paulette J. Perfurno, Ph.D.
President
Pasadena Area Community College District
1570 East Colorado Blvd.
Pasadena, CA 91106-2003

Re: Audit of Mandated Cost Claims for Integrated Waste Management Program
For the Period of July 1, 2002, through June 30, 2008

Dear Dr. Perfurno:

This letter confirms that Janny Chan has scheduled an audit of Pasadena Area Community College District's legislatively mandated Integrated Waste Management Program cost claims filed for fiscal year (FY) FY 2002-03, FY 2003-04, FY 2004-05, FY 2005-06, FY 2006-07, and FY 2007-08. *Government Code* sections 12410, 17558.5, and 17561 provide the authority for this audit. The entrance conference is scheduled for Wednesday, April 15, 2009, at 9:30 a.m. We will begin audit fieldwork after the entrance conference.

Please furnish working accommodations for and provide the necessary records (listed on the Attachment) to the audit staff. If you have any questions, please call me at (310) 342-5639.

Sincerely,

Art Luna, Audit Manager
Mandated Cost Audits Bureau
Division of Audits

AL/kr

Attachment

Paulette Perfumo, Ph.D.

April 3, 2009

Page 2

cc: Odessa Walker, Director
Fiscal Services
Pasadena Area Community College District
Bridget Norsworthy
Fiscal Services
Pasadena Area Community College District
Jim L. Spano, Chief
Mandated Cost Audits Bureau
Division of Audits
State Controller's Office
Ginny Brummels, Manager
Division of Accounting and Reporting
State Controller's Office
Janny Chan, Auditor-in-Charge
Division of Audits
State Controller's Office

Pasadena Area Community College District
Records Request for Mandated Cost Program
FY 2002-03, FY 2003-04, FY 2004-05, FY 2005-06, FY 2006-07, FY 2007-08

1. Copy of external and internal audit reports performed on the mandated cost program
2. Organization charts for the district effective during the audit period, showing employee names and position titles
3. Organization charts for the division or units handling the mandated cost program effective during the audit period, showing employee names and position titles
4. Chart of accounts
5. Worksheets that support the productive hourly rate used, including support for benefit rates
6. Employee time sheets or time logs
7. Access to payroll records showing employee salaries and benefits paid during the audit period
8. Access to general ledger accounts that support disbursements
9. Documentation that supports amounts received from other funding sources
10. Copies of invoices and other documents necessary to support costs claimed
11. Copy of claims filed for the mandated cost program
12. Documentation that support the indirect cost rate proposal (ICRP)

Subj: **Audit initiation/completion date rule**
Date: 11/22/2011 12:11:14 P.M. Pacific Standard Time
From: Kbpsixten@aol.com
To: jspano@sco.ca.gov
CC: ssilva@sco.ca.gov, svanzee@sco.ca.gov, nancy.patton@csm.ca.gov, sharpej@losrios.edu,
nbailey@gavilan.edu, jbreza@4cd.edu, brnorsworthy@pasadena.edu

Jim

Thanks for the list of issues for the HFE claim.

Regarding the "audit initiation date," if you are now starting the 2-year clock at date of first phone contact (see forwarded message below) , I believe the following recent audits were issued (date of final audit report) more than 2-years after the initial phone contact:

Contra Costa CCD- EFCW
Gavilan CCD-EFCW
Pasadena CCD-IWM

Please withdraw/cancel these audits.

It will take me some time to look at my other pending incorrects to check the two-year rule, and I will get back to you later on this.

Thanks

Keith B. Petersen, President
SixTen and Associates
www.sixtenandassociates.com

Sacramento Office:
P.O. Box 340430
Sacramento, CA 95834-0430
Voice: 916-419-7093
Fax: 916-263-9701

San Diego Office:
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Voice: 858-514-8605
Fax: 858-514-8645

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In a message dated 11/22/2011 10:51:04 A.M. Pacific Standard Time, jspano@sco.ca.gov writes:

Nancy, Keith,

Attached is the updated listing of outstanding Health Fee Elimination Program Incorrect Reduction Claims (IRCs), detailed by audit issues, as discussed with Keith Petersen and representatives of the Commission and SCO after the October 27, 2011, Commission hearing. The IRCs are in chronological order according to the filing date.

At the same meeting, Commission staff asked what we believe constitutes the initiation of an audit pursuant to Government Code section 17558.5. We consider the event that initiates an audit pursuant to Government Code section 17558.5 to be the date of the initial contact by the SCO to the auditee (generally a telephone contact) to inform them and put them on notice of the SCO's intention to perform the audit. In addition, we consider this same date as the event that commences the two-year period to complete an audit pursuant to Government Code section 17558.5.

I believe the next step is to coordinate a meeting or telephone conference call to discuss the prioritization of outstanding Health Fee Elimination Programs IRCs based on the updated listing.

AUDIT
START DATE

Jim L. Spano, CPA

Bureau Chief

State Controller's Office

Division of Audits / Mandated Cost Audits Bureau

Office: (916) 323-5849 / Fax: (916) 327-0832

jspano@sco.ca.gov

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SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
252 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

Claim File Copy

September 28, 2006

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



for Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
---	---	---

L A B E L H E R E	(01) Claimant Identification Number: CC 19335	Reimbursement Claim Data		
	(02) Claimant Name: Pasadena Area Community College District	(22) IWM-1, (03)(A)(1)(f)	330	
	County of Location: Los Angeles	(23) IWM-1, (03)(A)(2)(f)	2,414	
	Street Address: 1570 E. Colorado Blvd.	(24) IWM-1, (03)(B)(1)(f)	330	
	City: Pasadena State: CA Zip Code: 91106-2003	(25) IWM-1, (03)(B)(2)(f)	0	
	Type of Claim	Estimated Claim	Reimbursement Claim	(26) IWM-1, (03)(B)(3)(f)

	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	1,321
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	67,382
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) IWM-1, (03)(C)(1)(f)	0
Fiscal Year of Cost	(06)	(12)	(30) IWM-1, (03)(C)(2)(f)	0
Total Claimed Amount	(07)	(13) \$ 96,064	(31) IWM-1, (03)(D)(f)	661
Less: 10% Late Penalty		(14) \$ 9,606	(32) IWM-1, (03)(E)(f)	0
Less: Prior Claim Payment Received		(15) \$ -	(33) IWM-1, (03)(F)(f)	2,643
Net Claimed Amount		(16) \$ 86,458	(34) IWM-1, (06)	22,269
Due from State	(08)	(17) \$ 86,458	(35) IWM-1, (08)	0
Due to State		(18)	(36) IWM-1, (09)	1,286

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)  _____	Date _____ 9/18/06
Type or Print Name James Albanese	Title Interim Vice President, Administrative Services

(38) Name of Contact Person for Claim SixTen and Associates	Telephone Number: (858) 514-8605 E-mail Address: kbpsixten@aol.com
--	---

Program 256		MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District		(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>				Fiscal Year 1999-2000	
Direct Costs		Object Accounts					
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total	
A. One-Time Activities							
1	Development of Policies and Procedures	\$ 330.36	\$ -	\$ -	\$ -	\$ 330.36	
2	Staff Training	\$ 2,414.22	\$ -	\$ -	\$ -	\$ 2,414.22	
B. Ongoing Activities							
1	Completion and Submission of Plan to Board	\$ 330.36	\$ -	\$ -	\$ -	\$ 330.36	
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Designation of Waste Reduction and Recycling Coordinator	\$ 1,321.44	\$ -	\$ -	\$ -	\$ 1,321.44	
5	Diversion and Maintenance of Approved Level of Reduction	\$ 66,528.36	\$ -	\$ 853.76	\$ -	\$ 67,382.12	
C. Alternative Compliance							
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Accounting System		\$ 660.72	\$ -	\$ -	\$ -	\$ 660.72	
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -	
F. Annual Recycled Material Reports		\$ 2,642.88	\$ -	\$ -	\$ -	\$ 2,642.88	
(04) Total Direct Costs		\$ 74,228.34	\$ -	\$ 853.76	\$ -	\$ 75,082.10	
Indirect Costs							
(05) Indirect Cost Rate		[Federally approved OMB A-21, FAM-28C, or 7%]				30.00%	
(06) Total Indirect Costs		[Line (05) x line (04)(a)]				\$ 22,268.50	
(07) Total Direct and Indirect Costs		[Line (04)(f) + line (06)]				\$ 97,350.60	
Cost Reduction							
(08) Less: Offsetting Savings						\$ -	
(09) Less: Other Reimbursements						\$ 1,286.36	
(10) Total Claimed Amount		[Line (07) - (Line (08) + Line (09))]				\$ 96,064.24	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
-----------------------	--	---------------

(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 1999-2000
---	-------------------------------

(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$27.53	12.0	\$ 330.36				
Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			\$ 330.36	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 1999-2000			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities		<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training				
Ongoing Activities		<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board			
		<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction				
Alternative Compliance		<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste				
		<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports			
(04) Description of Expenses				Object Accounts			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training
Training district staff on the requirements and implementation of the plan							
Gonzalez, Arturo Gardner	\$22.36	6.0	\$ 134.16				
Jennings, Michael Power Sweeper Operatop	\$23.58	6.0	\$ 141.48				
Griffith, Bill Gardner	\$23.41	6.0	\$ 140.46				
Flores, Sarah Supervisor Facilities	\$27.53	30.0	\$ 825.90				
Glasscock, Ed Gardner	\$21.46	6.0	\$ 128.76				
Petty, Helen Custodian	\$19.70	6.0	\$ 118.20				
Dunn, Billie Custodian	\$21.02	6.0	\$ 126.12				
Carlson, Paul Custodian	\$22.31	6.0	\$ 133.86				
Jimenez, Ben Custodian	\$20.61	6.0	\$ 123.66				
Lopez, Eugene Gardner	\$24.97	6.0	\$ 149.82				
Malagon, Apollo Gardner	\$21.24	6.0	\$ 127.44				
Brown, Stan Lead Custodian	\$21.10	6.0	\$ 126.60				
Lam, Doug Skilled Trades Worker	\$22.96	6.0	\$ 137.76				
(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1		\$ 2,414.22	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 1999-2000
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$27.53	12.0	\$ 330.36				
(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 330.36	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 1999-2000			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities	<input type="checkbox"/>	Development of Policies and Procedures	<input type="checkbox"/>	Staff Training			
Ongoing Activities	<input type="checkbox"/>	Completion and Submission of Plan to Board	<input type="checkbox"/>	Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board		
	<input checked="" type="checkbox"/>	Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/>	Maintenance of Approved Level of Reduction			
Alternative Compliance	<input type="checkbox"/>	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/>	Alternative Requirement of Time Extension for 1/1/04 for 50% Waste			
	<input type="checkbox"/>	Accounting System	<input type="checkbox"/>	Annual Report	<input type="checkbox"/> Annual Recycled Material Reports		
(04) Description of Expenses				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$27.53	48.0	\$ 1,321.44				
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			Page 1 of 1	\$ 1,321.44	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 1999-2000
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Gonzalez, Arturo Gardner	\$22.36	240.0	\$ 5,366.40				
Jennings, Michael Power Sweeper Operatop	\$23.58	240.0	\$ 5,659.20				
Griffith, Bill Gardner	\$23.41	240.0	\$ 5,618.40				
Glasscock, Ed Gardner	\$21.46	240.0	\$ 5,150.40				
Lopez, Eugene Gardner	\$24.97	240.0	\$ 5,992.80				
Malagon, Apollo Gardner	\$21.24	240.0	\$ 5,097.60				
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Petty, Helen Custodian	\$19.70	240.0	\$ 4,728.00				
Dunn, Billie Custodian	\$21.02	240.0	\$ 5,044.80				
Carlson, Paul Custodian	\$22.31	240.0	\$ 5,354.40				
Jimenez, Ben Custodian	\$20.61	240.0	\$ 4,946.40				
Brown, Stan Lead Custodian	\$21.10	240.0	\$ 5,064.00				
Lam, Doug Skilled Trades Worker	\$22.96	240.0	\$ 5,510.40				
Lighting Resources, Inc. Recycling Lighting Tubes & Discha	\$100.00	8.5			\$ 853.76		
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Petty, Helen Custodian	\$19.70	6.0	\$ 118.20				
Dunn, Billie Custodian	\$21.02	6.0	\$ 126.12				
Carlson, Paul Custodian	\$22.31	6.0	\$ 133.86				
Jimenez, Ben Custodian	\$20.61	6.0	\$ 123.66				
Brown, Stan Lead Custodian	\$21.10	96.0	\$ 2,025.60				
Lam, Doug Skilled Trades Worker	\$22.96	6.0	\$ 137.76				
Procuring materials/equipment necessary for maintaining approved level of reduction							
Flores, Sarah Supervisor Facilities	\$27.53	12.0	\$ 330.36				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 66,528.36	\$ -	\$ 853.76	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 1999-2000
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts												
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training								
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities	\$27.53	24.0	\$ 660.72												
<table border="0" style="width:100%;"> <tr> <td style="width:15%;">(05) Total</td> <td style="width:15%;"><input checked="" type="checkbox"/></td> <td style="width:15%;">Subtotal</td> <td style="width:15%;"><input type="checkbox"/></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> </table>			(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>					\$ 660.72	\$ -	\$ -	\$ -	\$ -
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>												

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 1999-2000
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$27.53	96.0	\$ 2,642.88				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 2,642.88	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 1999-2000
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
1-00/6-00	6.00	Brown, Stan	Lead Custodian	\$21.10	\$126.60	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Brown, Stan	Lead Custodian	\$21.10	\$5,064.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	96.00	Brown, Stan	Lead Custodian	\$21.10	\$2,025.60	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	342.00	Brown, Stan Total			\$7,216.20		
1-00/6-00	6.00	Carlson, Paul	Custodian	\$22.31	\$133.86	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Carlson, Paul	Custodian	\$22.31	\$5,354.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	6.00	Carlson, Paul	Custodian	\$22.31	\$133.86	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Carlson, Paul Total			\$5,622.12		
1-00/6-00	6.00	Dunn, Billie	Custodian	\$21.02	\$126.12	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Dunn, Billie	Custodian	\$21.02	\$5,044.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	6.00	Dunn, Billie	Custodian	\$21.02	\$126.12	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Dunn, Billie Total			\$5,297.04		
1-00/6-00	12.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$330.36	Developing the necessary district policies and procedures	Development of Policies and Procedures
1-00/6-00	30.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$825.90	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	12.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$330.36	Completing/submitted the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
1-00/6-00	48.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$1,321.44	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordinator
1-00/6-00	24.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$660.72	Developing, implementing, maintaining accounting system to track source reduction, recycling, or comp	Accounting System
1-00/6-00	96.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$2,642.88	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
1-00/6-00	12.00	Flores, Sarah	Supervisor Facilities	\$27.53	\$330.36	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	234.00	Flores, Sarah Total			\$6,442.02		
1-00/6-00	6.00	Glasscock, Ed	Gardner	\$21.46	\$128.76	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Glasscock, Ed	Gardner	\$21.46	\$5,150.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Glasscock, Ed Total			\$5,279.16		
1-00/6-00	6.00	Gonzalez, Arturo	Gardner	\$22.36	\$134.16	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Gonzalez, Arturo	Gardner	\$22.36	\$5,366.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Gonzalez, Arturo Total			\$5,500.56		
1-00/6-00	6.00	Griffith, Bill	Gardner	\$23.41	\$140.46	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Griffith, Bill	Gardner	\$23.41	\$5,618.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Griffith, Bill Total			\$5,758.86		
1-00/6-00	6.00	Jennings, Michael	Power Sweeper Operator	\$23.58	\$141.48	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Jennings, Michael	Power Sweeper Operator	\$23.58	\$5,659.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Jennings, Michael Total			\$5,800.68		
1-00/6-00	6.00	Jimenez, Ben	Custodian	\$20.61	\$123.66	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Jimenez, Ben	Custodian	\$20.61	\$4,946.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	6.00	Jimenez, Ben	Custodian	\$20.61	\$123.66	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Jimenez, Ben Total			\$5,193.72		
1-00/6-00	6.00	Lam, Doug	Skilled Trades Worker	\$22.96	\$137.76	Training district staff on the requirements and implementation of the plan	Staff Training

Pasadena Area C City College District
 764/99 INTEGRATED WASTE MANAGEMENT
 1999-2000
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
1-00/6-00	240.00	Lam, Doug	Skilled Trades Worker	\$22.96	\$5,510.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	6.00	Lam, Doug	Skilled Trades Worker	\$22.96	\$137.76	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Lam, Doug Total			\$5,785.92		
1-00/6-00	8.54	Lighting Resources, Inc.	Recycling Lighting Tubes	\$100.00	\$853.76	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	8.54	Lighting Resources, Inc. Total			\$853.76		
1-00/6-00	6.00	Lopez, Eugene	Gardner	\$24.97	\$149.82	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Lopez, Eugene	Gardner	\$24.97	\$5,992.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Lopez, Eugene Total			\$6,142.62		
1-00/6-00	6.00	Malagon, Apollo	Gardner	\$21.24	\$127.44	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Malagon, Apollo	Gardner	\$21.24	\$5,097.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	246.00	Malagon, Apollo Total			\$5,225.04		
1-00/6-00	6.00	Petty, Helen	Custodian	\$19.70	\$118.20	Training district staff on the requirements and implementation of the plan	Staff Training
1-00/6-00	240.00	Petty, Helen	Custodian	\$19.70	\$4,728.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
1-00/6-00	6.00	Petty, Helen	Custodian	\$19.70	\$118.20	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Petty, Helen Total			\$4,964.40		
	3320.54	Grand Total			\$75,082.10		



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL AND CHIEF INFORMATION OFFICER

June 2, 1998

Christine Chen
Acting Principal Accountant
Pasadena Area Community College District
1570 E. Colorado Boulevard
Pasadena, California 91106

Reference: Agreement No. 98-033

Dear Ms. Chen:

The original and one copy of an Indirect Cost Rate Agreement are enclosed. These documents reflect an understanding reached by your organization and the U.S. Department of Education. The rates agreed upon should be used to compute indirect cost for grants, contracts and applications funded by this Department and other Federal agencies.


After reviewing the Rate Agreement, please confirm acceptance by having the original signed by a duly authorized representative of your organization and returned within fifteen (15) calendar days from the date of this letter:

U.S. Department of Education
Attention: Paul Brickman
Room 3652, ROB #3
600 Independence Avenue, SW
Washington, D.C. 20202-4201

The enclosed copy of this agreement should be retained for your files. If there are any additional questions concerning this agreement, please contact on (202) 708-6817.

The next indirect cost proposal based on fiscal year ending June 30, 2000, is due in this office by December 31, 2000. This proposal should be sent to the above address.

Sincerely,


Richard T. Mueller, Chief
Indirect Cost Group
Office of the Chief Financial
And Chief Information Officer

Enclosures

INDIRECT COST RATE AGREEMENT
COLLEGE AND UNIVERSITY

ORGANIZATION:

Pasadena Community College
1570 E. Colorado Boulevard
Pasadena, California 91106

DATE: June 2, 1998

AGREEMENT NO. 98-033

FILING REFERENCE: This replaces
previous Agreement No. 95-104 and
95-010
dated July 27, 1995

The rate(s) approved in this Agreement are for use on your grants, contracts, and other agreements with the Federal Government.

This agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Base	Coverage	
	From	To			Location	Applicability
Predetermined	07-01-95	06-30-98	30.0%	1/	On-site	All Programs
Predetermined	07-01-98	06-30-2001	30.0%	1/	On-site	All Programs

1/ Direct salaries and wages, including fringe benefits.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

Please see special remarks.

Section II - Particulars

A. LIMITATIONS: The rate(s) in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rate(s) is subject to the following conditions: (1) Only costs incurred by the institution were included in its indirect cost pool as finally accepted; such costs are legal obligations of the institution and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment, and (4) The information provided by the Institution which was used to establish the rates is not later found to be materially incomplete or inaccurate.

B. ACCOUNTING CHANGES: If a fixed or predetermined rate is in this Agreement, it is based on the accounting system purported by the institution to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of costs from indirect to direct. Failure to obtain approval may result in cost disallowance.

FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES: The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21, and should be applied to grants, contracts, and other agreements covered by Office of Management and Budget Circular A-21, subject to any limitations in A above. The institution may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the institution should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

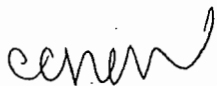
Section III - Special Remarks

1. This agreement is effective on the date of approval of the Federal Government.
2. Questions regarding this agreement should be directed to the Negotiator.
3. Approval of the rate(s) contained herein does not establish acceptance of the State Education Agency's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.
4. U.S. Department of Education training grants containing an eight percent indirect cost rate, cannot utilize indirect costs in excess of eight percent to satisfy matching or cost sharing requirements (34 CFR 75.562 (c)(3)).

Section IV - Approvals

By the Institution:

Pasadena Community College
10 E. Colorado Boulevard
Pasadena, California 91106



Signature

Christine Chen

Name

Principal Accountant

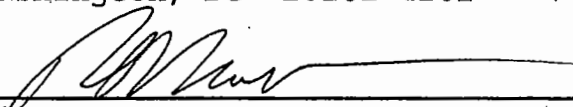
Title

6/12/98

Date

For the Federal Government:

U.S. Department of Education
600 Independence Ave., SW.
Room 3523, ROB#3
Washington, DC 20202-4201



Signature

Richard T. Mueller

Name

Chief, Indirect Cost Group

Title

June 2, 1998

Date

Paul J. Brickman

Negotiator

(202) 708-6817

Telephone Number

Received by

Date

79900

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
<hr/>			
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
06/29/05	SMURIFT-STONE	192162	\$54.01 ✓

} \$1,286.36

✓ Agree w/ receipts

PASADENA AREA COMMUNITY COLLEGE DISTRICT 30237

RECEIVED FROM P. C. C. T & A. DATE 1/6/00

ADDRESS _____

FOR Trena Alston Supermarket DOLLARS \$ 500.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8880

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 66139 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT 30238

RECEIVED FROM State of Calif. DATE 1/6/00

ADDRESS _____

FOR Capital Outlay DOLLARS \$ 31,167.51

AMOUNT OF ACCOUNT \$ _____ 15-8658-7179-0000 25,338.98

AMOUNT PAID \$ _____ 15-8658-7179-9899 5,828.53

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

07-138793

PASADENA AREA COMMUNITY COLLEGE DISTRICT 30239

RECEIVED FROM Allen Paper Co. DATE 1/6/00

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 175.48

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8890-6504

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 355148 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT 30240

RECEIVED FROM Asso. Stew. of P.C.C. DATE 1/6/00

ADDRESS _____

FOR 5722 DOLLARS \$ 302.26

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 30123 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

30365

RECEIVED FROM Cherene Bible Missions Church of N.A. DATE 2/11/00

ADDRESS _____

FOR U. Permit # 4153 DOLLARS \$ 76.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

03-773945747

PASADENA AREA COMMUNITY COLLEGE DISTRICT

30366

RECEIVED FROM Allen Co. DATE 2/11/00

ADDRESS _____

FOR recycled paper DOLLARS \$ 297.50

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

03-773945747

PASADENA AREA COMMUNITY COLLEGE DISTRICT

30367

RECEIVED FROM Allen Co. Treasurer for DATE 2/11/00

ADDRESS Monte City School Dist

FOR 753 DOLLARS \$ 440.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

01 8890-6721-5000

PASADENA AREA COMMUNITY COLLEGE DISTRICT

30368

RECEIVED FROM Allen Co. Treasurer for DATE 2/11/00

ADDRESS Saniford School Dist

FOR 753 DOLLARS \$ 156.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

01-8890-6721-5000

PASADENA AREA COMMUNITY COLLEGE DISTRICT

33497

RECEIVED FROM City of Pasadena
ADDRESS _____

DATE 3/29/00

FOR G.A.I.N.

DOLLARS \$ 5,804.83

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

03-8130-7032

CASH CHECK M.O. CREDIT CARD 083417 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

33498

RECEIVED FROM The Academic Senate for
ADDRESS Com. Colleges

DATE 3/29/00

FOR 5792

DOLLARS \$ 13,805.40

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6603

CASH CHECK M.O. CREDIT CARD 3315 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

33499

RECEIVED FROM Alan Co.
ADDRESS _____

DATE 3/29/00

FOR paper

DOLLARS \$ 283.48

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6504

CASH CHECK M.O. CREDIT CARD 361675 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

33500

RECEIVED FROM Stu of P.C.C.
ADDRESS _____

DATE 3/29/00

FOR 5207

DOLLARS \$ 152.83

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-5513-6711-0020

CASH CHECK M.O. CREDIT CARD 2711 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36865

RECEIVED FROM L.A. Co. Treasurer for DATE 5/23/00
ADDRESS 61 Monte City School

FOR HW # 5265 DOLLARS \$ 728.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

61-8890-6721-5700

CASH CHECK M.O. CREDIT CARD BY ap

21715640

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36866

RECEIVED FROM Couts Heating & Cooling, Inc. DATE 5/25/00
ADDRESS _____

FOR Capital Outlay P.E. Dept. DOLLARS \$ 201.25

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

15-6210-7113

CASH CHECK M.O. CREDIT CARD BY ap

052637

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36867

RECEIVED FROM Allen Co. DATE 5/25/00
ADDRESS _____

FOR copies paper DOLLARS \$ 316.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01 8890-6504

CASH CHECK M.O. CREDIT CARD 366244 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36868

RECEIVED FROM Staging Services DATE 5/25/00
ADDRESS _____

FOR B/T # 571 DOLLARS \$ 1,017.22

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6110

CASH CHECK M.O. CREDIT CARD see BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36941

DATE 6/21/00

RECEIVED FROM

Allan Co.

ADDRESS

DOLLARS \$ 213.90

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK

M.O.

CREDIT CARD 368190

BY

ap

01-8890-6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36942

DATE 6/21/00

RECEIVED FROM

Porter Film Co.

ADDRESS

DOLLARS \$ 92.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK

M.O.

CREDIT CARD 5990

BY

ap

01-8851

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36943

DATE 6/21/00

RECEIVED FROM

Robin Hoopelle for

ADDRESS

Cuervo

DOLLARS \$ 50.00

AMOUNT OF ACCOUNT \$ 578.00

AMOUNT PAID \$ 50.00

BALANCE DUE \$ 528.00

CASH CHECK

M.O.

CREDIT CARD 532

BY

ap

01-7500-6716

PASADENA AREA COMMUNITY COLLEGE DISTRICT

36944

DATE 6/21/00

RECEIVED FROM

Enrico E. Escobar

ADDRESS

DOLLARS \$ 500.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK

M.O.

CREDIT CARD

BY

01-7500-6716

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 1999-2000
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Copies of checks to recycling companies.
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.	Recycling of Fluorescent	1/10/2000	\$ 602.24
Lighting Resources, Inc.	Lighting Tubes and High	3/31/2000	\$ 59.52
Lighting Resources, Inc.	Intensity Discharge Bulbs	6/5/2000	\$ 192.00
Lighting Resources, Inc. Total			\$ 853.76

Conclusion: Findings go forward to IWM-2.

21211608

DISTRICT VOUCHER COPY

No. 21211608

01-10-00 DATE ISSUED
 00071108 DOCUMENT NO.
 3698 REGISTER NO.
 451020 DISTRICT SEQ. NO.
 21211608 WARRANT NO.
 01-06-00 DATE ENTERED
 NO AUDITED

LIGHTING RESOURCES, INC.
 1522 E. VICTORY STREET, STE. #2
 PHOENIX AZ 85040-0000

INVOICE DATE	INVOICE/REFERENCE NUMBER	PURCHASE ORDER OR CONTRACT NO.	AMOUNT
09-01-99	2080	P0001806	\$ 266.24
11-09-99	2625	P0001806	336.00

COMMENTS:

PAID BY:		\$ 602.24	SUBTOTAL
PASADENA AREA COMMUNITY COLLEGE		\$ 0.00	CREDIT/DISCOUNT
705		\$ 602.24	TOTAL
			DIST#705

LIGHTING RESOURCES, IN
 1522 East Victory Street
 Suite #4
 Phoenix, AZ 85040

CC 6722
 12/12-2000

ENTERED JAN 5 - 2000

UT/P

Invoice

Invoice Number:
 2625
 Invoice Date:
 Nov 9, 1999
 Page:
 1

Voice: 602-276-4278
 Fax: 602-276-5432

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

SAME

Customer ID	Customer PO	Payment Terms	
PASADENA	B 01086 <i>old #</i> B-01806	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI		11/24/99

Quantity	Description	Unit Price	Extension
1,050.00	F-40 LAMPS FOR RECYCLING	0.32	336.00

REQ
99-28395

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES — ACCTS. PAYABLE

TOTAL INVOICE AMOUNT 336.00

LIGHTING RESOURCES, INC
 1522 East Victory Street.
 Suite #4
 Phoenix, AZ 85040

cc 6722
 12/12

Invoice

Invoice Number:
 2080
 Invoice Date:
 Sep 1, 1999
 Page:
 1

Voice: 602-276-4278
 Fax: 602-276-5432

ENTERED JAN 5 - 2000

UT/P

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 E. COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PASADENA	#B-01086 <i>old #</i> B-01806	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI		9/16/99

Quantity	Description	Unit Price	Extension
780.00	F-40 LAMPS FOR RECYCLING	0.32	249.60
52.00	F-60 LAMPS FOR RECYCLING	0.32	16.64

**PAST DUE
 PLEASE REMIT**
 IF ALREADY PAID PLEASE DISREGARD

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

okom
ppp

TOTAL INVOICE AMOUNT

266.24

LIGHTING RESOURCES, INC
 1522 East Victory Street
 Suite #4
 Phoenix, AZ 85040

3/21/00
 P. Mullendore
 Police & Safety
 CC 108

Invoice

Invoice Number: 3541
 Invoice Date: Mar 3, 2000
 Page: 1

Phone: 602-276-4278
 Fax: 602-276-5432

UT/P

ENTERED MAR 28 2000

Sold To:
 ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PASADENA	B-01086 B-01806	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI	3/3/00	3/18/00

Quantity	Description	Unit Price	Extension
60.00	F-40 LAMPS FOR RECYCLING	0.32	19.20
80.00	F-60 LAMPS FOR RECYCLING	0.40	32.00
13.00	F-96 LAMPS FOR RECYCLING	0.64	8.32

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

OK to go
 P. Mullendore ✓

TOTAL INVOICE AMOUNT

59.52 ✓

LIGHTING RESOURCES, INC
 1522 East Victory Street
 Suite #4
 Phoenix, AZ 85040

5/17/00
 P. Henderson
 Transportation
 6/10/08

Invoice
 Invoice Number: 4016
 Invoice Date: Apr 26, 2000
 Page: 1

Voice: 602-276-4278
 Fax: 602-276-5432

ENTERED MAY 31 2000

Sold To:
 ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATOR:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-01086	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI	4/26/00	5/11/00

Quantity	Description	Unit Price	Extension
600.00	F-40 LAMPS FOR RECYCLING	0.32	192.00

OK to pay

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE AMOUNT 192.00 ✓

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Art Gonzalez Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District ART GONZALEZ Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Mike JENNINGS Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District MIKE JENNINGS Employee Name CARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Bill Griffith Employee Name _____ Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Bill Griffith* Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**


PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (424) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Sarah Flores Employee Name Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

PCC District
Sarah Flores Employee Name
Facilities Supervisor Exact Position Title
Facilities Services Department/Location
(626) 585-7697 Telephone #
12mo/11mo/10mo/hrly Work year length
 Fiscal Year: 1999

Code 5 College Coordinator: Coordination duties not specific to other activity codes.

Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.

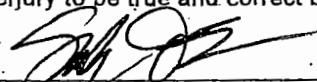
Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.

Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System.	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature:  Date: May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

Pcc District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Svcs. Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District ED GLASSCOCK Employee Name CARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C District ED Employee Name CARPENTER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pcc
 District _____ Employee Name Heather Petty Exact Position Title Custodian
 Department/Location Facilities Services Telephone # (626) 585-7278 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 1999

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Helen Petty Employee Name custodian Exact Position Title
Facilities Services Department/Location (626)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	980
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN


PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7270 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC
District

Paul Carlson
Employee Name

Custodian
Exact Position Title

Facilities Services
Department/Location

(020) 585-7278
Telephone #

12mo/11mo/10mo/hrly
Work year length

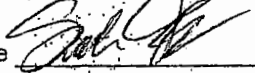
Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

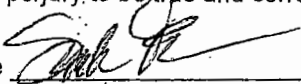
Pcc District Paul Carlson Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Ben Jerney Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location SPF-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jerney Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

P.C.C.
 District Ben Jemney Employee Name CUSTODIAN Exact Position Title
Facilities Telephone # 585-7277 Work year length 12mo/11mo/10mo/hrly Fiscal Year: ~~2000~~ 1999
 Department/Location

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jemney Date 5/31/06
 If you have any questions, please contact _____ at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Gene Lopez Employee Name Gardner Exact Position Title

Facilities Services Department/Location (076) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC Gene Lopez Gardener
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 1999
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC Apollo Malagon Gardener
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 1999
 Department/Location Telephone # Work year length

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Apollo Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

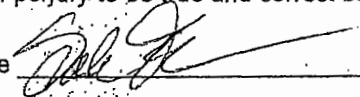
PCC District Stan Brown Employee Name Lead Custodian Exact Position Title
Facilities Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Stan Brown Employee Name Lead Custodian Exact Position Title
 (6216)
Facilities Services Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	16	16	16	16	16	16	16	16	16	16	16	16	192
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Doug Lam Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Doug Lam Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Report for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Doug Lam Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 1999

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Douglas Lam Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Integrated Waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>					
EMPLOYEE NAME:	MARIA JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
02-03	26,576.74	4,347.15	1800	15.46	
03-04	33,377.12	8,189.55	1800	19.50	
04-05	35,336.72	8,706.72	1800	20.69	
05-06	37,148.52	8,672.86	1800	21.70	
EMPLOYEE NAME:	SARAH FLORES				
TITLE:	Supervisor Facilities		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	43,630.80	9,915.34	1800	27.53	
00-01	49,849.68	10,936.33	1800	31.22	
01-02	53,481.48	11,533.33	1800	33.51	
02-03	54,279.72	13,645.66	1800	34.22	
03'04	54,619.05	18,393.06	1800	34.68	
04-05	56,977.92	19,641.22	1800	36.47	
05-06	64,490.88	20,681.57	1800	40.79	
EMPLOYEE NAME:	ALFRED GARCIA				
TITLE:	Skilled Trades Wkr		LOCATION: Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	39,937.26	11,461.76	1800	26.52	
00-01	44,239.56	12,146.25	1800	29.06	
01-02	46,615.20	13,057.26	1800	30.88	
02-03	47,913.36	12,935.50	1800	30.70	
03'04	48,504.84	22,358.84	1800	34.15	
04-05	49,673.76	23,127.84	1800	35.13	
05-06	52,271.76	23,101.70	1800	36.58	

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00		-	1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01				
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME HELEN PETTY				
TITLE: Custodian Facilities				
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
1252 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

Claim File Copy

September 28, 2006

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



for Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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(01) Claimant Identification Number: CC 19335	Reimbursement Claim Data
(02) Claimant Name Pasadena Area Community College District	(22) IWM-1, (03)(A)(1)(f) 749
County of Location Los Angeles	(23) IWM-1, (03)(A)(2)(f) 5,267
Street Address 1570 E. Colorado Blvd.	(24) IWM-1, (03)(B)(1)(f) 749
City Pasadena State CA Zip Code 91106-2003	(25) IWM-1, (03)(B)(2)(f) 0


Type of Claim	Estimated Claim	Reimbursement Claim	
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f) 0
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f) 2,997
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f) 133,447
			(29) IWM-1, (03)(C)(1)(f) 0
Fiscal Year of Cost	(06)	(12) 2000-2001	(30) IWM-1, (03)(C)(2)(f) 0
Total Claimed Amount	(07)	(13) \$ 190,552	(31) IWM-1, (03)(D)(f) 1,499
Less : 10% Late Penalty		(14) \$ 19,055	(32) IWM-1, (03)(E)(f) 0
Less : Prior Claim Payment Received		(15) \$ -	(33) IWM-1, (03)(F)(f) 2,997
Net Claimed Amount		(16) \$ 171,497	(34) IWM-1, (06) 43,722
Due from State	(08)	(17) \$ 171,497	(35) IWM-1, (08) 0
Due to State		(18)	(36) IWM-1, (09) 875

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK) 	Date 9/18/00
James Albanese Type or Print Name	Interim Vice President, Administrative Services Title
(38) Name of Contact Person for Claim SixTen and Associates	
Telephone Number: (858) 514-8605 E-mail Address: kbpsixten@aol.com	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2000-2001
Direct Costs		Object Accounts				
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 749.28	\$ -	\$ -	\$ -	\$ 749.28
2	Staff Training	\$ 5,267.04	\$ -	\$ -	\$ -	\$ 5,267.04
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ 749.28	\$ -	\$ -	\$ -	\$ 749.28
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 2,997.12	\$ -	\$ -	\$ -	\$ 2,997.12
5	Diversion and Maintenance of Approved Level of Reduction	\$ 131,482.44	\$ -	\$ 1,964.65	\$ -	\$ 133,447.09
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
D. Accounting System		\$ 1,498.56	\$ -	\$ -	\$ -	\$ 1,498.56
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports		\$ 2,997.12	\$ -	\$ -	\$ -	\$ 2,997.12
(04) Total Direct Costs		\$ 145,740.84	\$ -	\$ 1,964.65	\$ -	\$ 147,705.49
Indirect Costs						
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]			30.00%
(06) Total Indirect Costs			[Line (05) x line (04)(a)]			\$ 43,722.25
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]			\$ 191,427.74
Cost Reduction						
(08) Less: Offsetting Savings					\$ -	
(09) Less: Other Reimbursements					\$ 875.46	
(10) Total Claimed Amount					[Line (07) - {(Line (08) + Line (09))}] \$ 190,552.28	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2000-2001
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$31.22	24.0	\$ 749.28				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 749.28	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2000-2001
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Training district staff on the requirements and implementation of the plan							
Gonzalez, Arturo	Gardner	\$23.75	12.0	\$ 285.00			
Jennings, Michael	Power Sweeper Operator	\$24.76	12.0	\$ 297.12			
Griffith, Bill	Gardner	\$24.71	12.0	\$ 296.52			
Flores, Sarah	Supervisor Facilities	\$31.22	60.0	\$ 1,873.20			
Glasscock, Ed	Gardner	\$21.96	12.0	\$ 263.52			
Petty, Helen	Custodian	\$24.44	12.0	\$ 293.28			
Dunn, Billie	Custodian	\$22.78	12.0	\$ 273.36			
Carlson, Paul	Custodian	\$23.85	12.0	\$ 286.20			
Jimenez, Ben	Custodian	\$23.29	12.0	\$ 279.48			
Lopez, Eugene	Gardner	\$25.11	12.0	\$ 301.32			
Malagon, Apollo	Gardner	\$22.60	12.0	\$ 271.20			
Brown, Stan	Lead Custodian	\$21.34	12.0	\$ 256.08			
Lam, Doug	Skilled Trades Worker	\$24.23	12.0	\$ 290.76			

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 5,267.04	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2000-2001
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$31.22	24.0	\$ 749.28				
(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 749.28	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2000-2001
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$31.22	96.0	\$ 2,997.12					
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			Page 1 of 1	\$ 2,997.12	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2		
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2000-2001					
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.									
One-Time Activities		<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training						
Ongoing Activities		<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process		<input type="checkbox"/> Consultation with Board				
		<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction						
Alternative Compliance		<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste						
		<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report		<input type="checkbox"/> Annual Recycled Material Reports				
(04) Description of Expenses				Object Accounts					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training		
Diverting solid waste from landfill disposal or transformation facilities - source reduction									
Gonzalez, Arturo Gardner	\$23.75	480.0	\$ 11,400.00						
Jennings, Michael Power Sweeper Operator	\$24.76	480.0	\$ 11,884.80						
Griffith, Bill Gardner	\$24.71	480.0	\$ 11,860.80						
Lopez, Eugene Gardner	\$25.11	480.0	\$ 12,052.80						
Malagon, Apollo Gardner	\$22.60	480.0	\$ 10,848.00						
Diverting solid waste from landfill disposal or transformation facilities - recycling									
Petty, Helen Custodian	\$24.44	480.0	\$ 11,731.20						
Dunn, Billie Custodian	\$22.78	480.0	\$ 10,934.40						
Carlson, Paul Custodian	\$23.85	480.0	\$ 11,448.00						
Jimenez, Ben Custodian	\$23.29	480.0	\$ 11,179.20						
Brown, Stan Lead Custodian	\$21.34	480.0	\$ 10,243.20						
Lam, Doug Skilled Trades Worker	\$24.23	480.0	\$ 11,630.40						
Allan Company Baling Wire	\$10.00	10.1			\$ 101.09				
Lighting Resources Recycling Lighting Tubes & Discha	\$100.00	18.6			\$ 1,863.56				
Diverting solid waste from landfill disposal or transformation facilities - special waste									
Petty, Helen Custodian	\$24.44	12.0	\$ 293.28						
Dunn, Billie Custodian	\$22.78	12.0	\$ 273.36						
Carlson, Paul Custodian	\$23.85	12.0	\$ 286.20						
Jimenez, Ben Custodian	\$23.29	12.0	\$ 279.48						
Brown, Stan Lead Custodian	\$21.34	192.0	\$ 4,097.28						
Lam, Doug Skilled Trades Worker	\$24.23	12.0	\$ 290.76						
Procuring materials/equipment necessary for maintaining approved level of reduction									
Flores, Sarah Supervisor Facilities	\$31.22	24.0	\$ 749.28						
(05) Total <input checked="" type="checkbox"/>			Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 131,482.44	\$ -	\$ 1,964.65	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2000-2001			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training					
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board				
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction					
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste		<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste				
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports				
(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities	\$31.22	48.0	\$ 1,498.56				
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			Page 1 of 1	\$ 1,498.56	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2		
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2000-2001					
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.									
One-Time Activities	<input type="checkbox"/>	Development of Policies and Procedures		<input type="checkbox"/>	Staff Training				
Ongoing Activities	<input type="checkbox"/>	Completion and Submission of Plan to Board		<input type="checkbox"/>	Response to Board During Approval Process	<input type="checkbox"/>	Consultation with Board		
	<input type="checkbox"/>	Designation of Waste Reduction and Recycling Coordinator		<input type="checkbox"/>	Maintenance of Approved Level of Reduction				
Alternative Compliance	<input type="checkbox"/>	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste		<input type="checkbox"/>	Alternative Requirement of Time Extension for 1/1/04 for 50% Waste				
	<input type="checkbox"/>	Accounting System		<input type="checkbox"/>	Annual Report	<input checked="" type="checkbox"/>	Annual Recycled Material Reports		
(04) Description of Expenses				Object Accounts					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training		
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$31.22	96.0	\$ 2,997.12						
(05) Total <input checked="" type="checkbox"/>				Subtotal <input type="checkbox"/>					
				Page 1 of 1	\$ 2,997.12	\$ -	\$ -	\$ -	\$ -

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2000-2001
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
00-01	10.11	Allan Company	Baling Wire	\$10.00	\$101.09	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	10.11	Allan Company Total			\$101.09		
00-01	12.00	Brown, Stan	Lead Custodian	\$21.34	\$256.08	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Brown, Stan	Lead Custodian	\$21.34	\$10,243.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	192.00	Brown, Stan	Lead Custodian	\$21.34	\$4,097.28	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	684.00	Brown, Stan Total			\$14,596.56		
00-01	12.00	Carlson, Paul	Custodian	\$23.85	\$286.20	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Carlson, Paul	Custodian	\$23.85	\$11,448.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	12.00	Carlson, Paul	Custodian	\$23.85	\$286.20	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Carlson, Paul Total			\$12,020.40		
00-01	12.00	Dunn, Billie	Custodian	\$22.78	\$273.36	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Dunn, Billie	Custodian	\$22.78	\$10,934.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	12.00	Dunn, Billie	Custodian	\$22.78	\$273.36	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Dunn, Billie Total			\$11,481.12		
00-01	24.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$749.28	Developing the necessary district policies and procedures	Development of Policies and Procedures
00-01	60.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$1,873.20	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	24.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$749.28	Completing/submitting the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
00-01	96.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$2,997.12	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordinator
00-01	48.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$1,498.56	Developing, implementing, maintaining accounting system to track source reduction, recycling, or compo	Accounting System
00-01	96.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$2,997.12	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
00-01	24.00	Flores, Sarah	Supervisor Facilities	\$31.22	\$749.28	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	372.00	Flores, Sarah Total			\$11,613.84		
00-01	12.00	Glasscock, Ed	Gardner	\$21.96	\$263.52	Training district staff on the requirements and implementation of the plan	Staff Training
	12.00	Glasscock, Ed Total			\$263.52		
00-01	12.00	Gonzalez, Arturo	Gardner	\$23.75	\$285.00	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Gonzalez, Arturo	Gardner	\$23.75	\$11,400.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Arturo Total			\$11,685.00		
00-01	12.00	Griffith, Bill	Gardner	\$24.71	\$296.52	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Griffith, Bill	Gardner	\$24.71	\$11,860.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Griffith, Bill Total			\$12,157.32		
00-01	12.00	Jennings, Michael	Power Sweeper Operator	\$24.76	\$297.12	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Jennings, Michael	Power Sweeper Operator	\$24.76	\$11,884.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Jennings, Michael Total			\$12,181.92		
00-01	12.00	Jimenez, Ben	Custodian	\$23.29	\$279.48	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Jimenez, Ben	Custodian	\$23.29	\$11,179.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	12.00	Jimenez, Ben	Custodian	\$23.29	\$279.48	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Ben Total			\$11,738.16		
00-01	12.00	Lam, Doug	Skilled Trades Worker	\$24.23	\$290.76	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Lam, Doug	Skilled Trades Worker	\$24.23	\$11,630.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	12.00	Lam, Doug	Skilled Trades Worker	\$24.23	\$290.76	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Lam, Doug Total			\$12,211.92		
00-01	18.64	Lighting Resources	Recycling Lighting Tubes	\$100.00	\$1,863.56	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	18.64	Lighting Resources Total			\$1,863.56		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2000-2001
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
00-01	12.00	Lopez, Eugene	Gardner	\$25.11	\$301.32	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Lopez, Eugene	Gardner	\$25.11	\$12,052.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Eugene Total			\$12,354.12		
00-01	12.00	Malagon, Apollo	Gardner	\$22.60	\$271.20	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Malagon, Apollo	Gardner	\$22.60	\$10,848.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$11,119.20		
00-01	12.00	Petty, Helen	Custodian	\$24.44	\$293.28	Training district staff on the requirements and implementation of the plan	Staff Training
00-01	480.00	Petty, Helen	Custodian	\$24.44	\$11,731.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
00-01	12.00	Petty, Helen	Custodian	\$24.44	\$293.28	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Petty, Helen Total			\$12,317.76		
	6076.74	Grand Total			\$147,705.49		



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL AND CHIEF INFORMATION OFFICER

June 2, 1998

Christine Chen
Acting Principal Accountant
Pasadena Area Community College District
1570 E. Colorado Boulevard
Pasadena, California 91106

Reference: Agreement No. 98-033

Dear Ms. Chen:

The original and one copy of an Indirect Cost Rate Agreement are enclosed. These documents reflect an understanding reached by your organization and the U.S. Department of Education. The rates agreed upon should be used to compute indirect cost for grants, contracts and applications funded by this Department and other Federal agencies.

After reviewing the Rate Agreement, please confirm acceptance by having the original signed by a duly authorized representative of your organization and returned within fifteen (15) calendar days from the date of this letter:

U.S. Department of Education
Attention: Paul Brickman
Room 3652, ROB #3
600 Independence Avenue, SW
Washington, D.C. 20202-4201

The enclosed copy of this agreement should be retained for your files. If there are any additional questions concerning this agreement, please contact on (202) 708-6817.

The next indirect cost proposal based on fiscal year ending June 30, 2000, is due in this office by December 31, 2000. This proposal should be sent to the above address.

Sincerely,

Richard T. Mueller, Chief
Indirect Cost Group
Office of the Chief Financial
And Chief Information Officer

Enclosures

INDIRECT COST RATE AGREEMENT
COLLEGE AND UNIVERSITY

ORGANIZATION:

Pasadena Community College
1570 E. Colorado Boulevard
Pasadena, California 91106

DATE: June 2, 1998

AGREEMENT NO. 98-033

FILING REFERENCE: This replaces
previous Agreement No. 95-104 and
95-010
dated July 27, 1995

The rate(s) approved in this Agreement are for use on your grants, contracts, and other agreements with the Federal Government.

This agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Base	Coverage	
	From	To			Location	Applicability
Predetermined	07-01-95	06-30-98	30.0%	1/	On-site	All Programs
Predetermined	07-01-98	06-30-2001	30.0%	1/	On-site	All Programs

1/ Direct salaries and wages, including fringe benefits.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

Please see special remarks.

Section II - Particulars

A. LIMITATIONS: The rate(s) in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rate(s) is subject to the following conditions: (1) Only costs incurred by the institution were included in its indirect cost pool as finally accepted; such costs are legal obligations of the institution and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment, and (4) The information provided by the Institution which was used to establish the rates is not later found to be materially incomplete or inaccurate.

B. ACCOUNTING CHANGES: If a fixed or predetermined rate is in this Agreement, it is based on the accounting system purported by the institution to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of costs from indirect to direct. Failure to obtain approval may result in cost disallowance.

FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES: The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21, and should be applied to grants, contracts, and other agreements covered by Office of Management and Budget Circular A-21, subject to any limitations in A above. The institution may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the institution should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

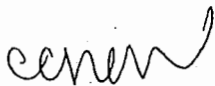
Section III - Special Remarks

1. This agreement is effective on the date of approval of the Federal Government.
2. Questions regarding this agreement should be directed to the Negotiator.
3. Approval of the rate(s) contained herein does not establish acceptance of the State Education Agency's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.
4. U.S. Department of Education training grants containing an eight percent indirect cost rate, cannot utilize indirect costs in excess of eight percent to satisfy matching or cost sharing requirements (34 CFR 75.562 (c)(3)).

Section IV - Approvals

By the Institution:

Pasadena Community College
10 E. Colorado Boulevard
Pasadena, California 91106



Signature

Christine Chen

Name

Principal Accountant

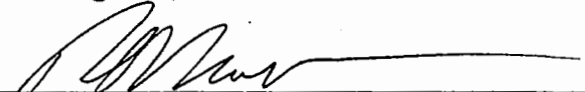
Title

6/2/98

Date

For the Federal Government:

U.S. Department of Education
600 Independence Ave., SW.
Room 3523, ROB#3
Washington, DC 20202-4201



Signature

Richard T. Mueller

Name

Chief, Indirect Cost Group

Title

June 2, 1998

Date

Paul J. Brickman
Negotiator

(202) 708-6817
Telephone Number

Received by

Date

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
06/29/05	SMURIFT-STONE	192162	\$54.01 ✓

875.46

✓ Agree w/ receipts

PASADENA AREA COMMUNITY COLLEGE DISTRICT

57741

DATE 3/19/01

RECEIVED FROM TRC/ERT

ADDRESS _____

FOR Washed PO# 12599

DOLLARS \$ 86.39

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 10311 BY ap

01-5820-0407-1500

PASADENA AREA COMMUNITY COLLEGE DISTRICT

57742

DATE 3/19/01

RECEIVED FROM P.A.C. Foundation

ADDRESS _____

FOR Condo B/T # 324

DOLLARS \$ 1,500.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 9967 BY ap

01-8820-6401

PASADENA AREA COMMUNITY COLLEGE DISTRICT

57743

DATE 3/19/01

RECEIVED FROM R. Bldg.

ADDRESS _____

FOR R. Bldg.

DOLLARS \$ 1,000.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

01-8859

PASADENA AREA COMMUNITY COLLEGE DISTRICT

57744

DATE 3/19/01

RECEIVED FROM _____

ADDRESS _____

FOR _____

DOLLARS \$ 1,021.76

CASH CHECK M.O. CREDIT CARD BY _____

01-8890-6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT

60689

DATE 5/9/01

RECEIVED FROM Low E. Brown

ADDRESS _____

Recycled DOLLARS \$ 150.00

FOR Cartelgas Red map phone call to low

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

06-243544389

01-8890-6738

PASADENA AREA COMMUNITY COLLEGE DISTRICT

60690

DATE 5/9/01

RECEIVED FROM Allen G.

ADDRESS _____

Recycled paper DOLLARS \$ 253.70

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 24812 By ap

01-8890-6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT

60691

DATE 5/9/01

RECEIVED FROM Customer First AIA

ADDRESS Bill & Howell

Recycled DOLLARS \$ 593.00

FOR PU# 1715

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 18793 By ap

01-5820-6724

PASADENA AREA COMMUNITY COLLEGE DISTRICT

60692

DATE 5/9/01

RECEIVED FROM Norman Perry

ADDRESS _____

Recycled DOLLARS \$ 285.00

FOR 4303

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 10237 By ap

01-8851

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2000-2001
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Copies of checks to recycling companies.
Findings:

Vendor	Description	Date Issued	Amount
Allan Company	Baling Wire	2/26/2001	\$101.09
Allan Company Total			\$101.09

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.		7/31/2000	\$297.60
Lighting Resources, Inc.	Recycling of Fluorescent	10/9/2000	\$364.08
Lighting Resources, Inc.	Lighting Tubes and High	1/17/2001	\$308.59
Lighting Resources, Inc.	Intensity Discharge Bulbs	2/21/2001	\$392.01
Lighting Resources, Inc.		4/13/2001	\$199.20
Lighting Resources, Inc.		6/25/2001	\$302.08
Lighting Resources, Inc. Total			\$1,863.56

Conclusion: Findings go forward to IWM-2.



ALLAN COMPANY

INVOICE

14618 ARROW HIGHWAY • BALDWIN PARK, CA 91706
 (626) 962-4047 • (626) 686-2608
 FAX #
 (626) 962-7611 • (626) 960-0422

PLEASE REMIT TO:
 ALLAN COMPANY FILE #54303
 LOS ANGELES CA 90074-4303
 02/06/01
 SHIP TO

ACCOUNT NO. PASA00

SOLD TO

FISCAL SERVICES
 PASADENA CITY COLLEGE
 1570 EAST COLOREDO BLVD.
 PASADENA, CA 91106-2003

Sub

FP. C. C. FACILITIES DEPT.
 150 S. HILL AVENUE
 PASADENA, CA 91106-2003

01

JS

INVOICE DATE	INVOICE NUMBER	CUST. ORDER NO.	OUR ORDER NO.	F.O.B.	TERMS:			
2/06/01	050028				DELIVERED TO CU NET 30 DAYS			
CAR INITIAL AND NO.	DESCRIPTION	WT. CODE	GROSS LBS.	TARE	NET LBS.	BILLING WT.	PRICE	AMOUNT

D#12808	202092	M	2	0	2		93.6000 *	
	BALING WIRE					2.0000 *		93.60
	ORIGIN: BALDWIN PARK, 2 BUNDLES, 13 X 13 GAUGE @ \$46.80/EACH, PO#12808							
J#12808	202093	M	1	0	1		7.4900 *	
	SALES & USE TAX					1.0000 *		7.49

ENTERED FEB 21 2001

INVOICE TOTAL = \$ 101.09

WT. CODE:

- D Indicates SHIPPED WEIGHT
- M Indicates MILL WEIGHT OR CONSUMER WEIGHT

AT THE MAXIMUM LEGAL
 WILL BE CHARGED ON ALL
 DUE ACCOUNTS.

CONTROL NO. 284079

ORIGINAL INVOICE

LIGHTING RESOURCES, INC.

1522 East Victory Street

Suite #4

Phoenix, AZ 85040

ENTERED JUL 26 2000

Invoice

Invoice Number:

4623

Invoice Date:

Jun 30, 2000

Page:

1

602-276-4278
fax: 602-276-5432


UT/K

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-01086	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI	6/27/00	7/15/00
Quantity	Description	Unit Price	Extension
900.00	F-40 LAMPS FOR RECYCLING	0.32	288.00
15.00	F-96 LAMPS FOR RECYCLING	0.64	9.60
	RSO #09951 B/L #9432		
			
<i>01-9501</i>			

TOTAL INVOICE AMOUNT

297.60 ✓

LIGHTING RESOURCES INC.

805 East Francis Street
Ontario, CA 91761

9/28/00
D. Mullendore
CC/08

Invoice

Invoice Number: 11814
Invoice Date: Sep 21, 2000
Page: 1

ENTERED OCT 04 2000

te: (909) 923-7252
fax: (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

UT/P

GENERATOR

POLICE & SAFETY ROOM CC-108

B-02727

Customer ID	Customer PO	Payment Terms	
PAS001	--	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
JOHN	LRI	9/21/00	10/6/00

Quantity	Description	Unit Price	Extension
1,000.00	F-40 LAMPS FOR RECYCLING	0.32	320.00
53.00	LBS. OF PCB BALLASTS DRUM 6967	0.58	30.74
23.00	LBS. OF PCB BALLASTS	0.58	13.34

PO 00-36785
OK
[Signature]

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

**TOTAL INVOICE
AMOUNT**

364.08

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

12/10
 P. Mullendore
 CC108

Invoice

Invoice Number:
 12641
 Invoice Date:
 Dec 5, 2000
 Page:
 1

ENTERED DEC 21 2000

Phone: (909) 923-7252
 Fax: (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATO

POLICE / SAFETY ROOM CC-108

Customer ID		Customer PO		Payment Terms	
PAS001		B-02727		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
JOHN		LRI		12/5/00	12/20/00
Quantity	Description	Unit Price	Extension		
600.00	F-40 LAMPS FOR RECYCLING	0.32	192.00		
35.00	HID LAMPS FOR RECYCLING	1.80	63.00		
75.00	FB-40 LAMPS FOR RECYCLING	0.45	33.75		
31.00	F-96 LAMPS FOR RECYCLING	0.64	19.84		

*ok to pay
 R. Mendel*

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

**TOTAL INVOICE
 AMOUNT**

308.59

LIGHTING RESOURCE[®] INC.
 805 East Francis Street
 Ontario, CA 91761

2/7
 P. Benson
 CC108

Invoice

Invoice Number: 13259
 Invoice Date: Jan 22, 2001
 Page: 1

Office: (909) 923-7252
 Fax: (909) 923-7510

ENTERED FEB 13 2001

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATOR

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-02727		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
DAVID		LRI		1/22/01	2/6/01
Quantity	Description	Unit Price	Extension		
600.00	F-40 LAMPS FOR RECYCLING	0.32	192.00		
80.00	HID LAMPS FOR RECYCLING	1.80	144.00		
53.00	BIAX LAMPS FOR RECYCLING	0.45	23.85		
64.00	F-30 LAMPS FOR RECYCLING	0.24	15.36		
13.00	FB-40 LAMPS FOR RECYCLING	0.45	5.85		
15.00	F-96 LAMPS FOR RECYCLING	0.64	9.60		
3.00	CIRCULAR LAMPS FOR RECYCLING	0.45	1.35		

*OK & M
 R. M. Bell*

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

**TOTAL INVOICE
 AMOUNT**

392.01

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

Invoice

Invoice Number:
 13979
 Invoice Date:
 Mar 16, 2001
 Page:
 1

3/16/01
P. Mullen done

ENTERED APR 05 2001 CC108

tel: (909) 923-7252
 fax: (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATO

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-02727		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		3/16/01	3/31/01
Quantity	Description	Unit Price	Extension		
510.00	F-40 LAMPS FOR RECYCLING	0.32	163.20		
80.00	FB-40 LAMPS FOR RECYCLING	0.45	36.00		
4.00	EMPTY FIBER DRUMS FOR LAMPS F-40 (190) N/C				
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p>					
<p><i>copy</i> <i>P. Mullen</i></p>					

TOTAL INVOICE
 AMOUNT

199.20

LIGHTING RESOURCES INC.
 805 East Francis Street
 Ontario, CA 91761

Invoice

Invoice Number: 205005
 Invoice Date: May 21, 2001
 Page: 1

11
P. Mullendore
CC 108

ENTERED JUN 19 2001

(909) 923-7252
 (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATO

POLICE & SAFETY ROOM CC-108

Customer ID	Customer PO	Payment Terms	
PAS001	B-02727	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	5/18/01	6/5/01

Quantity	Description	Unit Price	Extension
900.00	F-40 LAMPS FOR RECYCLING	0.32	288.00
22.00	F-96 LAMPS FOR RECYCLING	0.64	14.08

RECEIVED
 2001 JUN 22 10 58 AM
 ACCOUNTS PAYABLE

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

OK to pay
P. Mullendore

TOTAL INVOICE AMOUNT

302.08 ✓

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District ART GONZALEZ Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ART GONZALEZ Employee Name CARPENTER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Mike JENNINGS Employee Name CARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

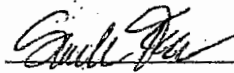
PCC District Mike JENNINGS Employee Name GARDENER Exact Position Title
Facilities Department/Location 281-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2008

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

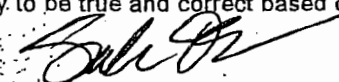
PCC District
Sarah Flores Employee Name
Facilities Supervisor Exact Position Title
Facilities Services (626) 585-769A Department/Location
12mo/11mo/10mo/hrly Work year length
2000 Fiscal Year

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

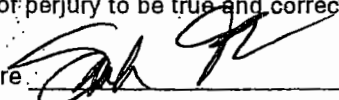
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste,

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System.	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature:  Date: 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

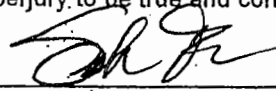
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (426) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District ED Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Helena Petty Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Helm Petty Employee Name Custodian Exact Position Title
Facilities Services Department/Location (420) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services (626) 585-7278 Department/Location 12mo/11mo/10mo/hrly Telephone # 2000 Fiscal Year
 Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Billie Dunn Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs

764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pac Paul Carlson Custodian
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 2000
 Department/Location Telephone # Work year length

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Date 5/30/00

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Paul Carlson Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Ben Jimenez Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2008

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jimenez Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Ban Jemenez Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Bryan Jemenez Date 5/31/00
 If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (020) 585-778 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/20/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**


PCC District Gene Lopez Employee Name Gardner Exact Position Title
Facilities Services Department/Location (926) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Apollo Malagon Employee Name Cardone Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrlly Work year length Fiscal Year: 2000

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC
District
Facilities Services
Department/Location
Apollo Malagon
Employee Name
585-7278
Telephone #
Gardner
Exact Position Title
12mo/11mo/10mo/hrly
Work year length
Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pcc District Stan Brown Employee Name Lead custodian Exact Position Title
 (626)
Facilities Services Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 3/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Stan Brown Employee Name Lead custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	16	16	16	16	16	16	16	16	16	16	16	16	192
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Doug Lam Employee Name Custodian Exact Position Title
Facilities services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Doug Lam* Date 5/31/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Doug Lam Employee Name Custodian Exact Position Title
Facilities Services Department/Location (426) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2000

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Doug Lam* Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Integrated Waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>					
EMPLOYEE NAME:	MARIA JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
02-03	26,576.74	4,347.15	1800	15.46	
03-04	33,377.12	8,189.55	1800	19.50	
04-05	35,336.72	8,706.72	1800	20.69	
05-06	37,148.52	8,672.86	1800	21.70	
EMPLOYEE NAME:	SARAH FLORES				
TITLE:	Supervisor Facilities		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	43,630.80	9,915.34	1800	27.53	
00-01	49,849.68	10,936.33	1800	31.22	
01-02	53,481.48	11,533.33	1800	33.51	
02-03	54,279.72	13,645.66	1800	34.22	
03'04	54,619.05	18,393.06	1800	34.68	
04-05	56,977.92	19,641.22	1800	36.47	
05-06	64,490.88	20,681.57	1800	40.79	
EMPLOYEE NAME:	ALFRED GARCIA				
TITLE:	Skilled Trades Wkr		LOCATION: Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	39,937.26	11,461.76	1800	26.52	
00-01	44,239.56	12,146.25	1800	29.06	
01-02	46,615.20	13,057.26	1800	30.88	
02-03	47,913.36	12,935.50	1800	30.70	
03'04	48,504.84	22,358.84	1800	34.15	
04-05	49,673.76	23,127.84	1800	35.13	
05-06	52,271.76	23,101.70	1800	36.58	

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00			1800		
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01				
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME HELEN PETTY				
TITLE: Custodian			Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

SixTen and Associates

Mandate Reimbursement Services

TH B. PETERSEN, MPA, JD, President
252 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

Claim File Copy

September 28, 2006

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



For Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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(01) Claimant Identification Number: CC 19335	Reimbursement Claim Data																
(02) Claimant Name Pasadena Area Community College District	(22) IWM-1, (03)(A)(1)(f)	804															
County of Location Los Angeles	(23) IWM-1, (03)(A)(2)(f)	6,227															
Street Address 1570 E. Colorado Blvd.	(24) IWM-1, (03)(B)(1)(f)	804															
City Pasadena	State CA	Zip Code 91106-2003															
(25) IWM-1, (03)(B)(2)(f)		0															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Type of Claim</th> <th style="width: 30%;">Estimated Claim</th> <th style="width: 30%;">Reimbursement Claim</th> </tr> <tr> <td>(03) Estimated <input type="checkbox"/></td> <td>(09) Reimbursement <input checked="" type="checkbox"/></td> <td>(26) IWM-1, (03)(B)(3)(f)</td> </tr> <tr> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> <td>(27) IWM-1, (03)(B)(4)(f)</td> </tr> <tr> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input type="checkbox"/></td> <td>(28) IWM-1, (03)(B)(5)(f)</td> </tr> <tr> <td></td> <td></td> <td>(29) IWM-1, (03)(C)(1)(f)</td> </tr> </table>	Type of Claim	Estimated Claim	Reimbursement Claim	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)			(29) IWM-1, (03)(C)(1)(f)		0
Type of Claim	Estimated Claim	Reimbursement Claim															
(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)															
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)															
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)															
		(29) IWM-1, (03)(C)(1)(f)															
Fiscal Year of Cost (06)	(12) 2001-2002	(30) IWM-1, (03)(C)(2)(f)															
		0															
Total Claimed Amount (07)	(13) \$ 278,481	(31) IWM-1, (03)(D)(f)															
		1,608															
Less : 10% Late Penalty	(14) \$ 27,848	(32) IWM-1, (03)(E)(f)															
		0															
Less : Prior Claim Payment Received	(15) \$ -	(33) IWM-1, (03)(F)(f)															
		3,217															
Net Claimed Amount	(16) \$ 250,633	(34) IWM-1, (06)															
		62,487															
Due from State (08)	(17) \$ 250,633	(35) IWM-1, (08)															
		0															
Due to State	(18)	(36) IWM-1, (09)															
		322															

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer: (USE BLUE INK) 	Date
James Albanese _____ Type or Print Name	Interim Vice President, Administrative Services _____ Title

(38) Name of Contact Person for Claim SixTen and Associates	Telephone Number: <u>(858) 514-8605</u> E-mail Address: <u>kbpsixten@aol.com</u>
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2001-2002
Direct Costs		Object Accounts				
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 804.24	\$ -	\$ -	\$ -	\$ 804.24
2	Staff Training	\$ 6,227.22	\$ -	\$ -	\$ -	\$ 6,227.22
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ 804.24	\$ -	\$ -	\$ -	\$ 804.24
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 3,216.96	\$ -	\$ -	\$ -	\$ 3,216.96
5	Diversion and Maintenance of Approved Level of Reduction	\$ 192,411.92	\$ -	\$ 8,026.00	\$ -	\$ 200,437.92
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
D. Accounting System		\$ 1,608.48	\$ -	\$ -	\$ -	\$ 1,608.48
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports		\$ 3,216.96	\$ -	\$ -	\$ -	\$ 3,216.96
(04) Total Direct Costs		\$ 208,290.02	\$ -	\$ 8,026.00	\$ -	\$ 216,316.02
Indirect Costs						
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]			30.00%
(06) Total Indirect Costs			[Line (05) x line (04)(a)]			\$ 62,487.01
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]			\$ 278,803.03
Cost Reduction						
(08) Less: Offsetting Savings					\$ -	
(09) Less: Other Reimbursements					\$ 322.15	
(10) Total Claimed Amount					[Line (07) - (Line (08) + Line (09))] \$ 278,480.88	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2001-2002
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$33.51	24.0	\$ 804.24				
(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 804.24	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2001-2002			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training					
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board				
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction					
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste		<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste				
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports				
(04) Description of Expenses			Object Accounts				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training
Training district staff on the requirements and implementation of the plan							
Gonzalez, Arturo Gardner	\$25.10	12.0	\$ 301.20				
Griffith, Bill Gardner	\$26.29	12.0	\$ 315.48				
Flores, Sarah Supervisor Facilities	\$33.51	60.0	\$ 2,010.60				
Glasscock, Ed Gardner	\$24.60	12.0	\$ 295.20				
Petty, Helen Custodian	\$26.29	12.0	\$ 315.48				
Dunn, Billie Custodian	\$24.09	12.0	\$ 289.08				
Holden, Alice Custodian	\$20.08	12.0	\$ 240.96				
Littleton, Ronnie Custodian	\$21.54	12.0	\$ 258.48				
Carlson, Paul Custodian	\$24.00	12.0	\$ 288.00				
Hernandez, Rigo Custodian	\$22.66	12.0	\$ 271.92				
Jimenez, Ben Custodian	\$24.50	12.0	\$ 294.00				
Lopez, Eugene Gardner	\$27.42	12.0	\$ 329.04				
Malagon, Apollo Gardner	\$24.09	12.0	\$ 289.08				
Brown, Stan Lead Custodian	\$24.02	12.0	\$ 288.24				
Lam, Doug Skilled Trades Worker	\$25.76	12.0	\$ 309.12				
Montgomery, Daryl Gardner	\$21.89	6.0	\$ 131.34				
(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1		\$ 6,227.22	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2001-2002
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$33.51	24.0	\$ 804.24				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 804.24	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2		
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2001-2002					
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.									
One-Time Activities		<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training						
Ongoing Activities		<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process		<input type="checkbox"/> Consultation with Board				
		<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction						
Alternative Compliance		<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste		<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste					
		<input type="checkbox"/> Accounting System		<input type="checkbox"/> Annual Report		<input type="checkbox"/> Annual Recycled Material Reports			
(04) Description of Expenses				Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training		
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$33.51	96.0	\$ 3,216.96						
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>				Page 1 of 1	\$ 3,216.96	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2			
(01) Claimant Pasadena Area Community College District			(02) Fiscal Year 2001-2002							
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.										
One-Time Activities	<input type="checkbox"/>	Development of Policies and Procedures	<input type="checkbox"/>	Staff Training						
Ongoing Activities	<input type="checkbox"/>	Completion and Submission of Plan to Board	<input type="checkbox"/>	Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board					
	<input type="checkbox"/>	Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/>	Maintenance of Approved Level of Reduction						
Alternative Compliance	<input type="checkbox"/>	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/>	Alternative Requirement of Time Extension for 1/1/04 for 50% Waste						
	<input type="checkbox"/>	Accounting System	<input type="checkbox"/>	Annual Report	<input type="checkbox"/> Annual Recycled Material Reports					
(04) Description of Expenses			Object Accounts							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training			
Diverting solid waste from landfill disposal or transformation facilities - source reduction										
Gonzalez, Arturo	Gardner	\$25.10	480.0	\$ 12,048.00						
Jennings, Michael	Power Sweeper Operator	\$26.17	480.0	\$ 12,561.60						
Griffith, Bill	Gardner	\$26.29	480.0	\$ 12,619.20						
Glasscock, Ed	Gardner	\$24.60	480.0	\$ 11,808.00						
Lopez, Eugene	Gardner	\$27.42	480.0	\$ 13,161.60						
Maigon, Apollo	Gardner	\$24.09	480.0	\$ 11,563.20						
Montgomery, Daryl	Gardner	\$21.89	400.0	\$ 8,756.00						
Southern California Environ Contractor		\$100.00	59.0		\$ 5,903.12					
Diverting solid waste from landfill disposal or transformation facilities - recycling										
Petty, Helen	Custodian	\$26.29	480.0	\$ 12,619.20						
Dunn, Billie	Custodian	\$24.09	480.0	\$ 11,563.20						
Holden, Alice	Custodian	\$20.08	480.0	\$ 9,638.40						
Littleton, Ronnie	Custodian	\$21.54	480.0	\$ 10,339.20						
Carlson, Paul	Custodian	\$24.00	480.0	\$ 11,520.00						
Hernandez, Rigo	Custodian	\$22.66	480.0	\$ 10,876.80						
Jimenez, Ben	Custodian	\$24.50	480.0	\$ 11,760.00						
Brown, Stan	Lead Custodian	\$24.02	480.0	\$ 11,529.60						
Lam, Doug	Skilled Trades Worker	\$25.76	480.0	\$ 12,364.80						
Lighting Resources, Inc.	Recycling Lighting Tubes & Discha	\$100.00	21.2		\$ 2,122.88					
Diverting solid waste from landfill disposal or transformation facilities - special waste										
Petty, Helen	Custodian	\$26.29	12.0	\$ 315.48						
Dunn, Billie	Custodian	\$24.09	12.0	\$ 289.08						
Holden, Alice	Custodian	\$20.08	12.0	\$ 240.96						
Littleton, Ronnie	Custodian	\$21.54	12.0	\$ 258.48						
Carlson, Paul	Custodian	\$24.00	12.0	\$ 288.00						
Hernandez, Rigo	Custodian	\$22.66	12.0	\$ 271.92						
Jimenez, Ben	Custodian	\$24.50	12.0	\$ 294.00						
Brown, Stan	Lead Custodian	\$24.02	192.0	\$ 4,611.84						
Lam, Doug	Skilled Trades Worker	\$25.76	12.0	\$ 309.12						
Procuring materials/equipment necessary for maintaining approved level of reduction										
Flores, Sarah	Supervisor Facilities	\$33.51	24.0	\$ 804.24						
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1		\$ 192,411.92	\$ -	\$ 8,026.00	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2001-2002
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities.	\$33.51	48.0	\$ 1,608.48				
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			Page 1 of 1 \$ 1,608.48 \$ - \$ - \$ - \$ -				

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2001-2002
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$33.51	96.0	\$ 3,216.96				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 3,216.96	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 76499 INTEGRATED WASTE MANAGEMENT
 2001-2002
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
01-02	12.00	Brown, Stan	Lead Custodian	\$24.02	\$288.24	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Brown, Stan	Lead Custodian	\$24.02	\$11,529.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	192.00	Brown, Stan	Lead Custodian	\$24.02	\$4,611.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	684.00	Brown, Stan Total			\$16,429.68		
01-02	12.00	Carlson, Paul	Custodian	\$24.00	\$288.00	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Carlson, Paul	Custodian	\$24.00	\$11,520.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Carlson, Paul	Custodian	\$24.00	\$288.00	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Carlson, Paul Total			\$12,096.00		
01-02	12.00	Dunn, Billie	Custodian	\$24.09	\$289.08	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Dunn, Billie	Custodian	\$24.09	\$11,563.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Dunn, Billie	Custodian	\$24.09	\$289.08	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Dunn, Billie Total			\$12,141.36		
01-02	24.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$804.24	Developing the necessary district policies and procedures	Development of Policies and Procedures
01-02	60.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$2,010.60	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	24.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$804.24	Completing/submitting the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
01-02	96.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$3,216.96	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordina
01-02	48.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$1,608.48	Developing, implementing, maintaining accounting system to track source reduction, recycling, or comp	Accounting System
01-02	96.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$3,216.96	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
01-02	24.00	Flores, Sarah	Supervisor Facilities	\$33.51	\$804.24	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	372.00	Flores, Sarah Total			\$12,465.72		
01-02	12.00	Glasscock, Ed	Gardner	\$24.60	\$295.20	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Glasscock, Ed	Gardner	\$24.60	\$11,808.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Glasscock, Ed Total			\$12,103.20		
01-02	12.00	Gonzalez, Arturo	Gardner	\$25.10	\$301.20	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Gonzalez, Arturo	Gardner	\$25.10	\$12,048.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Arturo Total			\$12,349.20		
01-02	12.00	Griffith, Bill	Gardner	\$26.29	\$315.48	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Griffith, Bill	Gardner	\$26.29	\$12,619.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Griffith, Bill Total			\$12,934.68		
01-02	12.00	Hernandez, Rigo	Custodian	\$22.66	\$271.92	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Hernandez, Rigo	Custodian	\$22.66	\$10,876.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Hernandez, Rigo	Custodian	\$22.66	\$271.92	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Hernandez, Rigo Total			\$11,420.64		
01-02	12.00	Holden, Alice	Custodian	\$20.08	\$240.96	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Holden, Alice	Custodian	\$20.08	\$9,638.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Holden, Alice	Custodian	\$20.08	\$240.96	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Holden, Alice Total			\$10,120.32		
01-02	480.00	Jennings, Michael	Power Sweeper Operator	\$26.17	\$12,561.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	480.00	Jennings, Michael Total			\$12,561.60		
01-02	12.00	Jimenez, Ben	Custodian	\$24.50	\$294.00	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Jimenez, Ben	Custodian	\$24.50	\$11,760.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Jimenez, Ben	Custodian	\$24.50	\$294.00	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Ben Total			\$12,348.00		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2001-2002
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
01-02	12.00	Lam, Doug	Skilled Trades Worker	\$25.76	\$309.12	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Lam, Doug	Skilled Trades Worker	\$25.76	\$12,364.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Lam, Doug	Skilled Trades Worker	\$25.76	\$309.12	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Lam, Doug Total			\$12,983.04		
01-02	21.23	Lighting Resources, Inc.	Recycling Lighting Tubes	\$100.00	\$2,122.88	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	21.23	Lighting Resources, Inc. Total			\$2,122.88		
01-02	12.00	Littleton, Ronnie	Custodian	\$21.54	\$258.48	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Littleton, Ronnie	Custodian	\$21.54	\$10,339.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Littleton, Ronnie	Custodian	\$21.54	\$258.48	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Littleton, Ronnie Total			\$10,856.16		
01-02	12.00	Lopez, Eugene	Gardner	\$27.42	\$329.04	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Lopez, Eugene	Gardner	\$27.42	\$13,161.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Eugene Total			\$13,490.64		
01-02	12.00	Malagon, Apollo	Gardner	\$24.09	\$289.08	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Malagon, Apollo	Gardner	\$24.09	\$11,563.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$11,852.28		
01-02	6.00	Montgomery, Daryl	Gardner	\$21.89	\$131.34	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	400.00	Montgomery, Daryl	Gardner	\$21.89	\$8,756.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	406.00	Montgomery, Daryl Total			\$8,887.34		
01-02	12.00	Petty, Helen	Custodian	\$26.29	\$315.48	Training district staff on the requirements and implementation of the plan	Staff Training
01-02	480.00	Petty, Helen	Custodian	\$26.29	\$12,619.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
01-02	12.00	Petty, Helen	Custodian	\$26.29	\$315.48	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Petty, Helen Total			\$13,250.16		
01-02	59.03	Southern California Environmental Contractor		\$100.00	\$5,903.12	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	59.03	Southern California Environmental Total			\$5,903.12		
	8514.26	Grand Total			\$216,316.02		



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

RECEIVED
FISCAL SERVICES

2001 JUL -6 P 4: 17

June 27, 2001

Pasadena City College
Maria Descalzo, Principal Accountant
1570 East Colorado Boulevard
Pasadena, California 91106-2003

Reference: Agreement No. 2001-031

Dear Ms. Descalzo:

The original and one copy of an Indirect Cost Rate Agreement are enclosed. These documents reflect an understanding reached by your organization and the U.S. Department of Education. The rates agreed upon should be used to compute indirect cost for grants, contracts and applications funded by this Department and other Federal agencies.

After reviewing the Rate Agreement, please confirm acceptance by having the original signed by a duly authorized representative of your organization and returned within thirty (30) calendar days from the date of this letter

U.S. Department of Education
Attention: Richard Koris
Room 4W103, FOB 6
400 Maryland Avenue, SW
Washington, D.C. 20202-4201

We have included an 8% restricted rate to be applied to grants your organization may have that can be found on the enclosed list.

The next indirect cost rate proposal based on the fiscal year ending June 30, 2003 is due by December 31, 2003.

The enclosed copy of this agreement should be retained for your files. If there are any additional questions concerning this agreement, please contact Richard Koris on (202) 708-8604 or email: Richard.koris@ed.gov.

Sincerely,

Richard T. Mueller, Director
Indirect Cost Group

Enclosures

INDIRECT COST RATE AGREEMENT
COLLEGE AND UNIVERSITY

ORGANIZATION:

Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106-2003

DATE: June 27, 2001

AGREEMENT NO. 2001-031

FILING REFERENCE: This replaces
previous Agreement No. 98-033
dated June 2, 1998

The rate(s) approved in this Agreement are for use on your grants, contracts, and other agreements with the Federal Government.

This agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Base	Location	Coverage
	From	To				Applicability
Predetermined	07-01-01	06-30-04	30%	1/	On-site	2/
Predetermined	07-01-01	06-30-04	8%	1/	On-site	3/

- 1/ Direct salaries and wages, including fringe benefits. Items of equipment are capitalized if the initial acquisition cost is in excess of \$5,000 and the useful life is in excess of two years.
- 2/ All programs not requiring the use of a restricted rate.
- 3/ All programs requiring the use of a restricted rate as defined under 34 CFR 75.564-569.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

Section II - Particulars

SCOPE: The indirect cost rate(s) contained herein are for use with grants, contracts, and other financial assistance agreements awarded by the Federal Government to the Pasadena City College and subject to OMB Circular A-21.

LIMITATIONS: Application of the rate(s) contained in this Agreement is subject to all statutory or administrative limitations on the use of funds, and payment of costs hereunder is subject to the availability of appropriations applicable to a given grant or contract. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by the Pasadena City College were included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and applicable under the governing cost principles; (B) that the same costs that have been treated as indirect cost are not claimed as direct costs; & that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be serially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

ACCOUNTING CHANGES: If a fixed or predetermined rate is in this Agreement, it is based on the accounting system purported by the institution to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of costs from indirect to direct. Failure to obtain approval may result in cost disallowance.

FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

NOTIFICATION TO OTHER FEDERAL AGENCIES: Copies of this document may be provided to other Federal agencies as a means of notifying them of the agreement contained herein.

OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the institution should (1) credit such costs to the affected programs, and apply the approved rate(s) to the appropriate base to identify the per amount of indirect costs allocable to these programs.

Section III - Special Remarks

1. This agreement is effective on the date of approval of the Federal Government.
2. Questions regarding this agreement should be directed to the Negotiator.
3. Approval of the rate(s) contained herein does not establish acceptance of the State Education Agency's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.

Section IV - Approvals

For the Educational Institution:

Pasadena City College
 1570 East Colorado Boulevard
 Pasadena, California 91106-2003



 Signature

Peter Hardash

 Name

Vice President, Administrative Services

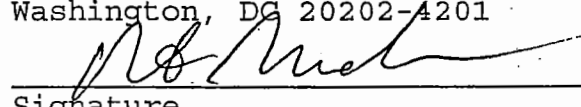
 Title

July 25, 2001

 Date

For the Federal Government:

U.S. Department of Education
 Room 4W103, FOB 6
 400 Maryland Avenue, SW
 Washington, DC 20202-4201



 Signature

Richard T. Mueller

 Name

Director, Indirect Cost Group

 Title

June 27, 2001

 Date

Richard A. Koris

 Negotiator

(202) 708-8604

 Telephone

Received by

Date

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
08/29/05	SMURIFT-STONE	192162	\$54.01 ✓

10/02

#322.15

✓ Agree w/ receipts

PASADENA AREA COMMUNITY COLLEGE DISTRICT

74629

RECEIVED FROM Shahin Surtie

DATE 8/28/01

ADDRESS 588-90-1433

DOLLARS \$ 400.00

FOR fall of deposit

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 114 BY ap

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

74630

RECEIVED FROM Pacific Bell

DATE 8/28/01

ADDRESS _____

DOLLARS \$ 1,238.66

FOR Commission

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

01-8890

7300076877

PASADENA AREA COMMUNITY COLLEGE DISTRICT

74631

RECEIVED FROM Alta Co.

DATE 8/28/01

ADDRESS _____

DOLLARS \$ 126.05

FOR Recycled Paper

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

01-8890-6504

399365 + 403128

PASADENA AREA COMMUNITY COLLEGE DISTRICT

74632

RECEIVED FROM State of Calif.

DATE 8/30/01

ADDRESS _____

DOLLARS \$ 5,400.00

FOR W/S

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

03-8654-6421-1500

PASADENA AREA COMMUNITY COLLEGE DISTRICT

81897

RECEIVED FROM
ADDRESS

Allen Paper

DATE 12/17/01

DOLLARS \$ 31.80

FOR recy. bal. exp.

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 405346 BY [Signature]

01-8890-6504 11/8/01

PASADENA AREA COMMUNITY COLLEGE DISTRICT

81898

RECEIVED FROM
ADDRESS

State of Calif.

DATE 12/17/01

DOLLARS \$ 25,328.00

FOR Child Dev.

AMOUNT OF ACCOUNT \$ 11-8199-2208 2,034.00

AMOUNT PAID \$ 11-8625-2203 10,624.00

BALANCE DUE \$ 11-8625-2207 12,670.00

CASH CHECK M.O. CREDIT CARD BY [Signature]

06-33 43

PASADENA AREA COMMUNITY COLLEGE DISTRICT

81899

RECEIVED FROM
ADDRESS

Comm. College Foundation

DATE 12/17/01

DOLLARS \$ 1,624.58

FOR Student Living A

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 33314 BY [Signature]

*AR# 354
01-9161 77.37
03-9161 1,547.21*

PASADENA AREA COMMUNITY COLLEGE DISTRICT

81900

RECEIVED FROM
ADDRESS

T & A

DATE 12/17/01

DOLLARS \$ 114.75

FOR _____

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

01-9210

PASADENA AREA COMMUNITY COLLEGE DISTRICT

96865

DATE 6/10/02

RECEIVED FROM MIBC Trading
ADDRESS _____

FOR Used Toner Cartridge DOLLARS \$ 95.00

AMOUNT OF ACCOUNT \$ _____

01-8890-6728

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 345 BY JP

PASADENA AREA COMMUNITY COLLEGE DISTRICT

96866

DATE 6/10/02

RECEIVED FROM Allan Co.
ADDRESS _____

FOR Receipt Paper DOLLARS \$ 164.30

AMOUNT OF ACCOUNT \$ _____

01-8890-6504

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

421467

CASH CHECK M.O. CREDIT CARD 432331 BY JP

PASADENA AREA COMMUNITY COLLEGE DISTRICT

96867

DATE 6/10/02

RECEIVED FROM I have a dream foundation - L.A.
ADDRESS _____

FOR Receipt DOLLARS \$ 1,000.00

AMOUNT OF ACCOUNT \$ _____

01-8859-2803

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 14240 BY JP

PASADENA AREA COMMUNITY COLLEGE DISTRICT

96868

DATE 6/10/02

RECEIVED FROM U.S.A. Track + Field Ac Co. Reno.
ADDRESS _____

FOR Work permit # 4465 4465 DOLLARS \$ 1,385.00

AMOUNT OF ACCOUNT \$ _____

01-8850

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 1770

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2001-2002
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Copies of checks to recycling companies.
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.	Recycling of Fluorescent Lighting Tubes and High Intensity Discharge Bulbs	10/19/2001	\$ 226.28
Lighting Resources, Inc.		11/5/2001	\$ 210.27
Lighting Resources, Inc.		1/18/2002	\$ 441.88
Lighting Resources, Inc.		3/8/2002	\$ 428.50
Lighting Resources, Inc.		4/19/2002	\$ 287.95
Lighting Resources, Inc.		5/24/2002	\$ 528.00
Lighting Resources, Inc. Total			\$ 2,122.88

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	10/19/2001	\$ 110.00
So. California Environmental	Recycle Fee	10/19/2001	\$ 90.88
So. California Environmental	Green Waste	10/19/2001	\$ 110.00
So. California Environmental	Recycle Fee	10/19/2001	\$ 98.24
So. California Environmental	Green Waste	12/7/2001	\$ 110.00
So. California Environmental	Recycle Fee	12/7/2001	\$ 81.60
So. California Environmental	Green Waste	12/7/2001	\$ 110.00
So. California Environmental	Recycle Fee	12/7/2001	\$ 55.36
So. California Environmental	Green Waste	12/7/2001	\$ 110.00
So. California Environmental	Recycle Fee	12/7/2001	\$ 71.36
So. California Environmental	Green Waste	12/7/2001	\$ 110.00
So. California Environmental	Recycle Fee	12/7/2001	\$ 167.68
So. California Environmental	Green Waste	1/25/2002	\$ 110.00
So. California Environmental	Recycle Fee	1/25/2002	\$ 127.04
So. California Environmental	Green Waste	1/25/2002	\$ 110.00
So. California Environmental	Recycle Fee	1/25/2002	\$ 104.00
So. California Environmental	Green Waste	1/25/2002	\$ 110.00
So. California Environmental	Recycle Fee	1/25/2002	\$ 133.44
So. California Environmental	Green Waste	1/25/2002	\$ 110.00
So. California Environmental	Recycle Fee	1/25/2002	\$ 135.68
So. California Environmental	Green Waste	1/25/2002	\$ 110.00
So. California Environmental	Recycle Fee	1/25/2002	\$ 75.20
So. California Environmental	Green Waste	2/8/2002	\$ 110.00
So. California Environmental	Recycle Fee	2/8/2002	\$ 120.00
So. California Environmental	Green Waste	2/8/2002	\$ 110.00
So. California Environmental	Recycle Fee	2/8/2002	\$ 106.88

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2001-2002
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	2/8/2002	\$ 110.00
So. California Environmental	Recycle Fee	2/8/2002	\$ 92.48
So. California Environmental	Green Waste	3/1/2002	\$ 110.00
So. California Environmental	Recycle Fee	3/1/2002	\$ 42.56
So. California Environmental	Green Waste	3/1/2002	\$ 110.00
So. California Environmental	Recycle Fee	3/1/2002	\$ 97.60
So. California Environmental	Green Waste	4/1/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/1/2002	\$ 124.80
So. California Environmental	Green Waste	4/1/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/1/2002	\$ 99.20
So. California Environmental	Green Waste	4/1/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/1/2002	\$ 106.24
So. California Environmental	Green Waste	4/26/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/26/2002	\$ 112.96
So. California Environmental	Green Waste	4/26/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/26/2002	\$ 143.36
So. California Environmental	Green Waste	4/26/2002	\$ 110.00
So. California Environmental	Recycle Fee	4/26/2002	\$ 122.56
So. California Environmental	Green Waste	5/24/2002	\$ 110.00
So. California Environmental	Recycle Fee	5/24/2002	\$ 143.04
So. California Environmental	Green Waste	6/24/2002	\$ 110.00
So. California Environmental	Recycle Fee	6/24/2002	\$ 92.80
So. California Environmental	Green Waste	6/24/2002	\$ 110.00
So. California Environmental	Recycle Fee	6/24/2002	\$ 137.60
So. California Environmental	Green Waste	6/24/2002	\$ 110.00
So. California Environmental	Recycle Fee	6/24/2002	\$ 121.92
So. California Environmental	Green Waste	6/24/2002	\$ 110.00
So. California Environmental	Recycle Fee	6/24/2002	\$ 128.64
So. California Environmental Total			\$ 5,903.12

Conclusion: Findings go forward to IWM-2.

805 East Francis Street
Ontario, CA 91761

ENTERED OCT 11 2001

10/ P. Mullendorff **Invoice**
Police Invoice Number: 208067

Invoice Date:
Aug 13, 2001
Page:
1

B-
01-47049

UT/P

Phone: (909) 923-7252
Fax: (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR:

POLICE & SAFETY ROOM CC-108

Customer ID		Customer PO	Payment Terms	
PAS001		B-02727 B-03470	Net 15 Days	
Sales Rep ID		Shipping Method	Ship Date	Due Date
ROB ELLIS		LRI	8/13/01	8/28/01
Quantity	Description	Unit Price	Extension	
543.00	F-40 LAMPS FOR RECYCLING	0.32	173.76	
67.00	BIAX LAMPS FOR RECYCLING	0.45	30.15	
17.00	FB-40 LAMPS FOR RECYCLING	0.45	7.65	
23.00	F-96 LAMPS FOR RECYCLING	0.64	14.72	

Handwritten signature

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE AMOUNT 226.28

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

10/22 - P. Jensen
 Transportation
 UTP

Invoice
 Invoice Number: 210009
 Invoice Date: Oct 2, 2001
 Page: 1

Phone: (909) 923-7252
 Fax: (909) 923-7510

ENTERED OCT 26 2001

Sold To:
 ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:
 POLICE & SAFETY ROOM CC-108

Customer ID		Customer PO		Payment Terms	
PAS001		B-03470 B-03470		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		10/2/01	10/17/01
Quantity	Description	Unit Price	Extension		
500.00	F-40 LAMPS FOR RECYCLING	0.32	160.00		
65.00	BIAX LAMPS FOR RECYCLING	0.45	29.25		
14.00	FB-40 LAMPS FOR RECYCLING	0.45	6.30		
16.00	F-72 LAMPS FOR RECYCLING	0.48	7.68		
11.00	CIRCULAR LAMPS FOR RECYCLING	0.64	7.04		

TOTAL INVOICE 210.27



1/7 - Mullendore

LIGHTING RESOURCES, INC.
305 East Francis Street
Ontario, CA 91761

Invoice

Invoice Number:
212060

Invoice Date:
Dec 12, 2001

Page
1

Phone: (909) 923-7252
Fax: (909) 923-7510

UT/P

ENTERED JAN 14 2002

Sold To:
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ACCOUNTS PAYABLE

Customer ID	Customer PO	Payment Terms	
PAS001	B-03470	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	12/12/01	2/27/01

Quantity	Description	Unit Price	Extension
1,215.00	F-40 LAMPS FOR RECYCLING	0.32	388.80
27.00	HID LAMPS FOR RECYCLING	1.80	48.60
7.00	F-96 LAMPS FOR RECYCLING	0.64	4.48

Rob Ellis

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE

441.88 ✓

LIGHTING RESOURCES, INC.

805 East Francis Street
Ontario, CA 91761

2/20 - P. Allendore

Invoice

Invoice Number:
0201175

Invoice Date:
Feb 4, 2002

Page
1

Voice: (909) 923-7252
Fax: (909) 923-7510

UT/P

ENTERED MAR 05 2002

Sold To:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ACCOUNTS PAYABLE

Customer ID PAS001	Customer PO B-03470	Payment Terms Net 15 Days	
Sales Rep ID ROB ELLIS	Shipping Method LRI	Ship Date 2/4/02	Due Date 2/19/02

Quantity	Description	Unit Price	Extension
1,170.00	F-40 LAMPS FOR RECYCLING	0.32	374.40
42.00	FB-40 LAMPS FOR RECYCLING	0.45	18.90
55.00	F-96 LAMPS FOR RECYCLING	0.64	35.20

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

OK to pay
AMC

TOTAL INVOICE

428.50 ✓

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

E. P. Mullendore
 4/3

Invoice

Invoice Number:
 0203005

Invoice Date:
 Mar 4, 2002

WTP

ENTERED APR 15 2002

Page
 1

Phone: (909) 923-3132
 Fax: (909) 923-7510

Sold To:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ACCOUNTS PAYABLE

Customer ID PAS001	Customer PO B-03470	Payment Terms Net 15 Days	
Sales Rep ID ROB ELLIS	Shipping Method LRI	Ship Date 3/4/02	Due Date 3/19/02

Quantity	Description	Unit Price	Extension
800.00	FB-40 LAMPS FOR RECYCLING	0.32	256.00
65.00	BIAX LAMPS FOR RECYCLING	0.45	29.25
100.00	FB-40 LAMPS FOR RECYCLING	0.45	45.00

RECEIVED
 SERVICES

APR 10 11:11 J

RECEIVED
 SERVICES

APR 11 10:52 D

RECEIVED
 SERVICES

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

OK to pay
[Signature]

TOTAL INVOICE 287.95

5/8 - P. H. Klendone

ING RESOURCES, INC.
805 East Francis Street
Ontario, CA 91761

Invoice

Invoice Number:
0205039

Invoice Date:
May 1, 2002

Page
1

Voice: (909) 923-3132
Fax: (909) 923-7510

UT/P

ENTERED MAY 15 2002

Sold To:
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ACCOUNTS PAYABLE

Customer ID PAS001	Customer PO B-03470	Payment Terms Net 15 Days	
Sales Rep ID ROB ELLIS	Shipping Method LRI	Ship Date 5/1/02	Due Date 5/16/02

Quantity	Description	Unit Price	Extension
1,200.00	F-40 LAMPS FOR RECYCLING	0.32	384.00
10.00	HID LAMPS FOR RECYCLING	1.80	18.00
200.00	COMPACT LAMPS FOR RECYCLING	0.45	90.00
80.00	BIAX LAMPS FOR RECYCLING	0.45	36.00

ING RESOURCES

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

Handwritten signatures

TOTAL INVOICE 528.00

528.00
TOTAL

Southern California Environmental

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630
 949-770-1768 fax 949-770-1798

Invoice

Number: 7811

Date: September 30, 2001

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO
20494

UTP

PO Number

20494

Terms

Net 10

Date	Description	Quantity	Price	Amount
09/14/01	Compactor	1.00	110.00	110.00
	Disposal Fee	7.31	32.00	233.92
09/14/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	2.84	32.00	90.88
09/18/01	Compactor	1.00	110.00	110.00
	Disposal Fee	4.09	32.00	130.88
09/18/01	40 yard container	1.00	110.00	110.00
09/21/01	Compactor	1.00	110.00	110.00
	Disposal Fee	6.92	32.00	221.44
09/25/01	Compactor	1.00	110.00	110.00
	Disposal Fee	3.76	32.00	120.32
09/28/01	Compactor	1.00	110.00	110.00
	Disposal Fee	6.74	32.00	215.68

ENTERED OCT 15 2001

Total \$3,420.96

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 10/2/01
Linda Ruff

Please sign invoice(s) signifying receipt of goods and approval for payment. Return immediately to: FISCAL SERVICES - ACCTS. PAYABLE

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 7811

Date: September 30, 2001

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Date	Description	Quantity	Price	Amount
08/31/01	Compactor	1.00	110.00	110.00
	Disposal Fee	7.53	32.00	240.96
08/31/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.07	32.00	98.24
09/05/01	Compactor	1.00	110.00	110.00
	Disposal Fee	3.84	32.00	122.88
09/05/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	1.98	32.00	63.36
09/07/01	Compactor	1.00	110.00	110.00
	Disposal Fee	5.61	32.00	179.52
09/07/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	1.38	32.00	44.16
09/11/01	Compactor	1.00	110.00	110.00
	Disposal Fee	3.71	32.00	118.72

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 7989

Date: October 31, 2001

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number	Terms	Ship Via			
20494	Net 10				
Date	Description	Quantity	Price	Amount	
10/02/01	40 yard container	1.00	110.00	110.00	
	Disposal Fee	2.34	32.00	74.88	
10/02/01	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	2.55	32.00	81.60	
10/02/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.96	32.00	126.72	
10/05/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	6.59	32.00	210.88	
10/09/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.45	32.00	110.40	
10/09/01	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	1.73	32.00	55.36	
10/12/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	5.93	32.00	189.76	

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 7989

Date: October 31, 2001

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
10/16/01	Compactor	1.00	110.00	110.00
	Disposal Fee	4.77	32.00	152.64
10/16/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	2.23	32.00	71.36
10/16/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	4.36	32.00	139.52
10/19/01	Compactor	1.00	110.00	110.00
	Disposal Fee	6.71	32.00	214.72
10/23/01	Compactor	1.00	110.00	110.00
	Disposal Fee	4.19	32.00	134.08
10/23/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	5.24	32.00	167.68
10/25/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	5.56	32.00	177.92

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630
949-770-1768 fax 949-770-1798
Bill To:

Invoice

Number: 8143
Date: November 30, 2001

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:
P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number 20494 **Terms** Net 10 **Ship Via**

Date	Description	Quantity	Price	Amount
11/30/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.97	32.00	127.04

Please sign invoice(s) signifying receipt of goods and approval for payment
Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

ENTERED JAN 22 2002

Total \$3,691.92

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 1-3-02
Linda Ruff

Southern California Environmental

PMB #409

5422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 8143

Date: November 30, 2001

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number	Terms	Ship Via			
20494	Net 10				
Date	Description	Quantity	Price	Amount	
11/16/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	6.40	32.00	204.80	
11/16/01	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	3.25	32.00	104.00	
11/20/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.96	32.00	126.72	
11/23/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.40	32.00	108.80	
11/23/01	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	4.17	32.00	133.44	
11/27/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.69	32.00	118.08	
11/30/01	Compactor	1.00	110.00	110.00	
	Disposal Fee	5.27	32.00	168.64	

Make Checks Payable To: Southern California Environmental, Inc.

S
PM
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Lal
94

Waiting for
Page 1 then
pay PO

Invoice

Number: 8143

Date: November 30, 2001

to:

Hill Avenue
ana, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
11/02/01	Compactor	1.00	110.00	110.00
	Disposal Fee	5.92	32.00	189.44
11/06/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	4.58	32.00	146.56
11/06/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	4.24	32.00	135.68
11/06/01	Compactor	1.00	110.00	110.00
	Disposal Fee	5.05	32.00	161.60
11/09/01	Compactor	1.00	110.00	110.00
	Disposal Fee	5.93	32.00	189.76
11/09/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	2.35	32.00	75.20
11/13/01	Compactor	1.00	110.00	110.00
	Disposal Fee	1.63	32.00	52.16

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Invoice

Number: 8283

Date: December 31, 2001

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
12/18/01	Compactor	1.00	110.00	110.00
	Disposal Fee	3.42	32.00	109.44
12/21/01	Compactor	1.00	110.00	110.00
	Disposal Fee	5.28	32.00	168.96
12/26/01	Compactor	1.00	110.00	110.00
12/28/01	Compactor	1.00	110.00	110.00
	Disposal Fee	2.02	32.00	64.64
12/28/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.75	32.00	120.00
12/28/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.48	32.00	79.36

Please sign Invoice(s) signifying receipt
of goods and services and pay immediately to:
FISCAL SERVICES - ACCTS. PAYABLE
OK to pay 1/28/02
M. Keaton

Total \$2,983.60

Make Checks Payable To: Southern California Environmental, Inc.

ENTERED FEB 04 2002

Southern California Environmental

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630
 949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Invoice

Number: 8283

Date: December 31, 2001

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
12/04/01	Compactor	1.00	110.00	110.00
	Disposal Fee	4.62	32.00	147.84
12/04/01	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.19	32.00	70.08
12/07/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.34	32.00	106.88
12/07/01	Compactor	1.00	110.00	110.00
	Disposal Fee	7.02	32.00	224.64
12/11/01	Compactor	1.00	110.00	110.00
	Disposal Fee	3.06	32.00	97.92
12/14/01	Compactor	1.00	110.00	110.00
	Disposal Fee	8.48	32.00	271.36
12/18/01	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	2.89	32.00	92.48

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630
 949-770-1768 fax 949-770-1798

Invoice

Number: 8437
 Date: January 31, 2002

Bill To:
 Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:
 P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number 20494 **Terms** Net 10 **Ship Via**

Date	Description	Quantity	Price	Amount
01/18/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	3.45	32.00	110.40
01/18/02	Compactor	1.00	110.00	110.00
	Disposal Fee	7.19	32.00	230.08
01/21/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	1.33	32.00	42.56
01/22/02	Compactor	1.00	110.00	110.00
	Disposal Fee	2.04	32.00	65.28
01/22/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	1.81	32.00	57.92
01/25/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.20	32.00	198.40
01/29/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.65	32.00	116.80
			Total	\$3,068.96

ENTERED FEB 20 2002

Place sign invoice(s) signifying receipt
 and approval for payment
 immediately to:
 SERVICES - ACCTS. PAYABLE
 OK to pay 2/11/02
 M. Heuston

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409

75422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

InvoiceNumber: **8437**Date: **January 31, 2002****Ship To:**

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number	Terms	Ship Via			
20494	Net 10				
Date	Description	Quantity	Price	Amount	
01/04/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.01	32.00	96.32	
01/04/02	40 yard container	1.00	110.00	110.00	
	Disposal Fee	2.10	32.00	67.20	
01/08/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	2.59	32.00	82.88	
01/11/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	2.60	32.00	83.20	
01/11/02	40 yard container	1.00	110.00	110.00	
	Disposal Fee	3.97	32.00	127.04	
01/15/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	4.79	32.00	153.28	
01/15/02	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	3.05	32.00	97.60	

Make Checks Payable To: Southern California Environmental, Inc.

3/14

Southern California Environmental

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630
 949-770-1768 fax 949-770-1798

PO 20494
 OTTP

Invoice

Number: 8592
 Date: February 28, 2002

Ship To:
 P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number: 20494
 Terms: Net 10
 Ship Via:

Date	Description	Quantity	Price	Amount
	Disposal Fee	4.18	32.00	133.76
02/15/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.19	32.00	198.08
02/19/02	Compactor	1.00	110.00	110.00
02/22/02	Compactor	1.00	110.00	110.00
	Disposal Fee	7.07	32.00	226.24
02/22/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.90	32.00	124.80
02/26/02	Compactor	1.00	110.00	110.00
	Disposal Fee	4.14	32.00	132.48

ENTERED MAR 25 2002

OK to pay 3-15-02
 Linda Ruffo

Total \$3,018.16

Make Checks Payable To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES — ACCTS. PAYABLE

Southern California Environmental

PMB #409

25422 Trabuco Road

like Forest, CA 92630

949-770-1768 fax 949-770-1798

Page: 1

Invoice

3/14

Number: 8592

Date: February 28, 2002

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

Terms

Ship Via

20494

Net 10

Date	Description	Quantity	Price	Amount
02/01/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.10	32.00	99.20
02/01/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.49	32.00	207.68
02/05/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.63	32.00	116.16
J2/05/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.03	32.00	64.96
02/08/02	Compactor	1.00	110.00	110.00
	Disposal Fee	5.58	32.00	178.56
02/08/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.32	32.00	106.24
02/12/02	40 yard container	1.00	110.00	110.00
02/12/02	Compactor	1.00	110.00	110.00

Make Checks Payable To: Southern California Environmental, Inc.

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 8762

Date: March 29, 2002

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
03/01/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.57	32.00	210.24
03/02/02	10 yard container	1.00	110.00	110.00
	Disposal Fee	6.94	32.00	222.08
03/05/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.53	32.00	112.96
03/05/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	4.09	32.00	130.88
03/05/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.95	32.00	126.40
03/08/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.27	32.00	200.64
03/12/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.34	32.00	74.88

Make Checks Payable To: Southern California Environmental, Inc.

OS 01 A 1 - 894 588 - 1 10:50

RECEIVED

RECEIVED

Southern California Environmental

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630
 949-770-1768 fax 949-770-1798

Invoice

Number: 8762

Date: March 29, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
03/12/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.62	32.00	115.84
03/15/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.46	32.00	206.72
03/15/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	4.48	32.00	143.36
03/19/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.75	32.00	120.00
03/22/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.11	32.00	195.52
03/22/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.72	32.00	87.04
03/22/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.83	32.00	122.56

Make Checks Payable To: Southern California Environmental, Inc.

RECEIVED
 RECEIVED
 RECEIVED

Southern California Environmental

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 8947

Date: April 30, 2002

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
03/29/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	6.15	32.00	196.80
03/29/02	Compactor	1.00	110.00	110.00
	Disposal Fee	5.27	32.00	168.64
04/02/02	Compactor	1.00	110.00	110.00
	Disposal Fee	2.53	32.00	80.96
04/02/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	1.51	32.00	48.32
04/05/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	4.47	32.00	143.04
04/05/02	Compactor	1.00	110.00	110.00
04/09/02	Compactor	1.00	110.00	110.00
	Disposal Fee	5.29	32.00	169.28
04/11/02	40 yard container	1.00	110.00	110.00

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630
949-770-1768 fax 949-770-1798

Invoice

Number: 9146
Date: May 31, 2002

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
05/31/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	2.90	32.00	92.80

FISCAL SERVICES
PASADENA

ENTERED JUN 10 2002

Please sign invoice(s) signifying receipt
of goods and approval for payment
Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

Total \$3,610.00

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 6-12-02
Kendra Ruff

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 9146

Date: May 31, 2002

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
04/30/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.19	32.00	102.08
04/30/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	4.30	32.00	137.60
05/03/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.36	32.00	203.52
05/07/02	Compactor	1.00	110.00	110.00
	Disposal Fee	4.63	32.00	148.16
05/10/02	Compactor	1.00	110.00	110.00
	Disposal Fee	6.10	32.00	195.20
05/10/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.81	32.00	121.92
05/15/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.91	32.00	125.12

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630

949-770-1768 fax 949-770-1798

Bill To:

Fiscal Services

Pasadena City College

1570 E. Colorado Blvd.

Pasadena, CA 91106-2003

Invoice

Number: 9146

Date: May 31, 2002

Ship To:

P.C.C.

150 S. Hill Avenue

Pasadena, CA 91106-2003

PO Number	Terms	Ship Via			
20494	Net 10				
Date	Description	Quantity	Price	Amount	
05/17/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	4.91	32.00	157.12	
05/21/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	3.69	32.00	118.08	
05/21/02	40 yard green waste	1.00	110.00	110.00	
	Disposal Fee	4.02	32.00	128.64	
05/21/02	40 yard container	1.00	110.00	110.00	
	Disposal Fee	3.38	32.00	108.16	
05/24/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	4.28	32.00	136.96	
05/29/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	1.50	32.00	48.00	
05/31/02	Compactor	1.00	110.00	110.00	
	Disposal Fee	4.27	32.00	136.64	

Make Checks Payable To: Southern California Environmental, Inc.

Integrated waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>					
EMPLOYEE NAME:	MARIA JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
02-03	26,576.74	4,347.15	1800	15.46	
03-04	33,377.12	8,189.55	1800	19.50	
04-05	35,336.72	8,706.72	1800	20.69	
05-06	37,148.52	8,672.86	1800	21.70	
EMPLOYEE NAME:	SARAH FLORES				
TITLE:	Supervisor Facilities		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	43,630.80	9,915.34	1800	27.53	
00-01	49,849.68	10,936.33	1800	31.22	
01-02	53,481.48	11,533.33	1800	33.51	
02-03	54,279.72	13,645.66	1800	34.22	
03'04	54,619.05	18,393.06	1800	34.68	
04-05	56,977.92	19,641.22	1800	36.47	
05-06	64,490.88	20,681.57	1800	40.79	
EMPLOYEE NAME:	ALFRED GARCIA				
TITLE:	Skilled Trades Wkr		LOCATION: Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	39,937.26	11,461.76	1800	26.52	
00-01	44,239.56	12,146.25	1800	29.06	
01-02	46,615.20	13,057.26	1800	30.88	
02-03	47,913.36	12,935.50	1800	30.70	
03'04	48,504.84	22,358.84	1800	34.15	
04-05	49,673.76	23,127.84	1800	35.13	
05-06	52,271.76	23,101.70	1800	36.58	

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00			1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00		-		
00-01		-		
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME HELEN PETTY				
TITLE: Custodian Facilities				
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

D.C.C. District ART BONZALEZ Employee Name CARPENER Exact Position Title
Facilities Department/Location 581-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ART GONZALEZ Employee Name CARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Mike JENNINGS Employee Name GARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 3/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

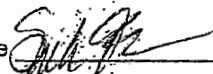
PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services (626) 585-7697 Department/Location 12mo/11mo/10mo/hrly Telephone # Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Sarah Flores Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

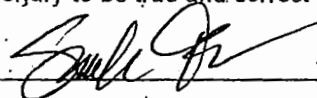
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7699 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System.	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature:  Date: 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

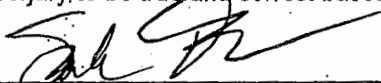
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services (626) 585-7697 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District ED OLASSCOCK Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/01

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ED GLASSADUK Employee Name GARDNER Exact Position Title
Familines Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Helen Petty Employee Name Custodian Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/01

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Helin Petty Employee Name Custodian Exact Position Title
Facilities Services (020) 585-7278 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 200 /

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

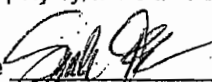
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

POC Alice Holden custodian
 District Employee Name Exact Position Title

Facilities Services (026) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 2001
 Department/Location Telephone # Work year length

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
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REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify, under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/01

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Alice Holder Employee Name Custodian Exact Position Title
Facilities services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Ronnie Little Employee Name Instructor Exact Position Title
Facilities Department/Location 585-7275 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pcc District Paul Carlson Employee Name Custodian Exact Position Title
Facilities Services Department/Location (426) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/01

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

Pcc District Paul Carlson Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigo Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-72-78 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. Ben Jemery CUSTOMER
 District Employee Name Exact Position Title
FACILITIES 585-7277 12mo/11mo/10mo/hrly Fiscal Year: 2001
 Department/Location Telephone # Work year length

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jemery Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Ben Jemney Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jemney Date 5/31/06
 If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____ ; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

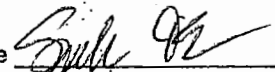
PC C District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Doug Lam Employee Name Custodian Exact Position Title
Facilities Service Department/Location (426) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Doug Lam Date 5/31/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PC c Gene Lopez Gardener
 District Employee Name Exact Position Title
Facilities Services (426)585-7278 12mo/11mo/10mo/hrly Fiscal Year: 2001
 Department/Location Telephone # Work year length

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Gene Lopez Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (020) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

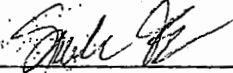
PCC District Apollo Employee Name Gardner Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Apollo Malagon Employee Name Gardner Exact Position Title
Facilities Services Department/Location (426) 585-7275 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN


PCC District Stan Brown Employee Name Lead custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Stan Brown Employee Name Lead Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	16	16	16	16	16	16	16	16	16	16	16	16	192
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/01

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Doug Lam Employee Name Custodian Exact Position Title
Facilities services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Daryl Montgomery Employee Name Gardner Exact Position Title
Facilities Services Department/Location (426) 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	10
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Daryl Montgomery Employee Name Gardner Exact Position Title
Facilities Service Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	400
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
252 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

Claim File Copy

September 28, 2006

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



for Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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(01) Claimant Identification Number: CC 19335	Reimbursement Claim Data													
(02) Claimant Name Pasadena Area Community College District	(22) IWM-1, (03)(A)(1)(f)	821												
County of Location Los Angeles	(23) IWM-1, (03)(A)(2)(f)	7,145												
Street Address 1570 E. Colorado Blvd.	(24) IWM-1, (03)(B)(1)(f)	821												
City State Zip Code Pasadena CA 91106-2003	(25) IWM-1, (03)(B)(2)(f)	0												
<table border="0" style="width:100%;"> <tr> <td style="width: 33%;">Type of Claim</td> <td style="width: 33%;">Estimated Claim</td> <td style="width: 33%;">Reimbursement Claim</td> </tr> <tr> <td></td> <td>(03) Estimated <input type="checkbox"/></td> <td>(09) Reimbursement <input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> </tr> <tr> <td></td> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input type="checkbox"/></td> </tr> </table>	Type of Claim	Estimated Claim	Reimbursement Claim		(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>		(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>		(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)	0
Type of Claim	Estimated Claim	Reimbursement Claim												
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>												
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>												
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>												
Fiscal Year of Cost (06) 2002-2003	(12)	(30) IWM-1, (03)(C)(2)(f) 0												
Total Claimed Amount (07)	(13) \$ 307,575	(31) IWM-1, (03)(D)(f) 1,643												
Less: 10% Late Penalty	(14) \$ 30,758	(32) IWM-1, (03)(E)(f) 0												
Less: Prior Claim Payment Received	(15) \$ -	(33) IWM-1, (03)(F)(f) 3,285												
Net Claimed Amount	(16) \$ 276,817	(34) IWM-1, (06) 68,707												
Due from State (08)	(17) \$ 276,817	(35) IWM-1, (08) 0												
Due to State	(18)	(36) IWM-1, (09) 131												

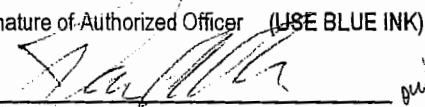
(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)



James Albanese
 Type or Print Name

Date

9/18/04

Interim Vice President, Administrative Services
 Title

(38) Name of Contact Person for Claim: SixTen and Associates

Telephone Number: (858) 514-8605

E-mail Address: kbsixten@aol.com

Program 256		MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1	
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2002-2003		
Direct Costs		Object Accounts						
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total		
A. One-Time Activities								
1	Development of Policies and Procedures	\$ 821.28	\$ -	\$ -	\$ -	\$ -	\$ 821.28	
2	Staff Training	\$ 7,145.04	\$ -	\$ -	\$ -	\$ -	\$ 7,145.04	
B. Ongoing Activities								
1	Completion and Submission of Plan to Board	\$ 821.28	\$ -	\$ -	\$ -	\$ -	\$ 821.28	
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Designation of Waste Reduction and Recycling Coordinator	\$ 3,285.12	\$ -	\$ -	\$ -	\$ -	\$ 3,285.12	
5	Diversion and Maintenance of Approved Level of Reduction	\$ 212,023.44	\$ -	\$ 9,975.35	\$ -	\$ -	\$ 221,998.79	
C. Alternative Compliance								
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
D. Accounting System		\$ 1,642.56	\$ -	\$ -	\$ -	\$ -	\$ 1,642.56	
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
F. Annual Recycled Material Reports		\$ 3,285.12	\$ -	\$ -	\$ -	\$ -	\$ 3,285.12	
(04) Total Direct Costs		\$ 229,023.84	\$ -	\$ 9,975.35	\$ -	\$ -	\$ 238,999.19	
Indirect Costs								
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]				30.00%	
(06) Total Indirect Costs			[Line (05) x line (04)(a)]				\$ 68,707.15	
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]				\$ 307,706.34	
Cost Reduction								
(08) Less: Offsetting Savings							\$ -	
(09) Less: Other Reimbursements							\$ 131.45	
(10) Total Claimed Amount			[(Line (07) - (Line (08) + Line (09))]				\$ 307,574.89	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$34.22	24.0	\$ 821.28				
(05) Total			\$ 821.28	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Training district staff on the requirements and implementation of the plan							
Gonzalez, Arturo Gardner	\$25.69	12.0	\$ 308.28				
Jennings, Michael Power Sweeper Operator	\$26.78	12.0	\$ 321.36				
Griffith, Bill Gardner	\$27.75	12.0	\$ 333.00				
Flores, Sarah Supervisor Facilities	\$34.22	60.0	\$ 2,053.20				
Glasscock, Ed Gardner	\$25.18	12.0	\$ 302.16				
Petty, Helen Custodian	\$27.75	12.0	\$ 333.00				
Dunn, Billie Custodian	\$24.66	12.0	\$ 295.92				
Holden, Alice Custodian	\$22.01	12.0	\$ 264.12				
Littleton, Ronnie Custodian	\$23.29	12.0	\$ 279.48				
Carlson, Paul Custodian	\$25.39	12.0	\$ 304.68				
Jimenez, Maria Custodian	\$15.46	12.0	\$ 185.52				
Jimenez, Ben Custodian	\$26.72	12.0	\$ 320.64				
Lopez, Eugene Gardner	\$25.53	12.0	\$ 306.36				
Malagon, Apollo Gardner	\$24.66	12.0	\$ 295.92				
Brown, Stan Lead Custodian	\$25.50	12.0	\$ 306.00				
Lam, Doug Skilled Trades Worker	\$29.02	12.0	\$ 348.24				
Montgomery, Daryl Gardner	\$23.85	12.0	\$ 286.20				
Hernandez, Rigo Custodian	\$25.08	12.0	\$ 300.96				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 7,145.04	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$34.22	24.0	\$ 821.28				
Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>		\$ 821.28	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$34.22	96.0	\$ 3,285.12				
Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			\$ 3,285.12	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Gonzalez, Arturo Gardner	\$25.69	480.0	\$ 12,331.20				
Jennings, Michael Power Sweeper Operator	\$26.78	480.0	\$ 12,854.40				
Griffith, Bill Gardner	\$27.75	480.0	\$ 13,320.00				
Glasscock, Ed Gardner	\$25.18	480.0	\$ 12,086.40				
Lopez, Eugene Gardner	\$25.53	480.0	\$ 12,254.40				
Malagon, Apollo Gardner	\$24.66	480.0	\$ 11,836.80				
Montgomery, Daryl Gardner	\$23.85	480.0	\$ 11,448.00				
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Petty, Helen Custodian	\$27.75	480.0	\$ 13,320.00				
Dunn, Billie Custodian	\$24.66	480.0	\$ 11,836.80				
Holden, Alice Custodian	\$22.01	480.0	\$ 10,564.80				
Littleton, Ronnie Custodian	\$23.29	480.0	\$ 11,179.20				
Carlson, Paul Custodian	\$25.39	480.0	\$ 12,187.20				
Jimenez, Maria Custodian	\$15.46	480.0	\$ 7,420.80				
Jimenez, Ben Custodian	\$26.72	480.0	\$ 12,825.60				
Brown, Stan Lead Custodian	\$25.50	480.0	\$ 12,240.00				
Lam, Doug Skilled Trades Worker	\$29.02	480.0	\$ 13,929.60				
Lighting Resources, Inc. Recycling Lighting Tubes & Discha	\$100.00	23.2			\$ 2,320.21		
Southern California Enviror Refuse Removal & Recycling Serv	\$100.00	76.6			\$ 7,655.14		
Hernandez, Rigo Custodian	\$25.08	480.0	\$ 12,038.40				
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Petty, Helen Custodian	\$27.75	12.0	\$ 333.00				
Dunn, Billie Custodian	\$24.66	12.0					
Holden, Alice Custodian	\$22.01	12.0	\$ 264.12				
Littleton, Ronnie Custodian	\$23.29	12.0	\$ 279.48				
Carlson, Paul Custodian	\$25.39	12.0	\$ 304.68				
Jimenez, Maria Custodian	\$15.46	12.0	\$ 185.52				
Jimenez, Ben Custodian	\$26.72	12.0	\$ 320.64				
Brown, Stan Lead Custodian	\$25.50	192.0	\$ 4,896.00				
Lam, Doug Skilled Trades Worker	\$29.02	12.0	\$ 348.24				
Hernandez, Rigo Custodian	\$25.08	12.0	\$ 300.96				
Procuring materials/equipment necessary for maintaining approved level of reduction							
Flores, Sarah Supervisor Facilities	\$34.22	24.0	\$ 821.28				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 212,023.44	\$ -	\$ 9,975.35	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Consultation with Board <input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
<input checked="" type="checkbox"/> Accounting System		<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities	\$34.22	48.0	\$ 1,642.56				
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			\$ 1,642.56	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2002-2003
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste		<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$34.22	96.0	\$ 3,285.12				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 3,285.12	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2002-2003
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
02-03	12.00	Brown, Stan	Lead Custodian	\$25.50	\$306.00	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Brown, Stan	Lead Custodian	\$25.50	\$12,240.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
02-03	192.00	Brown, Stan	Lead Custodian	\$25.50	\$4,896.00	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	684.00	Brown, Stan Total			\$17,442.00		
02-03	12.00	Carlson, Paul	Custodian	\$25.39	\$304.68	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Carlson, Paul	Custodian	\$25.39	\$12,187.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
02-03	12.00	Carlson, Paul	Custodian	\$25.39	\$304.68	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Carlson, Paul Total			\$12,796.56		
2-03	12.00	Dunn, Billie	Custodian	\$24.66	\$295.92	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Dunn, Billie	Custodian	\$24.66	\$11,836.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
2-03	12.00	Dunn, Billie	Custodian	\$24.66	\$295.92	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Dunn, Billie Total			\$12,428.64		
2-03	24.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$821.28	Developing the necessary district policies and procedures	Development of Policies and Procedures
2-03	60.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$2,053.20	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	24.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$821.28	Completing/submitting the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
2-03	96.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$3,285.12	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordinator
2-03	48.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$1,642.56	Developing, implementing, maintaining accounting system to track source reduction, recycling	Accounting System
2-03	96.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$3,285.12	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
2-03	24.00	Flores, Sarah	Supervisor Facilities	\$34.22	\$821.28	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	372.00	Flores, Sarah Total			\$12,729.84		
2-03	12.00	Glasscock, Ed	Gardner	\$25.18	\$302.16	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Glasscock, Ed	Gardner	\$25.18	\$12,086.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Glasscock, Ed Total			\$12,388.56		
2-03	12.00	Gonzalez, Arturo	Gardner	\$25.69	\$308.28	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Gonzalez, Arturo	Gardner	\$25.69	\$12,331.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Arturo Total			\$12,639.48		
2-03	12.00	Griffith, Bill	Gardner	\$27.75	\$333.00	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Griffith, Bill	Gardner	\$27.75	\$13,320.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Griffith, Bill Total			\$13,653.00		
03	12.00	Hernandez, Rigo	Custodian	\$25.08	\$300.96	Training district staff on the requirements and implementation of the plan	Staff Training
03	480.00	Hernandez, Rigo	Custodian	\$25.08	\$12,038.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03	12.00	Hernandez, Rigo	Custodian	\$25.08	\$300.96	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Hernandez, Rigo Total			\$12,640.32		
03	12.00	Holden, Alice	Custodian	\$22.01	\$264.12	Training district staff on the requirements and implementation of the plan	Staff Training
03	480.00	Holden, Alice	Custodian	\$22.01	\$10,564.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03	12.00	Holden, Alice	Custodian	\$22.01	\$264.12	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Holden, Alice Total			\$11,093.04		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2002-2003
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
02-03	12.00	Jennings, Michael	Power Sweeper Operator	\$26.78	\$321.36	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Jennings, Michael	Power Sweeper Operator	\$26.78	\$12,854.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Jennings, Michael Total			\$13,175.76		
02-03	12.00	Jimenez, Ben	Custodian	\$26.72	\$320.64	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Jimenez, Ben	Custodian	\$26.72	\$12,825.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
02-03	12.00	Jimenez, Ben	Custodian	\$26.72	\$320.64	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Ben Total			\$13,466.88		
02-03	12.00	Jimenez, Maria	Custodian	\$15.46	\$185.52	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Jimenez, Maria	Custodian	\$15.46	\$7,420.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
02-03	12.00	Jimenez, Maria	Custodian	\$15.46	\$185.52	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Maria Total			\$7,791.84		
02-03	12.00	Lam, Doug	Skilled Trades Worker	\$29.02	\$348.24	Training district staff on the requirements and implementation of the plan	Staff Training
02-03	480.00	Lam, Doug	Skilled Trades Worker	\$29.02	\$13,929.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
02-03	12.00	Lam, Doug	Skilled Trades Worker	\$29.02	\$348.24	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Lam, Doug Total			\$14,626.08		
2-03	23.20	Lighting Resources, Inc.	Recycling Lighting Tubes	\$100.00	\$2,320.21	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	23.20	Lighting Resources, Inc. Total			\$2,320.21		
2-03	12.00	Littleton, Ronnie	Custodian	\$23.29	\$279.48	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Littleton, Ronnie	Custodian	\$23.29	\$11,179.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
2-03	12.00	Littleton, Ronnie	Custodian	\$23.29	\$279.48	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Littleton, Ronnie Total			\$11,738.16		
2-03	12.00	Lopez, Eugene	Gardner	\$25.53	\$306.36	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Lopez, Eugene	Gardner	\$25.53	\$12,254.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Eugene Total			\$12,560.76		
2-03	12.00	Malagon, Apollo	Gardner	\$24.66	\$295.92	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Malagon, Apollo	Gardner	\$24.66	\$11,836.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$12,132.72		
2-03	12.00	Montgomery, Daryl	Gardner	\$23.85	\$286.20	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Montgomery, Daryl	Gardner	\$23.85	\$11,448.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Montgomery, Daryl Total			\$11,734.20		
2-03	12.00	Petty, Helen	Custodian	\$27.75	\$333.00	Training district staff on the requirements and implementation of the plan	Staff Training
2-03	480.00	Petty, Helen	Custodian	\$27.75	\$13,320.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
2-03	12.00	Petty, Helen	Custodian	\$27.75	\$333.00	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Petty, Helen Total			\$13,986.00		
03	76.55	Southern California Environmental Refuse Removal & Recycle		\$100.00	\$7,655.14	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	76.55	Southern California Environmental Total			\$7,655.14		
	9135.75	Grand Total			\$238,999.19		



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

RECEIVED
FISCAL SERVICES

2001 JUL -6 P 4:17

June 27, 2001

Pasadena City College
Maria Descalzo, Principal Accountant
1570 East Colorado Boulevard
Pasadena, California 91106-2003

Reference: Agreement No. 2001-031

Dear Ms. Descalzo:

The original and one copy of an Indirect Cost Rate Agreement are enclosed. These documents reflect an understanding reached by your organization and the U.S. Department of Education. The rates agreed upon should be used to compute indirect cost for grants, contracts and applications funded by this Department and other Federal agencies.

After reviewing the Rate Agreement, please confirm acceptance by having the original signed by a duly authorized representative of your organization and returned within thirty (30) calendar days from the date of this letter

U.S. Department of Education
Attention: Richard Koris
Room 4W103, FOB 6
400 Maryland Avenue, SW
Washington, D.C. 20202-4201

We have included an 8% restricted rate to be applied to grants your organization may have that can be found on the enclosed list.

The next indirect cost rate proposal based on the fiscal year ending June 30, 2003 is due by December 31, 2003.

The enclosed copy of this agreement should be retained for your files. If there are any additional questions concerning this agreement, please contact Richard Koris on (202) 708-8604 or email: Richard.koris@ed.gov.

Sincerely,

Richard T. Mueller, Director
Indirect Cost Group

Enclosures

INDIRECT COST RATE AGREEMENT
COLLEGE AND UNIVERSITY

ORGANIZATION:

DATE: June 27, 2001

Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106-2003

AGREEMENT NO. 2001-031

FILING REFERENCE: This replaces
previous Agreement No. 98-033
dated June 2, 1998

The rate(s) approved in this Agreement are for use on your grants, contracts, and other agreements with the Federal Government.

This agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Base	Location	Coverage
	From	To				Applicability
Predetermined	07-01-01	06-30-04	30%	1/	On-site	2/
Predetermined	07-01-01	06-30-04	8%	1/	On-site	3/

- 1/ Direct salaries and wages, including fringe benefits. Items of equipment are capitalized if the initial acquisition cost is in excess of \$5,000 and the useful life is in excess of two years.
- 2/ All programs not requiring the use of a restricted rate.
- 3/ All programs requiring the use of a restricted rate as defined under 34 CFR 75.564-569.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

Section II - Particulars

SCOPE: The indirect cost rate(s) contained herein are for use with grants, contracts, and other financial assistance agreements awarded by the Federal Government to the Pasadena City College and subject to OMB Circular A-21.

LIMITATIONS: Application of the rate(s) contained in this Agreement is subject to all statutory or administrative limitations on the use of funds, and payment of costs hereunder is subject to the availability of appropriations applicable to a given grant or contract. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by the Pasadena City College were included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and applicable under the governing cost principles; (B) that the same costs that have been treated as indirect cost are not claimed as direct costs; (C) that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be materially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

ACCOUNTING CHANGES: If a fixed or predetermined rate is in this Agreement, it is based on the accounting system purported by the institution to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of costs from indirect to direct. Failure to obtain approval may result in cost disallowance.

FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

NOTIFICATION TO OTHER FEDERAL AGENCIES: Copies of this document may be provided to other Federal agencies as a means of notifying them of the agreement contained herein.

OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the institution should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

Section III - Special Remarks

1. This agreement is effective on the date of approval of the Federal Government.
2. Questions regarding this agreement should be directed to the Negotiator.
3. Approval of the rate(s) contained herein does not establish acceptance of the State Education Agency's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.

Section IV - Approvals

For the Educational Institution:

Pasadena City College
 1570 East Colorado Boulevard
 Pasadena, California 91106-2003



 Signature

Peter Hardash

 Name

Vice President, Administrative Services

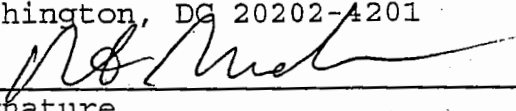
 Title

July 25, 2001

 Date

For the Federal Government:

U.S. Department of Education
 Room 4W103, FOB 6
 400 Maryland Avenue, SW
 Washington, DC 20202-4201



 Signature

Richard T. Mueller

 Name

Director, Indirect Cost Group

 Title

June 27, 2001

 Date

Richard A. Koris

 Negotiator

(202) 708-8604

 Telephone

Received by

Date

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
06/29/05	SMURIFT-STONE	192162	\$54.01 ✓

27 02/03

131.45

✓ Agree w/ receipts

PASADENA AREA COMMUNITY COLLEGE DISTRICT

110889

RECEIVED FROM Adlan Company

DATE 10/18/02

ADDRESS _____
FOR Recycled Paper

DOLLARS \$ 72.81

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01 8890-6506

CASH CHECK M.O. CREDIT CARD 444137 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

110890

RECEIVED FROM P.C.C. Kooling

DATE 10/18/02

ADDRESS _____
FOR July - Sept Int

DOLLARS \$ 12.92

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-5860

CASH CHECK M.O. CREDIT CARD 5419 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

110891

RECEIVED FROM Apreat

DATE 10/18/02

ADDRESS _____
FOR Antennas on R. Bldg Oct Rgmt

DOLLARS \$ 1,070.70

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-5859

CASH CHECK M.O. CREDIT CARD BY ap

000 6671483

PASADENA AREA COMMUNITY COLLEGE DISTRICT

110892

RECEIVED FROM Housing Rights Ctr

DATE 10/18/02

ADDRESS _____
FOR U. Permit # 4456

DOLLARS \$ 150.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01 ~~8851~~ ⁹¹⁶¹ AR# 396

CASH CHECK M.O. CREDIT CARD 461110 BY DL

PASADENA AREA COMMUNITY COLLEGE DISTRICT

124689

RECEIVED FROM
ADDRESS

Allan Company

DATE 3/14/03

DOLLARS \$ 58.65

FOR recycled paper

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

01-8890-6504

CASH CHECK M.O. CREDIT CARD

By [Signature]

454734

PASADENA AREA COMMUNITY COLLEGE DISTRICT

124690

RECEIVED FROM
ADDRESS

University of Oklahoma

DATE 3/14/03

DOLLARS \$ 352.75

FOR
AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

03-5210-6706-0000

CASH CHECK M.O. CREDIT CARD

By [Signature]

131024

PASADENA AREA COMMUNITY COLLEGE DISTRICT

124691

RECEIVED FROM
ADDRESS

Pasadena Unified

DATE 3/14/03

DOLLARS \$ 24.00

FOR academy students, F'02

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

03-8876-6407

CASH CHECK M.O. CREDIT CARD

By [Signature]

10631176

PASADENA AREA COMMUNITY COLLEGE DISTRICT

124692

RECEIVED FROM
ADDRESS

HUSIN KESUMA
888-90-3066

DATE 3/17/03

DOLLARS \$ 500.00

FOR TUITION

AMOUNT OF ACCOUNT \$ 500.00
AMOUNT PAID \$ 500.00
BALANCE DUE \$ 0

01-8880

CASH CHECK M.O. CREDIT CARD

By [Signature]

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2002-2003
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Copies of checks to recycling companies.
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.		8/16/2002	\$ 519.80
Lighting Resources, Inc.		9/9/2002	\$ 142.70
Lighting Resources, Inc.		11/8/2002	\$ 292.05
Lighting Resources, Inc.	Recycling of Fluorescent	1/10/2003	\$ 355.83
Lighting Resources, Inc.	Lighting Tubes and High	3/14/2003	\$ 334.45
Lighting Resources, Inc.	Intensity Discharge Bulbs	4/25/2003	\$ 102.33
Lighting Resources, Inc.		5/16/2003	\$ 140.30
Lighting Resources, Inc.		6/24/2003	\$ 432.75
Lighting Resources, Inc. Total			\$ 2,320.21

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	8/2/2002	\$ 110.00
So. California Environmental	Recycle Fee	8/2/2002	\$ 86.40
So. California Environmental	Green Waste	8/2/2002	\$ 110.00
So. California Environmental	Recycle Fee	8/2/2002	\$ 111.36
So. California Environmental	Green Waste	8/16/2002	\$ 113.30
So. California Environmental	Recycle Fee	8/16/2002	\$ 124.80
So. California Environmental	Green Waste	8/16/2002	\$ 113.30
So. California Environmental	Recycle Fee	8/16/2002	\$ 128.00
So. California Environmental	Green Waste	8/16/2002	\$ 113.30
So. California Environmental	Recycle Fee	8/16/2002	\$ 91.84
So. California Environmental	Green Waste	8/16/2002	\$ 110.00
So. California Environmental	Recycle Fee	8/16/2002	\$ 144.32
So. California Environmental	Green Waste	10/15/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/15/2002	\$ 180.48
So. California Environmental	Green Waste	10/15/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/15/2002	\$ 73.60
So. California Environmental	Green Waste	10/15/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/15/2002	\$ 100.48
So. California Environmental	Green Waste	10/15/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/15/2002	\$ 107.84
So. California Environmental	Green Waste	10/18/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/18/2002	\$ 103.68
So. California Environmental	Green Waste	10/18/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/18/2002	\$ 135.36
So. California Environmental	Green Waste	10/18/2002	\$ 113.30
So. California Environmental	Recycle Fee	10/18/2002	\$ 100.80
So. California Environmental	Green Waste	12/9/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/9/2002	\$ 249.60
So. California Environmental	Green Waste	12/9/2002	\$ 113.30

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2002-2003
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Recycle Fee	12/9/2002	\$ 85.76
So. California Environmental	Green Waste	12/9/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/9/2002	\$ 93.76
So. California Environmental	Green Waste	12/9/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/9/2002	\$ 99.20
So. California Environmental	Green Waste	12/19/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/19/2002	\$ 89.28
So. California Environmental	Green Waste	12/19/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/19/2002	\$ 89.60
So. California Environmental	Green Waste	12/19/2002	\$ 113.30
So. California Environmental	Recycle Fee	12/19/2002	\$ 214.72
So. California Environmental	Green Waste	1/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	1/24/2003	\$ 171.84
So. California Environmental	Green Waste	1/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	1/24/2003	\$ 115.52
So. California Environmental	Green Waste	3/7/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/7/2003	\$ 35.84
So. California Environmental	Green Waste	3/7/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/7/2003	\$ 47.68
So. California Environmental	Green Waste	3/7/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/7/2003	\$ 53.44
So. California Environmental	Green Waste	3/7/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/7/2003	\$ 66.24
So. California Environmental	Green Waste	3/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/24/2003	\$ 93.12
So. California Environmental	Green Waste	3/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/24/2003	\$ 78.08
So. California Environmental	Green Waste	3/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	3/24/2003	\$ 37.12
So. California Environmental	Green Waste	4/21/2003	\$ 113.30
So. California Environmental	Recycle Fee	4/21/2003	\$ 80.00
So. California Environmental	Green Waste	4/21/2003	\$ 113.30
So. California Environmental	Recycle Fee	4/21/2003	\$ 63.68
So. California Environmental	Green Waste	5/23/2003	\$ 113.30
So. California Environmental	Recycle Fee	5/23/2003	\$ 54.40
So. California Environmental	Green Waste	5/23/2003	\$ 113.30
So. California Environmental	Recycle Fee	5/23/2003	\$ 37.12
So. California Environmental	Green Waste	6/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	6/24/2003	\$ 76.48
So. California Environmental	Green Waste	6/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	6/24/2003	\$ 84.80
So. California Environmental	Green Waste	6/24/2003	\$ 113.30
So. California Environmental	Recycle Fee	6/24/2003	\$ 80.00
So. California Environmental	TOTAL		\$ 7,655.14

Conclusion: Findings go forward to IWM-2.

****LIGHTING RESOURCE INC.****
 805 East Francis Street
 Ontario, CA 91761

8/16 - P. Sullivan

Invoice
 Invoice Number
 020709

Invoice Date
 Jul 23, 200

Page
 1

Phone: (909) 923-3132
 Fax: (909) 923-7510

UT/P

ENTERED AUG 12 2002

Sold To:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ACCOUNTS PAYABLE

Customer ID		Customer PO		Payment Terms	
PAS001		B-03470 <i>B-04135</i>		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		7/22/02	8/7/02
Quantity	Description	Unit Price	Extension		
1,070.00	F-40 LAMPS FOR RECYCLING	0.32	342.40		
20.00	HID LAMPS FOR RECYCLING	1.80	36.00		
300.00	BIAX LAMPS FOR RECYCLING	0.45	135.00		
10.00	F-96 LAMPS FOR RECYCLING	0.64	6.40		

*OK to pay
 All items*

Please sign invoice (s) sign
 of goods and approval for payment
 Return inv.
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE AMOUNT

519.80

****LIGHTING RESOURCES, INC.****
 805 East Francis Street
 Ontario, CA 91761

Invoice
 Invoice Number
 02080

Invoice Date
 Aug 21, 20

Office: (909) 923-3132
 Fax: (909) 923-7510

UT/P

ENTERED SEP 03 2002

Page

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ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-03470 B-04135	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	8/21/02	9/5/02

Quantity	Description	Unit Price	Extension
400.00	F-40 LAMPS FOR RECYCLING	0.32	128.00
70.00	F-30 LAMPS FOR RECYCLING	0.21	14.70

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

OK to pay

Al med

TOTAL INVOICE  142.70

****LIGHTING RESOURCES, INC.****
 805 East Francis Street
 Ontario, CA 91761

*12/28
 P. Mullendore*

Invoice

Invoice Number:

0210090

Invoice Date:

Oct 21, 2002

Page:

Office: (909) 923-3132
 Fax: (909) 923-7510

WT/P

ENTERED NOV 04 2002

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-03470 B-04135		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		10/21/02	11/5/02
Quantity	Description	Unit Price	Extension		
780.00	F-40 LAMPS FOR RECYCLING	0.32	249.60		
170.00	F-30 LAMPS FOR RECYCLING	0.21	35.70		
15.00	FB-40 LAMPS FOR RECYCLING	0.45	6.75		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p>					

RECEIVED SERVICES
 RECEIVED SERVICES
 10/21/02 11:23

*de la...
 R. M...*

TOTAL INVOICE

292.05

LIGHTING RESOURCES, INC.

805 East Francis Street
Ontario, CA 91761

Office: (909) 923-3132
Fax: (909) 923-7510

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ENTERED DEC 23 2002

GENERATOR:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Invoice

Invoice Number
02120

Invoice Date
Dec 10, 2002

Page

UT/P

18-
P. Mullendore

Customer ID		Customer PO		Payment Terms	
PAS001		B-03470-04135		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		12/10/02	12/25/02
Quantity	Description	Unit Price	Extension		
739.00	F-40 LAMPS FOR RECYCLING	0.32	236.4		
88.00	F-60 LAMPS FOR RECYCLING	0.40	35.2		
187.00	FB-40 LAMPS FOR RECYCLING	0.45	84.1		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. - ACCTS. PAYABLE</p> <p><i>ok copy for Mullendore</i></p>					

TOTAL INVOICE 355.83

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

J. P. Muller done

Invoice

Invoice Number:

0302113

Invoice Date:

Feb 24, 2003

Page:

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED MAR 10 2003

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-03470 <i>B-04135</i>		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		2/24/03	3/11/03
Quantity	Description	Unit Price	Extension		
740.00	F-40 LAMPS FOR RECYCLING	0.32	236.80		
18.00	F-60 LAMPS FOR RECYCLING	0.40	7.20		
4.00	HID LAMPS FOR RECYCLING	1.80	7.20		
151.00	BIAX LAMPS FOR RECYCLING	0.45	67.95		
7.00	FB-40 LAMPS FOR RECYCLING	0.45	3.15		
27.00	FLOOD LAMPS FOR RECYCLING	0.45	12.15		

ok copy
R. Muller

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE

334.45

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

4/14 P. Mullendore

Invoice

Invoice Number:

0304024

Invoice Date

Apr 2, 2003

Page

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED APR 17 2003

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04135		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		4/2/03	4/17/03

Quantity	Description	Unit Price	Extension
210.00	F-40 LAMPS FOR RECYCLING	0.32	67.2
3.00	HID LAMPS FOR RECYCLING	1.80	5.4
57.00	BIAX LAMPS FOR RECYCLING	0.45	25.6
17.00	F-30 LAMPS FOR RECYCLING	0.24	4.0

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

OK to pay
P. Mullendore

TOTAL INVOICE

102.33

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761

s/b- P. Mullendore

Invoice

Invoice Number: 0304235
 Invoice Date: Apr 30, 2003
 Page

Phone: (909) 923-3132
 Fax: (909) 923-3962

B-04135

UT/P

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ENTERED MAY 12 2003

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-04135	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	4/30/03	5/15/03

Quantity	Description	Unit Price	Extension
385.00	F-40 LAMPS FOR RECYCLING	0.32	123.2
18.00	BIAX LAMPS FOR RECYCLING	0.45	8.1
20.00	FB-40 LAMPS FOR RECYCLING	0.45	9.0

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

*one to pay
 [Signature]*

TOTAL INVOICE 140.30

LIGHTING RESOURCE, INC.
 805 East Francis Street
 Ontario, CA 91761

6/12-L Roberts

Invoice

Invoice Number:

0306012

Invoice Date:

Jun. 3, 2003

REC'D JUN 17 2003

ENTERED JUN 19 2003

Page:

Office: (909) 923-3132
 Fax: (909) 923-3962

UT/P

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04135		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		6/3/03	6/18/03
Quantity	Description	Unit Price	Extension		
347.00	F-40 LAMPS FOR RECYCLING	0.32	111.04		
143.00	HID LAMPS FOR RECYCLING	1.80	257.40		
123.00	BIAX LAMPS FOR RECYCLING	0.45	55.35		
14.00	F-96 LAMPS FOR RECYCLING	0.64	8.96		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p>					
<p><i>[Signature]</i> 6/18/03</p>					

TOTAL INVOICE

432.75

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Invoice

Number: 9343

Date: June 29, 2002

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

01/02

PO Number

20494

Terms

Net 10

01 9501 - UT

Ship Via

Date	Description	Quantity	Price	Amount
	Disposal Fee	6.57	32.00	210.24
06/25/02	Compactor	1.00	110.00	110.00
	Disposal Fee	2.70	32.00	86.40
06/25/02	40 yard green waste	1.00	110.00	110.00

ENTERED JUL 2 4 2002

Please sign invoice(s) signifying receipt
of goods and approval for payment
Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

OK to pay 7-12-02
Linda Ruff

Total \$3,986.16

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **9343**Date: **June 29, 2002****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

20494

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
06/04/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	2.64	32.00	84.48
06/04/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.03	32.00	96.96
06/07/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	3.48	32.00	111.36
06/07/02	Compactor	1.00	110.00	110.00
	Disposal Fee	5.51	32.00	176.32
06/11/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.23	32.00	103.36
06/12/02	40 yard container	1.00	110.00	110.00
	Disposal Fee	1.06	32.00	33.92
06/14/02	10 yard container	1.00	110.00	110.00
06/14/02	Compactor	1.00	110.00	110.00

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Invoice

Number: 9539

Date: July 30, 2002

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

PO 30305

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
	Disposal Fee	5.45	32.00	174.40
07/26/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.91	32.00	125.12
07/26/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.90	32.00	124.80

Please sign invoice(s) signifying receipt
of goods and approval for payment
Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

RECEIVED
FISCAL SERVICES
7 P 2:32

Total \$3,764.30

Make Checks Payable To: Southern California Environmental, Inc.

*OK to pay 8-6-02
Linda Ruff*

ENTERED AUG 1 2 2002

RECEIVED
FISCAL SERVICES
AUG 26

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: **9539**

Date: **July 30, 2002**

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
	Disposal Fee	4.00	32.00	128.00
07/12/02	40 yard green waste	1.00	113.30	113.30
07/12/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.90	32.00	124.80
07/16/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.87	32.00	91.84
07/16/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.55	32.00	81.60
07/18/02	10 yard container disposal fee	6.40	32.00	204.80
07/19/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.09	32.00	130.88
07/23/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.19	32.00	70.08
07/23/02	40 yard container	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

RECEIVED
 FISCAL SERVICES
 7/30/02 11:35 AM

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 9539

Date: July 30, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
06/28/02	40 yard green waste	1.00	110.00	110.00
	Disposal Fee	4.51	32.00	144.32
06/28/02	Compactor	1.00	110.00	110.00
	Disposal Fee	3.48	32.00	111.36
07/01/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.57	32.00	82.24
07/02/02	Compactor	1.00	113.30	113.30
	Disposal Fee	1.99	32.00	63.68
07/05/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.02	32.00	96.64
07/05/02	10 yard container	1.00	113.30	113.30
07/09/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.82	32.00	90.24
07/12/02	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

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 FISCAL SERVICES
 2002 JUL 31 11 10 AM

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: **9759**
 Date: **August 30, 2002**

Bill To:
 Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:
 P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

Pr 30305

PO Number
 30305

Terms
 Net 10

UT/P

Ship Via

Date	Description	Quantity	Price	Amount
08/22/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	6.32	32.00	202.24
08/23/02	Compactor	1.00	113.30	113.30
	Disposal Fee	7.71	32.00	246.72
08/27/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.55	32.00	49.60
08/27/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.43	32.00	141.76
08/30/02	Compactor	1.00	113.30	113.30
	Disposal Fee	7.16	32.00	229.12
08/30/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	5.64	32.00	180.48
07/30/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.25	32.00	72.00
			Total	\$5,024.74

ENTERED OCT 08 2002

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 9-23-02

Linda Reiff

Please sign invoice(s) signifying receipt of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **9759**Date: **August 30, 2002****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
08/13/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.35	32.00	75.20
08/13/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.30	32.00	73.60
08/13/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.44	32.00	78.08
08/16/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.05	32.00	129.60
08/20/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.16	32.00	165.12
08/20/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	6.06	32.00	193.92
08/20/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.14	32.00	100.48

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **9759**Date: **August 30, 2002****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
07/30/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.02	32.00	64.64
07/31/02	40 yard container	1.00	113.30	113.30
08/02/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.59	32.00	114.88
08/06/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.37	32.00	75.84
08/06/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.37	32.00	107.84
08/06/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.62	32.00	83.84
08/09/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.04	32.00	129.28
08/09/02	Disposal Fee	4.10	32.00	131.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

FMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 9947

Date: September 29, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO 30305

PO Number

30305

Terms

Net 10

UT/P

Ship Via

Date	Description	Quantity	Price	Amount
09/17/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.39	32.00	140.48
09/17/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.24	32.00	103.68
09/20/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.29	32.00	201.28
09/24/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.96	32.00	126.72
09/24/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.15	32.00	132.80
09/27/02	Compactor	1.00	113.30	113.30
	Disposal Fee	7.22	32.00	231.04
09/27/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	4.23	32.00	135.36
Total				\$3,565.08

RECEIVED
 FISCAL SERVICES

PAID
 8-10-02

PAID
 OCT 12 2002

Make Checks Payable To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt
 of goods and services. For Payment
 Reason: Invoice not to:
 FISCAL SERVICES - ACCTS. PAYABLE
 OK to pay 10/7/02
 M. Keston

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 9947

Date: September 29, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
09/04/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.28	32.00	168.96
09/06/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.37	32.00	139.84
09/06/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.43	32.00	77.76
09/10/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.45	32.00	142.40
09/10/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.15	32.00	100.80
09/10/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.13	32.00	68.16
09/13/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.55	32.00	209.60

Make Checks Payable To: Southern California Environmental, Inc.

RECEIVED
 FISCAL SERVICES
 2002 OCT -2 A 10:59

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Invoice

Number: 10147

Date: October 30, 2002

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
10/25/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	7.80	32.00	249.60

ENTERED DEC 02 2002

Please sign invoice(s) signifying receipt
of goods and return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

Total \$3,885.42

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 11-15-02

Ken de Rive

Southern Calif. Environmental, Inc**Invoice**

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 10147

Date: October 30, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
10/11/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.69	32.00	214.08
10/15/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.67	32.00	149.44
10/18/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.93	32.00	189.76
10/18/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.68	32.00	85.76
10/18/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.07	32.00	66.24
10/22/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.09	32.00	130.88
10/25/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.29	32.00	169.28

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10147

Date: October 30, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
10/01/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.50	32.00	112.00
10/01/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.76	32.00	184.32
10/03/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.12	32.00	67.84
10/04/02	Compactor	1.00	113.30	113.30
	Disposal Fee	7.29	32.00	233.28
10/04/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.93	32.00	93.76
10/08/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.39	32.00	140.48
10/11/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.10	32.00	99.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: **10322**

Date: **November 29, 2002**

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

PO 30305

Ship Via

Date	Description	Quantity	Price	Amount
	Disposal Fee	4.36	32.00	139.52
11/19/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.52	32.00	112.64
11/22/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.23	32.00	199.36
11/26/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.86	35.00	135.10
11/26/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.79	32.00	89.28

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

Total \$4,860.28

Make Checks Payable To: Southern California Environmental, Inc.

*OK to pay 12-10-02
 Linda Ruff*

PAID
 NOV 29 2002

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10322

Date: November 29, 2002

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number

30305

Terms

Net 10

Ship Via

Date	Description	Quantity	Price	Amount
11/05/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.14	32.00	164.48
11/08/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.30	32.00	169.60
11/08/02	40 yard container	1.00	113.30	113.30
11/12/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.87	32.00	91.84
11/12/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.80	32.00	89.60
11/12/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.06	32.00	65.92
11/15/02	Compactor	1.00	113.30	113.30
	Disposal Fee	7.88	32.00	252.16
11/19/02	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Invoice

Number: 10322
Date: November 29, 2002

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms	Ship Via
30305	Net 10	

Date	Description	Quantity	Price	Amount
10/29/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.11	32.00	131.52
10/29/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.49	32.00	111.68
10/29/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	9.73	32.00	311.36
11/01/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.77	32.00	184.64
11/01/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.53	32.00	144.96
11/01/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	6.71	32.00	214.72
11/05/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.10	32.00	99.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10509

Date: January 03, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
	Disposal Fee	1.51	32.00	48.32
12/17/02	Compactor	1.00	113.30	113.30
	Disposal Fee	4.52	32.00	144.64
12/20/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.13	32.00	196.16
12/20/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	5.37	32.00	171.84
12/24/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.13	32.00	68.16
12/27/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.33	32.00	170.56
12/31/02	Compactor	1.00	113.30	113.30
	Disposal Fee	2.19	32.00	70.08
Total				\$3,464.92

OK to pay 1-13-03

Linda Ruff

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks To: Southern California Environmental, Inc.

ENTERED JAN 21 2003

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 10509

Date: January 03, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
11/29/02	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.77	32.00	56.64
11/29/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.89	32.00	124.48
12/03/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.58	32.00	210.56
12/06/02	Compactor	1.00	113.30	113.30
	Disposal Fee	6.08	32.00	194.56
12/06/02	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.61	32.00	115.52
12/10/02	Compactor	1.00	113.30	113.30
	Disposal Fee	3.94	32.00	126.08
12/13/02	Compactor	1.00	113.30	113.30
	Disposal Fee	5.66	32.00	181.12
12/13/02	40 yard container	1.00	113.30	113.30

Make Checks To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10698

Date: January 31, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
	Disposal Fee	2.07	32.00	66.24
01/21/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.66	32.00	53.12
01/24/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.70	32.00	214.40
01/24/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.12	32.00	35.84
01/28/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.98	32.00	127.36
01/31/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.49	32.00	47.68
01/31/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.93	32.00	189.76
Total				\$3,095.96

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

RECEIVED MAR 3 2003

Make Checks To: Southern California Environmental, Inc.

OK to pay 2-18-03
 Linda Ruff

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 10698

Date: January 31, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
01/03/03	Compactor	1.00	113.30	113.30
	Disposal Fee	2.68	32.00	85.76
01/07/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.67	32.00	53.44
01/07/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.77	32.00	56.64
01/10/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.51	32.00	80.32
01/10/03	Compactor	1.00	113.30	113.30
	Disposal Fee	2.86	32.00	91.52
01/14/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.13	32.00	196.16
01/17/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.61	32.00	211.52
01/17/03	40 yard green waste	1.00	113.30	113.30

Make Checks To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10876
 Date: February 28, 2003

PO 30305

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

UTP

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
02/21/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.95	32.00	222.40
02/25/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.69	32.00	214.08
02/25/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.91	32.00	93.12
02/28/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.97	32.00	63.04
02/28/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.89	32.00	188.48
Total				\$3,159.62

*OK to pay 3-7-03
 Linda Ruff*

PAID
 FEB 19 2003

Make Checks To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt
 of goods and amount by payment
 Return to: FISCAL SERVICES - ACCTS. PAYABLE

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 10876

Date: February 28, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
02/04/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.16	32.00	69.12
02/04/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.79	32.00	121.28
02/05/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.44	32.00	78.08
02/07/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.95	32.00	190.40
02/11/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.16	32.00	197.12
02/11/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.16	32.00	37.12
02/14/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.64	32.00	212.48
02/18/03	Compactor	1.00	113.30	113.30

Make Checks To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

RECEIVED
 FISCAL SERVICES

Number: 11087

Date: March 31, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
	Disposal Fee	4.89	32.00	156.48
03/21/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.54	32.00	177.28
03/21/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.53	32.00	48.96
03/25/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.02	32.00	96.64
03/28/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.18	32.00	165.76
03/28/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.50	32.00	80.00
<p>OK to pay 4-7-03 kunda Ruff</p>				

ENTERED APR 10 2003

Total \$3,043.46

Make Checks To: Southern California Environmental, Inc.

Please check Invoice(s) significant receipt
 for payment
 1-800-451-7233

Southern Calif. Environmental, Inc

PME #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 11087

Date: March 31, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

RECEIVED
FISCAL SERVICES
2003 APR 2 20

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
03/04/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.99	32.00	63.68
03/04/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.62	32.00	147.84
03/07/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.69	32.00	182.08
03/11/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.90	32.00	60.80
03/11/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.10	32.00	99.20
03/14/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.34	32.00	106.88
03/14/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.78	32.00	184.96
03/18/03	Compactor	1.00	113.30	113.30

Make Checks To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 11303

Date: April 30, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity/Hours	Price/Rate	Amount
04/01/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.93	32.00	61.76
04/04/03	Compactor	1.00	113.30	113.30
04/04/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.28	32.00	104.96
04/04/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.70	32.00	54.40
04/08/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.78	32.00	152.96
04/11/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.16	32.00	37.12
04/11/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.90	32.00	60.80
04/11/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.35	32.00	171.20

Make Checks To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc**Invoice**

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Number: 11519

Date: May 31, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity	Price	Amount
04/29/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.39	32.00	76.48
04/29/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.62	32.00	115.84
04/29/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.08	32.00	130.56
05/02/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.08	32.00	162.56
05/06/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.78	32.00	152.96
05/06/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.26	32.00	40.32
05/09/03	40 yard container	1.00	113.30	113.30
05/09/03	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc**Invoice**

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Number: 11519

Date: May 31, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity	Price	Amount
	Disposal Fee	5.17	32.00	165.44
05/13/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.46	32.00	110.72
05/13/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.79	32.00	57.28
05/13/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.65	32.00	84.80
05/16/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.64	32.00	148.48
05/20/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.67	32.00	85.44
05/20/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.50	32.00	80.00
05/20/03	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Art Gonzalez Employee Name GARDNER Exact Position Title
Facilities Department/Location 562-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

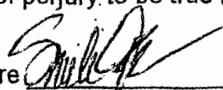
P.C.C. ART GONZALEZ GARDNER
 District Employee Name Exact Position Title
 Facilities 585- 7277 12mo/11mo/10mo/hrly Fiscal Year: 2002
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature:  Date: 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District Mike JENNINGS Employee Name GARDNER Exact Position Title
Facilities Department/Location 385-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/02

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Michelle JENNINGS Employee Name CARDENER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/02

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pcc District Bill Griffith Employee Name Gardner Exact Position Title
Facilities Services Department/Location (408)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

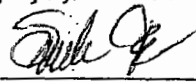
PCC Bill Griffith Gardener
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 2002
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

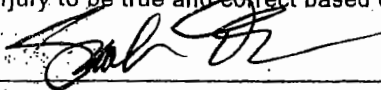
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION**

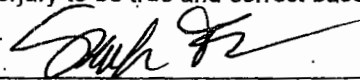
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, Implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

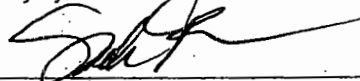
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District ED GLASSCOCK Employee Name GARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District ED GLASS COOL Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 581-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/02

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Helin Petty Employee Name Custodian Exact Position Title
Facilities Services Department/Location (1026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/02

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

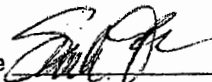
PCC District Helen Petty Employee Name custodian Exact Position Title
Facilities services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2009

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Billie Dunn Employee Name Custodial Exact Position Title
Facilities Services (626) 585-7278 Department/Location 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002
Telephone #

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Billie Dunn* Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

RC District Billie Dunn Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/03

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC
District

Alice Holden
Employee Name

Custodian
Exact Position Title

Facilities Services
Department/Location

(626) 585-7278
Telephone #

12mo/11mo/10mo/hrly
Work year length

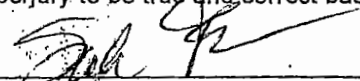
Fiscal Year: 2002

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Alice Holden Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7272 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

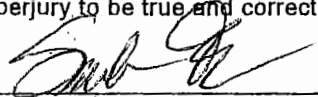
Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature



Date

5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION**

PCC District Ronnie Witherton Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator													
6	Plan Implementation See IWM 1.6 B-3													
7	Accounting System													
8	Annual Report													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *[Signature]* Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Ronnie Litt/ton Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

District PCC Employee Name Ronnie W. Helton Exact Position Title Custodian
 Department/Location Facilities Telephone # 585-7278 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

Pcc District Paul Carlson Employee Name custodian Exact Position Title
Facilities Services Department/Location Telephone # _____ Work year length 12mo/11mo/10mo/hrly Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**


PCC District PAUL CARLSON Employee Name Custodian Exact Position Title
Facilities Services Department/Location (4024) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-72-78 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2007

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC
 District

Maria Jimenez
 Employee Name

custodian
 Exact Position Title

Facilities services
 Department/Location

(626) 585-7278
 Telephone #

12mo/11mo/10mo/hrly
 Work year length

Fiscal Year: 2005

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Mrs. Isabel Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District

Maria Jimenez
Employee Name

Custodian
Exact Position Title

Facilities Services (1026) 585-7278
Department/Location Telephone #

12mo/11mo/10mo/hrly
Work year length

Fiscal Year: 2007

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Mrs. Isabel Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Ben Jimenez Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jimenez Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Ben Jomey Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 582-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2007

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jomey Date 5/31/06
 If you have any questions, please contact _____, at _____
 PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

Pcc District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (726) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Gene Lopez Employee Name Gardner Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

Pcc District Apollo Nalagon Employee Name Cravener Exact Position Title
Facilities Services Department/Location (621) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Apollonia Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

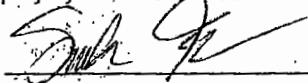
PCC District Stan Brown Employee Name Lead custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Stan Brown Employee Name Lead custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs


Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	16	16	16	16	16	16	16	16	16	16	16	16	192
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Doug Lam Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.

Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.

Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/00

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Doug Lam Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Douglas Lam Date 8/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Daryl MONTGOMERY Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Daryl Montgomery Employee Name GAARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Integrated waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>					
EMPLOYEE NAME:	MARIA JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
02-03	26,576.74	4,347.15	1800	15.46	
03-04	33,377.12	8,189.55	1800	19.50	
04-05	35,336.72	8,706.72	1800	20.69	
05-06	37,148.52	8,672.86	1800	21.70	
EMPLOYEE NAME:	SARAH FLORES				
TITLE:	Supervisor Facilities		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	43,630.80	9,915.34	1800	27.53	
00-01	49,849.68	10,936.33	1800	31.22	
01-02	53,481.48	11,533.33	1800	33.51	
02-03	54,279.72	13,645.66	1800	34.22	
03'04	54,619.05	18,393.06	1800	34.68	
04-05	56,977.92	19,641.22	1800	36.47	
05-06	64,490.88	20,681.57	1800	40.79	
EMPLOYEE NAME:	ALFRED GARCIA				
TITLE:	Skilled Trades Wkr		LOCATION: Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	39,937.26	11,461.76	1800	26.52	
00-01	44,239.56	12,146.25	1800	29.06	
01-02	46,615.20	13,057.26	1800	30.88	
02-03	47,913.36	12,935.50	1800	30.70	
03'04	48,504.84	22,358.84	1800	34.15	
04-05	49,673.76	23,127.84	1800	35.13	
05-06	52,271.76	23,101.70	1800	36.58	

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00		-	1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00		-		
00-01		-		
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME HELEN PETTY				
TITLE: Custodian Facilities				
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
252 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

Claim File Copy

September 28, 2006

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



KBP Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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LABEL HERE	(01) Claimant Identification Number: CC 19335		Reimbursement Claim Data		
	(02) Claimant Name Pasadena Area Community College District		(22) IWM-1, (03)(A)(1)(f)	832	
	County of Location Los Angeles		(23) IWM-1, (03)(A)(2)(f)	6,965	
	Street Address 1570 E. Colorado Blvd.		(24) IWM-1, (03)(B)(1)(f)	832	
	City Pasadena	State CA	Zip Code 91106-2003	(25) IWM-1, (03)(B)(2)(f)	0
	Type of Claim	Estimated Claim	Reimbursement Claim	(26) IWM-1, (03)(B)(3)(f)	0
		(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	3,329
		(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	214,631
		(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) IWM-1, (03)(C)(1)(f)	0
	Fiscal Year of Cost	(06)	(12) 2003-2004	(30) IWM-1, (03)(C)(2)(f)	0
Total Claimed Amount	(07)	(13) \$ 297,399	(31) IWM-1, (03)(D)(f)	1,665	
Less : 10% Late Penalty		(14) \$ 29,740	(32) IWM-1, (03)(E)(f)	3,329	
Less : Prior Claim Payment Received		(15) \$ -	(33) IWM-1, (03)(F)(f)	0	
Net Claimed Amount		(16) \$ 267,659	(34) IWM-1, (06)	66,216	
Due from State	(08)	(17) \$ 267,659	(35) IWM-1, (08)	0	
Due to State		(18)	(36) IWM-1, (09)	400	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)



James Albanese

Type or Print Name

Date

9/15/06

Interim Vice President, Administrative Services

Title

(38) Name of Contact Person for Claim

SixTen and Associates

Telephone Number: (858) 514-8605

E-mail Address: kbpsixten@aol.com

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2003-2004
Direct Costs		Object Accounts				
(03) Reimbursable Activities	(a)	(b)	(c)	(d)	(e)	(f)
	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training	Total
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 832.32	\$ -	\$ -	\$ -	\$ 832.32
2	Staff Training	\$ 6,964.56	\$ -	\$ -	\$ -	\$ 6,964.56
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ 832.32	\$ -	\$ -	\$ -	\$ 832.32
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 3,329.28	\$ -	\$ -	\$ -	\$ 3,329.28
5	Diversion and Maintenance of Approved Level of Reduction	\$ 203,766.72	\$ -	\$ 10,864.13	\$ -	\$ 214,630.85
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
D. Accounting System		\$ 1,664.64	\$ -	\$ -	\$ -	\$ 1,664.64
E. Annual Report		\$ 3,329.28	\$ -	\$ -	\$ -	\$ 3,329.28
F. Annual Recycled Material Reports		\$ -	\$ -	\$ -	\$ -	\$ -
(04) Total Direct Costs		\$ 220,719.12	\$ -	\$ 10,864.13	\$ -	\$ 231,583.25
Indirect Costs						
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]			30.00%
(06) Total Indirect Costs			[Line (05) x line (04)(a)]			\$ 66,215.74
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]			\$ 297,798.99
Cost Reduction						
(08) Less: Offsetting Savings						\$ -
(09) Less: Other Reimbursements						\$ 400.19
(10) Total Claimed Amount			[Line (07) - (Line (08) + Line (09))]			\$ 297,398.80

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$34.68	24.0	\$ 832.32				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 832.32	\$ -	\$ -	\$ -	\$ -
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Program: 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Training district staff on the requirements and implementation of the plan							
Montgomery, Daryl Gardner	\$25.19	12.0	\$ 302.28				
Brown, Stan Lead Custodian	\$27.18	12.0	\$ 326.16				
Malagon, Apollo Gardner	\$25.07	12.0	\$ 300.84				
Lopez, Eugene Gardner	\$24.80	12.0	\$ 297.60				
Jimenez, Ben Custodian	\$26.98	12.0	\$ 323.76				
Jimenez, Maria Custodian	\$19.50	12.0	\$ 234.00				
Hernandez, Rigo Custodian	\$26.35	12.0	\$ 316.20				
Diaz, Candelario Custodian	\$20.11	12.0	\$ 241.32				
Littleton, Ronnie Custodian	\$25.22	12.0	\$ 302.64				
Holden, Alice Custodian	\$24.16	12.0	\$ 289.92				
Dunn, Billie Custodian	\$25.97	12.0	\$ 311.64				
Petty, Helen Custodian	\$28.83	12.0	\$ 345.96				
Glasscock, Ed Gardner	\$25.63	12.0	\$ 307.56				
Flores, Sarah Supervisor Facilities	\$34.68	60.0	\$ 2,080.80				
Griffith, Bill Gardner	\$28.83	12.0	\$ 345.96				
Jennings, Michael Power Sweeper Operator	\$27.10	12.0	\$ 325.20				
Gonzalez, Arturo Gardner	\$26.06	12.0	\$ 312.72				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 6,964.56	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses Object Accounts

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$34.68	24.0	\$ 832.32				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 832.32	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$34.68	96.0	\$ 3,329.28				
Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>		\$ 3,329.28	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Montgomery, Daryl Gardner	\$25.19	480.0	\$ 12,091.20				
Malagon, Apollo Gardner	\$25.07	480.0	\$ 12,033.60				
Lopez, Eugene Gardner	\$24.80	480.0	\$ 11,904.00				
Glasscock, Ed Gardner	\$25.63	480.0	\$ 12,302.40				
Griffith, Bill Gardner	\$28.83	480.0	\$ 13,838.40				
Jennings, Michael Power Sweeper Operator	\$27.10	480.0	\$ 13,008.00				
Gonzalez, Arturo Gardner	\$26.06	480.0	\$ 12,508.80				
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Brown, Stan Lead Custodian	\$27.18	480.0	\$ 13,046.40				
Jimenez, Ben Custodian	\$26.98	480.0	\$ 12,950.40				
Jimenez, Maria Custodian	\$19.50	480.0	\$ 9,360.00				
Hernandez, Rigo Custodian	\$26.35	480.0	\$ 12,648.00				
Diaz, Candelario Custodian	\$20.11	480.0	\$ 9,652.80				
Littleton, Ronnie Custodian	\$25.22	480.0	\$ 12,105.60				
Holden, Alice Custodian	\$24.16	480.0	\$ 11,596.80				
Dunn, Billie Custodian	\$25.97	480.0	\$ 12,465.60				
Petty, Helen Custodian	\$28.83	480.0	\$ 13,838.40				
Lighting Resources Recycling Lighting Tubes & Discha	\$100.00	23.6			\$ 2,364.65		
Southern California Enviror Refuse Removal and Recycling Se	\$100.00	85.0			\$ 8,499.48		
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Brown, Stan Lead Custodian	\$27.18	192.0	\$ 5,218.56				
Jimenez, Ben Custodian	\$26.98	12.0	\$ 323.76				
Jimenez, Maria Custodian	\$19.50	12.0	\$ 234.00				
Hernandez, Rigo Custodian	\$26.35	12.0	\$ 316.20				
Diaz, Candelario Custodian	\$20.11	12.0	\$ 241.32				
Littleton, Ronnie Custodian	\$25.22	12.0	\$ 302.64				
Holden, Alice Custodian	\$24.16	12.0	\$ 289.92				
Dunn, Billie Custodian	\$25.97	12.0	\$ 311.64				
Petty, Helen Custodian	\$28.83	12.0	\$ 345.96				
Procuring materials/equipment necessary for maintaining approved level of reduction							
Flores, Sarah Supervisor Facilities	\$34.68	24.0	\$ 832.32				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 203,766.72	\$ -	\$ 10,864.13	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities	\$34.68	48.0	\$ 1,664.64				
Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>		\$ 1,664.64	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2003-2004
---	-------------------------------

(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input checked="" type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$34.68	96.0	\$ 3,329.28				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 3,329.28	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
764/99 INTEGRATED WASTE MANAGEMENT
2003-2004
Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
03-04	12.00	Brown, Stan	Lead Custodian	\$27.18	\$326.16	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Brown, Stan	Lead Custodian	\$27.18	\$13,046.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03-04	192.00	Brown, Stan	Lead Custodian	\$27.18	\$5,218.56	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	684.00	Brown, Stan Total			\$18,591.12		
03-04	12.00	Diaz, Candelario	Custodian	\$20.11	\$241.32	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Diaz, Candelario	Custodian	\$20.11	\$9,652.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03-04	12.00	Diaz, Candelario	Custodian	\$20.11	\$241.32	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Diaz, Candelario Total			\$10,135.44		
03-04	12.00	Dunn, Billie	Custodian	\$25.97	\$311.64	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Dunn, Billie	Custodian	\$25.97	\$12,465.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03-04	12.00	Dunn, Billie	Custodian	\$25.97	\$311.64	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Dunn, Billie Total			\$13,088.88		
03-04	24.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$832.32	Developing the necessary district policies and procedures	Development of Policies and Procedures
03-04	60.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$2,080.80	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	24.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$832.32	Completing/submitting the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
03-04	96.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$3,329.28	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordinator
03-04	48.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$1,664.64	Developing, implementing, maintaining accounting system to track source reduction, recycling	Accounting System
03-04	96.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$3,329.28	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
03-04	24.00	Flores, Sarah	Supervisor Facilities	\$34.68	\$832.32	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	372.00	Flores, Sarah Total			\$12,900.96		
03-04	12.00	Glasscock, Ed	Gardner	\$25.63	\$307.56	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Glasscock, Ed	Gardner	\$25.63	\$12,302.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Glasscock, Ed Total			\$12,609.96		
03-04	12.00	Gonzalez, Arturo	Gardner	\$26.06	\$312.72	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Gonzalez, Arturo	Gardner	\$26.06	\$12,508.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Arturo Total			\$12,821.52		
03-04	12.00	Griffith, Bill	Gardner	\$28.83	\$345.96	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Griffith, Bill	Gardner	\$28.83	\$13,838.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Griffith, Bill Total			\$14,184.36		
03-04	12.00	Hernandez, Rigo	Custodian	\$26.35	\$316.20	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Hernandez, Rigo	Custodian	\$26.35	\$12,648.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03-04	12.00	Hernandez, Rigo	Custodian	\$26.35	\$316.20	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Hernandez, Rigo Total			\$13,280.40		
03-04	12.00	Holden, Alice	Custodian	\$24.16	\$289.92	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Holden, Alice	Custodian	\$24.16	\$11,596.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
03-04	12.00	Holden, Alice	Custodian	\$24.16	\$289.92	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Holden, Alice Total			\$12,176.64		
03-04	12.00	Jennings, Michael	Power Sweeper Operator	\$27.10	\$325.20	Training district staff on the requirements and implementation of the plan	Staff Training
03-04	480.00	Jennings, Michael	Power Sweeper Operator	\$27.10	\$13,008.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Jennings, Michael Total			\$13,333.20		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2003-2004
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
13-04	12.00	Jimenez, Ben	Custodian	\$26.98	\$323.76	Training district staff on the requirements and implementation of the plan	Staff Training
13-04	480.00	Jimenez, Ben	Custodian	\$26.98	\$12,950.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
13-04	12.00	Jimenez, Ben	Custodian	\$26.98	\$323.76	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Ben Total			\$13,597.92		
3-04	12.00	Jimenez, Maria	Custodian	\$19.50	\$234.00	Training district staff on the requirements and implementation of the plan	Staff Training
3-04	480.00	Jimenez, Maria	Custodian	\$19.50	\$9,360.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
3-04	12.00	Jimenez, Maria	Custodian	\$19.50	\$234.00	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Maria Total			\$9,828.00		
3-04	23.65	Lighting Resources	Recycling Lighting Tubes & Di	\$100.00	\$2,364.65	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	23.65	Lighting Resources Total			\$2,364.65		
3-04	12.00	Littleton, Ronnie	Custodian	\$25.22	\$302.64	Training district staff on the requirements and implementation of the plan	Staff Training
3-04	480.00	Littleton, Ronnie	Custodian	\$25.22	\$12,105.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
3-04	12.00	Littleton, Ronnie	Custodian	\$25.22	\$302.64	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Littleton, Ronnie Total			\$12,710.88		
1-04	12.00	Lopez, Eugene	Gardner	\$24.80	\$297.60	Training district staff on the requirements and implementation of the plan	Staff Training
1-04	480.00	Lopez, Eugene	Gardner	\$24.80	\$11,904.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Eugene Total			\$12,201.60		
-04	12.00	Malagon, Apollo	Gardner	\$25.07	\$300.84	Training district staff on the requirements and implementation of the plan	Staff Training
-04	480.00	Malagon, Apollo	Gardner	\$25.07	\$12,033.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$12,334.44		
-04	12.00	Montgomery, Daryl	Gardner	\$25.19	\$302.28	Training district staff on the requirements and implementation of the plan	Staff Training
-04	480.00	Montgomery, Daryl	Gardner	\$25.19	\$12,091.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Montgomery, Daryl Total			\$12,393.48		
-04	12.00	Petty, Helen	Custodian	\$28.83	\$345.96	Training district staff on the requirements and implementation of the plan	Staff Training
-04	480.00	Petty, Helen	Custodian	\$28.83	\$13,838.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04	12.00	Petty, Helen	Custodian	\$28.83	\$345.96	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Petty, Helen Total			\$14,530.32		
04	84.99	Southern California Environmental Refuse Removal and Recycling		\$100.00	\$8,499.48	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	84.99	Southern California Environmental Total			\$8,499.48		
	8640.64	Grand Total			\$231,583.25		



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

RECEIVED
FISCAL SERVICES

2001 JUL -6 P 4:17

June 27, 2001

Pasadena City College
Maria Descalzo, Principal Accountant
1570 East Colorado Boulevard
Pasadena, California 91106-2003

Reference: Agreement No. 2001-031

Dear Ms. Descalzo:

The original and one copy of an Indirect Cost Rate Agreement are enclosed. These documents reflect an understanding reached by your organization and the U.S. Department of Education. The rates agreed upon should be used to compute indirect cost for grants, contracts and applications funded by this Department and other Federal agencies.

After reviewing the Rate Agreement, please confirm acceptance by having the original signed by a duly authorized representative of your organization and returned within thirty (30) calendar days from the date of this letter

U.S. Department of Education
Attention: Richard Koris
Room 4W103, FOB 6
400 Maryland Avenue, SW
Washington, D.C. 20202-4201

We have included an 8% restricted rate to be applied to grants your organization may have that can be found on the enclosed list.

The next indirect cost rate proposal based on the fiscal year ending June 30, 2003 is due by December 31, 2003.

The enclosed copy of this agreement should be retained for your files. If there are any additional questions concerning this agreement, please contact Richard Koris on (202) 708-8604 or email: Richard.koris@ed.gov.

Sincerely,

Richard T. Mueller, Director
Indirect Cost Group

Enclosures

INDIRECT COST RATE AGREEMENT
COLLEGE AND UNIVERSITY

ORGANIZATION:

DATE: June 27, 2001

Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106-2003

AGREEMENT NO. 2001-031

FILING REFERENCE: This replaces
previous Agreement No. 98-033
dated June 2, 1998

The rate(s) approved in this Agreement are for use on your grants, contracts, and other agreements with the Federal Government.

This agreement consists of four parts: Section I - Rates and Bases; Section II - Particulars; Section III - Special Remarks; and, Section IV - Approvals.

Section I - Rate(s) and Base(s)

TYPE	Effective Period		Rate	Base	Location	Coverage
	From	To				Applicability
Predetermined	07-01-01	06-30-04	30%	1/	On-site	2/
Predetermined	07-01-01	06-30-04	8%	1/	On-site	3/

- 1/ Direct salaries and wages, including fringe benefits. Items of equipment are capitalized if the initial acquisition cost is in excess of \$5,000 and the useful life is in excess of two years.
- 2/ All programs not requiring the use of a restricted rate.
- 3/ All programs requiring the use of a restricted rate as defined under 34 CFR 75.564-569.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

Section II - Particulars

SCOPE: The indirect cost rate(s) contained herein are for use with grants, contracts, and other financial assistance agreements awarded by the Federal Government to the Pasadena City College and subject to OMB Circular A-21.

LIMITATIONS: Application of the rate(s) contained in this Agreement is subject to all statutory or administrative limitations on the use of funds, and payment of costs hereunder is subject to the availability of appropriations applicable to a given grant or contract. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (A) that no costs other than those incurred by the Pasadena City College were included in the indirect cost pools as finally accepted, and that such costs are legal obligations of the Organization and applicable under the governing cost principles; (B) that the same costs that have been treated as indirect cost are not claimed as direct costs; & that similar types of information which are provided by the Organization, and which were used as a basis for acceptance of rates agreed to herein, are not subsequently found to be materially incomplete or inaccurate; and (D) that similar types of costs have been accorded consistent accounting treatment.

ACCOUNTING CHANGES: If a fixed or predetermined rate is in this Agreement, it is based on the accounting system purported by the institution to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of costs from indirect to direct. Failure to obtain approval may result in cost disallowance.

FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

NOTIFICATION TO OTHER FEDERAL AGENCIES: Copies of this document may be provided to other Federal agencies as a means of notifying them of the agreement contained herein.

OTHER: If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the institution should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

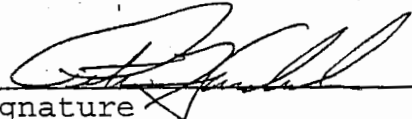
Section III - Special Remarks

1. This agreement is effective on the date of approval of the Federal Government.
2. Questions regarding this agreement should be directed to the Negotiator.
3. Approval of the rate(s) contained herein does not establish acceptance of the State Education Agency's total methodology for the computation of indirect cost rates for years other than the year(s) herein cited.

Section IV - Approvals

For the Educational Institution:

Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106-2003



Signature

Peter Hardash

Name

Vice President, Administrative Services

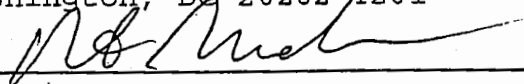
Title

July 25, 2001

Date

For the Federal Government:

U.S. Department of Education
Room 4W103, FOB 6
400 Maryland Avenue, SW
Washington, DC 20202-4201



Signature

Richard T. Mueller

Name

Director, Indirect Cost Group

Title

June 27, 2001

Date

Richard A. Koris

Negotiator

(202) 708-8604

Telephone

Received by

Date

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
<i>FY 03-04</i> 09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
06/29/05	SMURIFT-STONE	192162	\$54.01 ✓

< # 400.19

✓ Agree w/ receipts

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139693

DATE 9/4/05

RECEIVED FROM Home - Bank

ADDRESS _____

DOLLARS \$ 6,475.34

FOR Living Trust

AMOUNT OF ACCOUNT \$ _____

41-8859-7132

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

BY ap

20034

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139694

DATE 9/4/05

RECEIVED FROM SBC

ADDRESS _____

DOLLARS \$ 215.33

FOR Phone Commission

AMOUNT OF ACCOUNT \$ _____

01-8890

AMOUNT PAID \$ _____

BALANCE DUE 2 \$ _____

CASH CHECK M.O. CREDIT CARD

BY ap

7300768172 + 7300760368

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139695

DATE 9/4/05

RECEIVED FROM Allen Co

ADDRESS _____

DOLLARS \$ 57.63

FOR Recycle Paper

AMOUNT OF ACCOUNT \$ _____

01-8890-6500

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

BY ap

482564

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139696

DATE 9/4/05

RECEIVED FROM Hewlett Packard

ADDRESS _____

DOLLARS \$ 750.00

FOR HP Color Printer

AMOUNT OF ACCOUNT \$ _____

01-4301-6010-0500

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139745

DATE 9/16/03

RECEIVED FROM SIMON METCALFE

ADDRESS 830-55-2267

DOLLARS \$ 408.20

FOR

AMOUNT OF ACCOUNT \$ 408.20

AMOUNT PAID \$ 408.20

BALANCE DUE \$ 0

CASH CHECK M.O. CREDIT CARD

By AB

01-8850

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139746

DATE 9/17/03

RECEIVED FROM [Signature]

ADDRESS [Signature]

DOLLARS \$ 261.00

FOR

AMOUNT OF ACCOUNT \$

AMOUNT PAID \$

BALANCE DUE \$

CASH CHECK M.O. CREDIT CARD

By [Signature]

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139747

DATE 9/17/03

RECEIVED FROM [Signature]

ADDRESS [Signature]

DOLLARS \$ 694.00

FOR

AMOUNT OF ACCOUNT \$

AMOUNT PAID \$

BALANCE DUE \$

CASH CHECK M.O. CREDIT CARD

By [Signature]

01-5440-6712 312.00
01-8874 132.00
01-8880 141.00
01-9542 1.00
03-8876-6407 96.00
114 12.00

PASADENA AREA COMMUNITY COLLEGE DISTRICT

139748

DATE

RECEIVED FROM [Signature]

ADDRESS [Signature]

DOLLARS \$ 162.08

FOR

AMOUNT OF ACCOUNT \$

AMOUNT PAID \$

BALANCE DUE \$

CASH CHECK M.O. CREDIT CARD

By

01-8890-6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT

161869

RECEIVED FROM Alfonso
ADDRESS _____

DATE 6/15/04

FOR Invoice 7037 DOLLARS \$ 2,432.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6741

CASH CHECK M.O. CREDIT CARD 238821 BY ep

PASADENA AREA COMMUNITY COLLEGE DISTRICT

161870

RECEIVED FROM Co. Treas for
ADDRESS _____

DATE 6/15/04

FOR Sub Invoice Union High Sch DOLLARS \$ 570.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6741

CASH CHECK M.O. CREDIT CARD BY ep

PASADENA AREA COMMUNITY COLLEGE DISTRICT

161871

RECEIVED FROM W. T. James
ADDRESS _____

DATE 6/16/04

FOR Invoice 7037 DOLLARS \$ 853.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-5250-0900-

CASH CHECK M.O. CREDIT CARD 6884 BY ep

PASADENA AREA COMMUNITY COLLEGE DISTRICT

161872

RECEIVED FROM Gift Store
ADDRESS _____

DATE 6/16/04

FOR Gift Store DOLLARS \$ 180.48

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6504

CASH CHECK M.O. CREDIT CARD BY _____

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2003-2004
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Copies of checks to recycling companies.
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.		8/22/2003	\$ 220.45
Lighting Resources, Inc.		10/10/2003	\$ 211.35
Lighting Resources, Inc.		11/17/2003	\$ 265.40
Lighting Resources, Inc.	Recycling of Fluorescent	12/8/2003	\$ 268.90
Lighting Resources, Inc.	Lighting Tubes and High	2/17/2004	\$ 517.25
Lighting Resources, Inc.	Intensity Discharge Bulbs	3/19/2004	\$ 471.50
Lighting Resources, Inc.		4/16/2004	\$ 278.60
Lighting Resources, Inc.		5/14/2004	\$ 131.20
Lighting Resources, Inc. Total			\$ 2,364.65

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 60.80
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 74.24
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 61.44
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 68.48
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 56.64
So. California Environmental	Green Waste	8/14/2003	\$ 113.30
So. California Environmental	Disposal Fee	8/14/2003	\$ 67.52
So. California Environmental	Green Waste	9/12/2003	\$ 113.30
So. California Environmental	Disposal Fee	9/12/2003	\$ 73.60
So. California Environmental	Green Waste	9/12/2003	\$ 113.30
So. California Environmental	Disposal Fee	9/12/2003	\$ 105.92
So. California Environmental	Green Waste	9/12/2003	\$ 113.30
So. California Environmental	Disposal Fee	9/12/2003	\$ 72.96
So. California Environmental	Green Waste	10/3/2003	\$ 113.30
So. California Environmental	Disposal Fee	10/3/2003	\$ 66.56
So. California Environmental	Green Waste	10/3/2003	\$ 113.30
So. California Environmental	Disposal Fee	10/3/2003	\$ 65.92
So. California Environmental	Green Waste	10/3/2003	\$ 113.30
So. California Environmental	Disposal Fee	10/3/2003	\$ 69.76

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2003-2004
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	10/3/2003	\$ 113.30
So. California Environmental	Disposal Fee	10/3/2003	\$ 80.00
So. California Environmental	Green Waste	11/13/2003	\$ 113.30
So. California Environmental	Disposal Fee	11/13/2003	\$ 68.48
So. California Environmental	Green Waste	11/13/2003	\$ 113.30
So. California Environmental	Disposal Fee	11/13/2003	\$ 99.20
So. California Environmental	Green Waste	11/13/2003	\$ 113.30
So. California Environmental	Disposal Fee	11/13/2003	\$ 77.76
So. California Environmental	Green Waste	11/13/2003	\$ 113.30
So. California Environmental	Disposal Fee	11/13/2003	\$ 108.64
So. California Environmental	Green Waste	12/8/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/8/2003	\$ 58.24
So. California Environmental	Green Waste	12/8/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/8/2003	\$ 86.72
So. California Environmental	Green Waste	12/8/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/8/2003	\$ 132.16
So. California Environmental	Green Waste	12/8/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/8/2003	\$ 103.68
So. California Environmental	Green Waste	12/19/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/19/2003	\$ 101.76
So. California Environmental	Green Waste	12/19/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/19/2003	\$ 40.00
So. California Environmental	Green Waste	12/19/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/19/2003	\$ 53.12
So. California Environmental	Green Waste	12/19/2003	\$ 113.30
So. California Environmental	Disposal Fee	12/19/2003	\$ 90.72
So. California Environmental	Green Waste	2/6/2004	\$ 113.30
So. California Environmental	Disposal Fee	2/6/2004	\$ 56.96
So. California Environmental	Green Waste	2/6/2004	\$ 113.30
So. California Environmental	Disposal Fee	2/6/2004	\$ 72.96
So. California Environmental	Green Waste	2/6/2004	\$ 113.30
So. California Environmental	Disposal Fee	2/6/2004	\$ 55.68
So. California Environmental	Green Waste	3/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	3/9/2004	\$ 79.04
So. California Environmental	Green Waste	3/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	3/9/2004	\$ 32.00
So. California Environmental	Green Waste	3/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	3/9/2004	\$ 40.32
So. California Environmental	Green Waste	3/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	3/9/2004	\$ 62.08
So. California Environmental	Green Waste	3/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	3/9/2004	\$ 109.12
So. California Environmental	Green Waste	3/9/2004	\$ 113.30

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2003-2004
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Disposal Fee	3/9/2004	\$ 45.76
So. California Environmental	Green Waste	4/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/9/2004	\$ 61.76
So. California Environmental	Green Waste	4/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/9/2004	\$ 53.44
So. California Environmental	Green Waste	4/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/9/2004	\$ 32.00
So. California Environmental	Green Waste	4/9/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/9/2004	\$ 51.20
So. California Environmental	Green Waste	4/30/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/30/2004	\$ 55.36
So. California Environmental	Green Waste	4/30/2004	\$ 113.30
So. California Environmental	Disposal Fee	4/30/2004	\$ 111.36
So. California Environmental	Green Waste	6/7/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/7/2004	\$ 105.60
So. California Environmental	Green Waste	6/7/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/7/2004	\$ 83.84
So. California Environmental	Green Waste	6/7/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/7/2004	\$ 70.40
So. California Environmental	Green Waste	6/7/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/7/2004	\$ 41.60
So. California Environmental	Green Waste	6/22/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/22/2004	\$ 50.56
So. California Environmental	Green Waste	6/22/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/22/2004	\$ 64.32
So. California Environmental	Green Waste	6/22/2004	\$ 113.30
So. California Environmental	Disposal Fee	6/22/2004	\$ 68.80
So. California Environmental	Total		\$ 8,499.48

Conclusion: Findings go forward to IWM-2.

LIGHTING RESOURCES, INC.

805 East Francis Stre.

Ontario, CA 91761

7/23-1. Roberts

Invoice

Invoice Number

0307045

Invoice Date

Aug 9, 2003

Page

Voice: (909) 923-3132

Fax: (909) 923-3962

WT/P

REC'D AUG - 5 2003

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ENTERED AUG 19 2003

GENERATOR:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		7/9/03	7/24/03
Quantity	Description	Unit Price	Extension		
260.00	F-40 LAMPS FOR RECYCLING	0.32	83.		
68.00	HID LAMPS FOR RECYCLING	1.80	122.		
33.00	FB-40 LAMPS FOR RECYCLING	0.45	14.		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p> <p><i>[Signature]</i> 8/6/03</p>					

TOTAL INVOICE

220.45

LIGHTING RESOURCE^{CS} INC.
 805 East Francis Street
 Ontario, CA 91761

*9/25
 P. Mullendore*

Invoice
 Invoice Number: 03090
 Invoice Date: Sep 16, 2003
 Page: 1

Office: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED OCT 07 2003

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE/FISCAL SERV
 1570 E. COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		9/10/03	10/1/03
Quantity	Description	Unit Price	Extension		
600.00	F-40 LAMPS FOR RECYCLING	0.32	192.00		
10.00	HID LAMPS FOR RECYCLING	1.80	18.00		
3.00	FB-40 LAMPS FOR RECYCLING	0.45	1.35		
<i>Accepted [Signature]</i>					
Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE					

TOTAL INVOICE

211.35

LIGHTING RESOURCE INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

Phone: (909) 923-3132
 Fax: (909) 923-3962

10/20 p. all done

UT/P

Invoice
 Invoice Number: 03102
 Invoice Date: Oct 21, 2003
 Paid:

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ENTERED NOV 11 2003

GENERATOR:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		10/21/03	11/5/03
Quantity	Description	Unit Price	Extension		
490.00	F-40 LAMPS FOR RECYCLING	0.32	156.80		
30.00	HID LAMPS FOR RECYCLING	1.80	54.00		
100.00	BIAX LAMPS FOR RECYCLING	0.45	45.00		
15.00	F-96 LAMPS FOR RECYCLING	0.64	9.60		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p> <p><i>ok to pay</i> <i>RL Miller</i></p>					

TOTAL INVOICE 265.40

LIGHTING RESOURCE INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

*UT/P 11/25-
 K. Roberts*

Invoice
 Invoice Numbr
 0311
 Invoice Da
 Nov 14, 2
 Pa

voice: (909) 923-3132
 Fax: (909) 923-3962

ENTERED DEC 03 2003

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-04695	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	11/12/03	11/29/03

Quantity	Description	Unit Price	Extension
20.00	F-20 LAMPS FOR RECYCLING	0.16	3.2
700.00	F-40 LAMPS FOR RECYCLING	0.32	224.0
157.00	HID LAMPS FOR RECYCLING	1.80	27.0
10.00	BIAK LAMPS FOR RECYCLING	0.45	4.5
20.00	F-30 LAMPS FOR RECYCLING	0.24	4.8
12.00	FB-40 LAMPS FOR RECYCLING	0.45	5.4

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTG. PAYABLE

OK TO PAY

[Handwritten Signature]

TOTAL INVOICE

268.90

~~LIGHTING RESOURC.~~, INC.
805 East Francis Street
Ontario, CA 91761
USA

1/6-1.6 parts
UT/P

Invoice
Invoice Number:
0312124
Invoice Date:
Dec 17, 2003
Page:
1

Voice: (909) 923-3132
Fax: (909) 923-3962

Sold To:

ENTERED FEB 06 2004

GENERATOR:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ROB ELLIS		LRI		12/17/03	1/1/04
Quantity	Description	Unit Price	Extension		
750.00	F-40 LAMPS FOR RECYCLING	0.32	240.00		
29.00	HID LAMPS FOR RECYCLING	1.80	52.20		
1.00	CIRCULAR LAMPS FOR RECYCLING	0.45	0.45		
1.00	FLOOD LAMPS FOR RECYCLING	0.45	0.45		
Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. - ACCTS. PAYABLE					

OK TO PAY
[Signature]

TOTAL INVOICE

293.10

LIGHTING RESOURCES INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

2/3-L. Roberts

Invoice
 Invoice Numbr
 0401:
 Invoice Da
 Jan 20, 20
 Pa

UT/P

ENTERED FEB 06 2004

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-04695	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	1/20/04	2/4/04

Quantity	Description	Unit Price	Extension
550.00	F-40 LAMPS FOR RECYCLING	0.32	176.0
3.00	HID LAMPS FOR RECYCLING	1.80	5.4
95.00	BIAX LAMPS FOR RECYCLING	0.45	42.7

OK TO PAY.

[Signature]

Please sign invoice (s) signifying receipt of goods and approval for payment. Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE

224.15

LIGHTING RESOURCE[®] INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

3/2 - B. Young

Invoice
 Invoice Numb
 0402
 Invoice Da
 Feb 25, 20
 Pa

Office: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED MAR 12 2004

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-04695	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	2/25/04	3/11/04

Quantity	Description	Unit Price	Extension
700.00	F-40 LAMPS FOR RECYCLING	0.32	224.0
50.00	HID LAMPS FOR RECYCLING	1.80	90.0
200.00	BIAX LAMPS FOR RECYCLING	0.45	90.0
150.00	FB-40 LAMPS FOR RECYCLING	0.45	67.5

OK TO PAY!

[Handwritten Signature]

Please sign Invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE

471.50 ✓

LIGHTING RESOURCES, INC.

805 East Francis Street
 Ontario, CA 91761
 USA

Invoice
 Invoice Numb
 04031
 Invoice Da
 Mar 17, 20
 Pa

4/1 - B.Y. Young

UT/P

ENTERED APR 08 2004

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B04695	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ROB ELLIS	LRI	3/17/04	4/1/04

Quantity	Description	Unit Price	Extension
690.00	F-40 LAMPS FOR RECYCLING	0.32	220.80
100.00	FB-40 LAMPS FOR RECYCLING	0.45	45.00
20.00	F-96 LAMPS FOR RECYCLING	0.64	12.80

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return immediately to:
ACCOUNTING DEPT. — ACCTS. PAYABLE

OK TO PAY!

[Signature]

TOTAL INVOICE 278.60

LIGHTING RESOURCE INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

4/20 B. Young

Invoice
 Invoice Number 04040
 Invoice Date Apr 7, 2004
 Page

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED MAY 10 2004

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		4/7/04	4/22/04
Quantity	Description	Unit Price	Extension		
350.00	F-40 LAMPS FOR RECYCLING	0.32	112.0		
30.00	F-96 LAMPS FOR RECYCLING	0.64	19.2		
<p>OK TO PAY!</p> <p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. - ACCTS. PAYABLE</p> 					

TOTAL INVOICE 131.20

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

InvoiceNumber: **11720**Date: **June 28, 2003****Bill To:**

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Avenue
Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity	Price	Amount
05/30/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.31	32.00	201.92
05/30/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.32	32.00	74.24
06/03/03	Compactor	1.00	113.30	113.30
	Disposal Fee	2.76	32.00	88.32
06/03/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.39	32.00	76.48
06/03/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.92	32.00	61.44
06/06/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.28	32.00	136.96
06/06/03	40 yard green waste	1.00	113.30	113.30
06/10/03	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 11720

Date: June 28, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity	Price	Amount
	Disposal Fee	5.96	32.00	190.72
06/10/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.77	32.00	56.64
06/13/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.24	32.00	103.68
06/13/03	Disposal Fee	1.79	32.00	57.28
06/17/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.11	32.00	67.52
06/17/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.72	32.00	55.04
06/20/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.18	32.00	133.76
06/24/03	Compactor	1.00	113.30	113.30
	Disposal Fee	2.10	32.00	67.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 11720
 Date: June 28, 2003

01 9520

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
30305	Net 10

Date	Description	Quantity	Price	Amount
06/24/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.90	32.00	60.80
06/27/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.88	32.00	124.16
OK to pay 7-10-03 Linda Ruff				
			Total	\$3,368.96

ENTERED AUG 04 2003
 Please sign (s) signifying receipt
 of this invoice immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 11927

Date: July 30, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
07/03/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.30	32.00	73.60
07/03/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.51	32.00	144.32
07/08/03	10 yard container	1.00	260.00	260.00
07/08/03	40 yard container	1.00	113.30	113.30
07/09/03	Disposal Fee	5.12	32.00	163.84
07/11/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.06	32.00	193.92
07/18/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.31	32.00	105.92
07/18/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.39	32.00	108.48
07/18/03	Compactor	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **11927**Date: **July 30, 2003****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Avenue
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
	Disposal Fee	3.31	32.00	105.92
07/18/03	10 yard container	1.00	113.30	113.30
	Disposal Fee	6.48	32.00	207.36
07/22/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.86	32.00	59.52
07/22/03	10 yard container	1.00	113.30	113.30
07/24/03	Disposal Fee	8.23	32.00	263.36
07/24/03	40 yard container	1.00	113.30	113.30
07/25/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.28	32.00	72.96
07/25/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.80	32.00	121.60
07/25/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.53	32.00	48.96

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 12156

Date: August 30, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
08/01/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.58	32.00	114.56
08/01/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.08	32.00	66.56
08/05/03	40 yard container	1.00	113.30	113.30
08/07/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	6.52	32.00	208.64
08/08/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.57	32.00	114.24
08/08/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.06	32.00	65.92
08/15/03	Compactor	1.00	113.30	113.30
11/20/01	Disposal Fee	3.06	32.00	97.92
08/15/03	40 yard container	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 12156

Date: August 30, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
	Disposal Fee	2.94	32.00	94.08
08/15/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.18	32.00	69.76
08/22/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.89	32.00	60.48
08/22/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.74	32.00	119.68
08/29/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.04	32.00	65.28
08/29/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.10	32.00	131.20
08/29/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.50	32.00	80.00
08/29/03	40 yard container	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 12364

Date: September 30, 2003

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
09/05/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.14	32.00	68.48
09/05/03	Compactor	1.00	113.30	113.30
	Disposal Fee	11.07	32.00	354.24
09/09/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.29	32.00	41.28
09/09/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.55	32.00	177.60
09/12/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.10	32.00	99.20
09/12/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.26	32.00	72.32
09/12/03	Compactor	1.00	113.30	113.30
	Disposal Fee	9.48	32.00	303.36

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: **12364**

Date: **September 30, 2003**

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
09/16/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.16	32.00	133.12
09/19/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.43	32.00	77.76
09/19/03	Compactor	1.00	113.30	113.30
	Disposal Fee	7.29	32.00	233.28
09/23/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.38	32.00	140.16
09/26/03	40 yard green waste	1.00	113.30	113.30
09/26/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.79	32.00	217.28
09/26/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.82	32.00	58.24
			Total	\$3,562.52

REGISTERED NY 0 440 9
 Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 10-14-03
 Linda Ruff

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 12576

Date: October 31, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
09/30/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.16	32.00	69.12
09/30/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.04	32.00	129.28
10/03/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.82	32.00	58.24
10/03/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.65	32.00	212.80
10/07/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.38	32.00	140.16
10/10/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.71	32.00	86.72
10/10/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.08	32.00	162.56

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: **12576**
 Date: **October 31, 2003**

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
10/14/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.28	32.00	136.96
10/14/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.84	32.00	58.88
10/17/03	Compactor	1.00	113.30	113.30
	Disposal Fee	7.18	32.00	229.76
10/17/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	5.49	32.00	175.68
10/21/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	4.13	32.00	132.16
10/21/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.98	32.00	127.36
10/21/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.82	32.00	58.24

FISCAL SERVICES
 1570 E. COLORADO BLVD
 PASADENA, CA 91106-2003

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 12576

Date: **October 31, 2003**

Bill To:

Ship To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
10/24/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.57	32.00	210.24
10/24/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.24	32.00	103.68
10/28/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.98	32.00	127.36
total				\$4,145.30

GOVT SERVICES
 10/24/03
 10/28/03
 10/24/03
 10/24/03

OK to pay 11-26-03
 Linda Ruff

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

ENTERED DEC 02 2003

Make Checks Payable To: Southern California Environmental, Inc.

10/24/03 5:18:54
 GOVT SERVICES
 10/24/03

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 12765

Date: November 30, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
10/31/03	Compactor	1.00	113.30	113.30
	Disposal Fee	7.13	32.00	228.16
10/31/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.18	32.00	101.76
11/04/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.85	32.00	123.20
11/04/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.24	32.00	71.68
11/07/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.64	32.00	180.48
11/07/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.25	32.00	40.00
11/11/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.91	32.00	61.12

Make Checks Payable To: Southern California Environmental, Inc.

PAID
 15 DEC 15 2003
 AMOUNT PAID: 1000.00

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 12765

Date: November 30, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
11/14/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.18	32.00	69.76
11/14/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.79	32.00	185.28
11/14/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.66	32.00	53.12
11/18/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.28	32.00	136.96
11/21/03	Compactor	1.00	113.30	113.30
	Disposal Fee	5.67	32.00	181.44
11/21/03	40 yard green waste	1.00	113.30	113.30
11/25/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.25	32.00	136.00
			Total	\$3,155.16

ENTERED DEC 16 2003
 Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 12/15/03
 Linda Ruffo

Southern Calif. Environmental, Inc

Invoice

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Number: **12949**
Date: **December 30, 2003**

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
12/02/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.78	32.00	56.96
12/05/03	Compactor	1.00	113.30	113.30
	Disposal Fee	7.08	32.00	226.56
12/09/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.66	32.00	117.12
12/09/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.68	32.00	117.76
12/12/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.28	32.00	72.96
12/12/03	Compactor	1.00	113.30	113.30
	Disposal Fee	6.06	32.00	193.92
12/16/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.04	32.00	129.28

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 12949

Date: December 30, 2003

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
12/19/03	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.74	32.00	55.68
12/19/03	Compactor	1.00	113.30	113.30
	Disposal Fee	4.20	32.00	134.40
12/23/03	Compactor	1.00	113.30	113.30
	Disposal Fee	1.66	32.00	53.12
12/23/03	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.97	32.00	127.04
11/28/03	Compactor	1.00	113.30	113.30
	Disposal Fee	3.37	32.00	107.84
Total				\$2,752.24

OK to pay 1-13-04

Linda Ruff

Make Checks Payable To: Southern California Environmental, Inc.

ENTERED FEB 02 2004

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13147
 Date: January 31, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
12/30/03	Compactor	1.00	113.30	113.30
01/02/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.94	32.00	158.08
01/02/04	40 yard green waste	1.00	113.30	113.30
01/06/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.59	32.00	114.88
01/06/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.00	32.00	32.00
01/09/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.19	32.00	134.08
01/13/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.40	32.00	76.80
01/13/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.26	32.00	40.32

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 13147

Date: January 31, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
01/16/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.31	32.00	137.92
01/23/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.37	32.00	171.84
01/23/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.94	32.00	62.08
01/27/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.81	32.00	89.92
01/27/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.41	32.00	109.12
01/30/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.70	32.00	118.40
01/30/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.43	32.00	45.76
			Total	\$2,990.70

ENTERED MAR 03 2004

OK to pay 2-18-04

Handwritten signature

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc**Invoice**

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Number: 13340

Date: February 29, 2004

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
02/03/04	Compactor	1.00	113.30	113.30
	Disposal Fee	1.96	32.00	62.72
02/06/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.02	32.00	64.64
02/06/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.54	32.00	177.28
02/06/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.93	32.00	61.76
02/10/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.53	32.00	80.96
02/13/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.58	32.00	50.56
02/13/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.67	32.00	53.44

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13340

Date: February 29, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
02/13/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.54	32.00	177.28
02/17/04	Compactor	1.00	113.30	113.30
02/20/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.00	32.00	32.00
02/20/04	Compactor	1.00	113.30	113.30
	Disposal Fee	8.74	32.00	279.68
02/24/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.14	32.00	132.48
02/27/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.60	32.00	51.20
02/27/04	Compactor	1.00	113.30	113.30
	Disposal Fee	6.69	32.00	214.08
			Total	\$3,024.28

ENTERED APR 0 8 2004

Make Checks Payable To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt
 and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS PAYABLE

OK to pay 3/25/04

Kenda Ruff

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **13498**Date: **March 30, 2004****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
03/02/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.29	32.00	137.28
03/05/04	Compactor	1.00	113.30	113.30
	Disposal Fee	6.10	32.00	195.20
03/05/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.73	32.00	55.36
03/09/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.07	32.00	66.24
03/09/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.07	32.00	130.24
03/12/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.78	32.00	184.96
03/12/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.74	32.00	55.68

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13498
 Date: March 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
03/16/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.80	32.00	121.60
03/19/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.48	32.00	111.36
03/19/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.42	32.00	173.44
03/23/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.78	32.00	152.96
03/23/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.78	32.00	152.96
03/26/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.17	32.00	133.44
03/26/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.77	32.00	184.64
Total				\$3,441.56

ENTERED APR 10 2004
 ENTERED APR 10 2004

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 4-12-04
 Linda Ruff

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 13714

Date: April 30, 2004

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
03/30/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.70	32.00	86.40
03/30/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.45	32.00	110.40
04/02/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.30	32.00	105.60
04/02/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.14	32.00	132.48
04/06/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.96	32.00	126.72
04/09/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	2.21	32.00	70.72
04/09/04	Compactor	1.00	113.30	113.30
	Disposal Fee	6.10	32.00	195.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 13714

Date: April 30, 2004

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
04/13/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.13	32.00	68.16
04/13/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.62	32.00	83.84
04/16/04	Compactor	1.00	113.30	113.30
	Disposal Fee	1.18	32.00	37.76
04/20/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.90	32.00	124.80
04/23/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.20	32.00	70.40
04/23/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.24	32.00	167.68
04/27/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.10	32.00	131.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13714
 Date: April 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
04/27/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.55	32.00	145.60
04/30/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.12	32.00	163.84
04/30/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.30	32.00	41.60
			Total	\$3,788.50

Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

ENTERED JUN 01 2004

OK to pay 5/11/04
 Linda Ruff

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13906

Date: May 29, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
05/04/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.21	32.00	134.72
05/07/04	Compactor	1.00	113.30	113.30
	Disposal Fee	6.00	32.00	192.00
05/07/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.58	32.00	50.56
05/11/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.80	32.00	57.60
05/11/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.84	32.00	122.88
05/14/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.74	32.00	183.68
05/19/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	2.01	32.00	64.32

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 13906
 Date: May 29, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

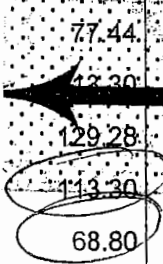
P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
05/19/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.07	32.00	98.24
05/19/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.81	32.00	185.92
05/21/04	Compactor	1.00	113.30	113.30
	Disposal Fee	3.52	22.00	77.44
05/25/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.04	32.00	129.28
05/28/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.15	32.00	68.80
05/28/04	Compactor	1.00	113.30	113.30
	Disposal Fee	1.59	32.00	172.48
05/28/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	4.75	32.00	152.00
Total				\$3,276.12

RECEIVED JUN 15 2004

Please sign invoice(s) signing receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCOUNTS PAYABLE



Make Checks Payable To: Southern California Environmental, Inc.

OK to pay 6/17/04
 Linda Ruff

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Daryl Montgomery Employee Name GARDENER Exact Position Title
Facilities Department/Location 582-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30 03

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Daryl MONTGOMERY Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Stan Brown Employee Name Lead Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

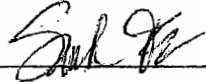
PC C District Stan Brown Employee Name Lead custodian Exact Position Title
Facilities Department/Location (626)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	16	16	16	16	16	16	16	16	16	16	16	16	192
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Apollo Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

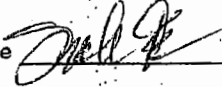
PCC District Apollo Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location (4026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (0210) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

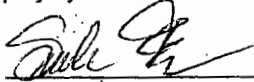
PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (026) 385-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District Ben Jimmy Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jimmy Date 5/31/04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ben Joney Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Joney Date 5/31/06
 If you have any questions, please contact _____ at _____
 PLEASE SUBMIT THIS INFORMATION BY _____ ; TO _____

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Isabel Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Dora Candarian Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Pilar Candellano Custodian Employee Name Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ronnie Littleton Employee Name Cesfodan Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

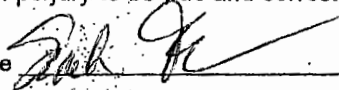
PCC District Alice Hobdon Employee Name custodian Exact Position Title
Facilities Service Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Alice Holden Employee Name Custodian Exact Position Title
Facilities Services (4024) 585-7278 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/03

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC Billie Dunn custodian
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 2003
 Department/Location Telephone # Work year length

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Billie Dunn* Date 5/30/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Billie Dunn Employee Name Custodian Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/03

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Helen Employee Name custodian Exact Position Title
Facilities Services Department/Location (020) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Helen Employee Name custodian Exact Position Title
Facilities services Department/Location (4026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/20/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**


PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION**

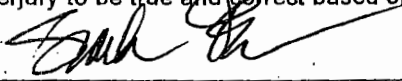
Pcc District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services (626)585-7697 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System.	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**


PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services (626) 585-7697 Department/Location 12mo/11mo/10mo/hrly Telephone # 2003 Fiscal Year
 Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District ED OLASSOCCIC Employee Name GARDNER Exact Position Title
Facilities Department/Location 581-7277 Telephone # 12mo/11mo/10mo/hrly Work year length 2003 Fiscal Year

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District ED CLASSIC Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Bill Griffith* Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (426) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2007

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

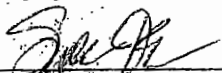
PCC District Mike JENNINGS Employee Name CARPENTER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Mike JENNINGS Employee Name CARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District ART GONZALEZ Employee Name GARDENER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2003

Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.

Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.

Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ART CONZALEZ Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2002

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Integrated waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>					
EMPLOYEE NAME:	MARIA JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
02-03	26,576.74	4,347.15	1800	15.46	
03-04	33,377.12	8,189.55	1800	19.50	
04-05	35,336.72	8,706.72	1800	20.69	
05-06	37,148.52	8,672.86	1800	21.70	
EMPLOYEE NAME:	SARAH FLORES				
TITLE:	Supervisor Facilities		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	43,630.80	9,915.34	1800	27.53	
00-01	49,849.68	10,936.33	1800	31.22	
01-02	53,481.48	11,533.33	1800	33.51	
02-03	54,279.72	13,645.66	1800	34.22	
03'04	54,619.05	18,393.06	1800	34.68	
04-05	56,977.92	19,641.22	1800	36.47	
05-06	64,490.88	20,681.57	1800	40.79	
EMPLOYEE NAME:	ALFRED GARCIA				
TITLE:	Skilled Trades Wkr		LOCATION: Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	39,937.26	11,461.76	1800	26.52	
00-01	44,239.56	12,146.25	1800	29.06	
01-02	46,615.20	13,057.26	1800	30.88	
02-03	47,913.36	12,935.50	1800	30.70	
03'04	48,504.84	22,358.84	1800	34.15	
04-05	49,673.76	23,127.84	1800	35.13	
05-06	52,271.76	23,101.70	1800	36.58	

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00		-	1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00		-		
00-01		-		
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME	HELEN PETTY			
TITLE:	Custodian		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

SixTen and Associates

Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
152 Balboa Avenue, Suite 807
San Diego, CA 92117

Telephone: (858) 514-8605
Fax: (858) 514-8645
E-Mail: Kbpsixten@aol.com

September 28, 2006

Claim File Copy

CERTIFIED MAIL # 7003 3110 0000 2900 4815

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

764/99	Integrated Waste Management	1999-2000
764/99	Integrated Waste Management	2000-2001
764/99	Integrated Waste Management	2001-2002
764/99	Integrated Waste Management	2002-2003
764/99	Integrated Waste Management	2003-2004
764/99	Integrated Waste Management	2004-2005

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



KBP Keith B. Petersen
President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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LABEL HERE	(01) Claimant Identification Number: CC 19335		Reimbursement Claim Data		
	(02) Claimant Name Pasadena Area Community College District		(22) IWM-1, (03)(A)(1)(f)	875	
	County of Location Los Angeles		(23) IWM-1, (03)(A)(2)(f)	6,883	
	Street Address 1570 E. Colorado Blvd.		(24) IWM-1, (03)(B)(1)(f)	875	
	City Pasadena	State CA	Zip Code 91106-2003	(25) IWM-1, (03)(B)(2)(f)	0
	Type of Claim	Estimated Claim	Reimbursement Claim	(26) IWM-1, (03)(B)(3)(f)	0
		(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	3,501
		(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	203,413
		(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) IWM-1, (03)(C)(1)(f)	0
	Fiscal Year of Cost	(06)	(12) 2004-2005	(30) IWM-1, (03)(C)(2)(f)	0
Total Claimed Amount	(07)	(13) \$ 287,391	(31) IWM-1, (03)(D)(f)	1,751	
Less : 10% Late Penalty		(14) \$ -	(32) IWM-1, (03)(E)(f)	0	
Less : Prior Claim Payment Received		(15) \$ -	(33) IWM-1, (03)(F)(f)	3,501	
Net Claimed Amount		(16) \$ 287,391	(34) IWM-1, (06)	68,390	
Due from State	(08)	(17) \$ 287,391	(35) IWM-1, (08)	0	
Due to State		(18)	(36) IWM-1, (09)	1,797	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)

Date

James Albanese

9/15/06

James Albanese
Type or Print Name

Interim Vice President, Administrative Services
Title

(38) Name of Contact Person for Claim
SixTen and Associates

Telephone Number: (858) 514-8605
E-mail Address: kbpsixten@aol.com

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2004-2005
Direct Costs		Object Accounts				
(03) Reimbursable Activities	(a)	(b)	(c)	(d)	(e)	(f)
	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training	Total
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 875.28	\$ -	\$ -	\$ -	\$ 875.28
2	Staff Training	\$ 6,882.72	\$ -	\$ -	\$ -	\$ 6,882.72
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ 875.28	\$ -	\$ -	\$ -	\$ 875.28
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 3,501.12	\$ -	\$ -	\$ -	\$ 3,501.12
5	Diversion and Maintenance of Approved Level of Reduction	\$ 191,118.60	\$ -	\$ 12,294.50	\$ -	\$ 203,413.10
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
D. Accounting System						
		\$ 1,750.56	\$ -	\$ -	\$ -	\$ 1,750.56
E. Annual Report						
		\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports						
		\$ 3,501.12	\$ -	\$ -	\$ -	\$ 3,501.12
(04) Total Direct Costs		\$ 208,504.68	\$ -	\$ 12,294.50	\$ -	\$ 220,799.18
Indirect Costs						
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]			32.80%
(06) Total Indirect Costs			[Line (05) x line (04)(a)]			\$ 68,389.54
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]			\$ 289,188.72
Cost Reduction						
(08) Less: Offsetting Savings					\$ -	
(09) Less: Other Reimbursements					\$ 1,797.43	
(10) Total Claimed Amount					[Line (07) - (Line (08) + Line (09))] \$ 287,391.29	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Supervisor Facilities	\$36.47	24.0	\$ 875.28				
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>				

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Training district staff on the requirements and implementation of the plan							
Montgomery, Daryl Gardner	\$25.91	12.0	\$ 310.92				
Malagon, Apollo Gardner	\$26.44	12.0	\$ 317.28				
Lopez, Eugene Gardner	\$25.48	12.0	\$ 305.76				
Jimenez, Ben Custodian	\$27.40	12.0	\$ 328.80				
Jimenez, Maria Custodian	\$20.69	12.0	\$ 248.28				
Hernandez, Rigo Custodian	\$27.07	12.0	\$ 324.84				
Diaz, Candelario Custodian	\$22.28	12.0	\$ 267.36				
Littleton, Ronnie Custodian	\$26.81	12.0	\$ 321.72				
Holden, Alice Custodian	\$26.46	12.0	\$ 317.52				
Petty, Helen Custodian	\$29.69	12.0	\$ 356.28				
Glasscock, Ed Gardner	\$23.21	12.0	\$ 278.52				
Flores, Sarah Supervisor Facilities	\$36.47	60.0	\$ 2,188.20				
Griffith, Bill Gardner	\$30.24	12.0	\$ 362.88				
Jennings, Michael Power Sweeper Operator	\$28.66	12.0	\$ 343.92				
Gonzalez, Arturo Gardner	\$26.06	12.0	\$ 312.72				
Gomez, Raul Custodian	\$24.81	12.0	\$ 297.72				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 6,882.72	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input checked="" type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Completing/submitting the State Agency Model Integrated Waste Management Plan Flores, Sarah Supervisor Facilities	\$36.47	24.0	\$ 875.28				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 875.28	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Supervisor Facilities	\$36.47	96.0	\$ 3,501.12				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 3,501.12	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Montgomery, Daryl Gardner	\$25.91	480.0	\$ 12,436.80				
Malagon, Apollo Gardner	\$26.44	480.0	\$ 12,691.20				
Lopez, Eugene Gardner	\$25.48	480.0	\$ 12,230.40				
Glasscock, Ed Gardner	\$23.21	480.0	\$ 11,140.80				
Griffith, Bill Gardner	\$30.24	480.0	\$ 14,515.20				
Jennings, Michael Power Sweeper Operator	\$28.66	480.0	\$ 13,756.80				
Gonzalez, Arturo Gardner	\$26.06	480.0	\$ 12,508.80				
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Jimenez, Ben Custodian	\$27.40	480.0	\$ 13,152.00				
Jimenez, Maria Custodian	\$20.69	480.0	\$ 9,931.20				
Hernandez, Rigo Custodian	\$27.07	480.0	\$ 12,993.60				
Diaz, Candelario Custodian	\$22.28	480.0	\$ 10,694.40				
Littleton, Ronnie Custodian	\$28.81	480.0	\$ 12,868.80				
Holden, Alice Custodian	\$26.46	480.0	\$ 12,700.80				
Petty, Helen Custodian	\$29.69	480.0	\$ 14,251.20				
Lighting Resource, Inc. Recycling Lamps	\$100.00	36.9			\$ 3,694.88		
Southern California Enviror Recycling Services	\$100.00	86.0			\$ 8,599.62		
Gomez, Raul Custodian	\$24.81	480.0	\$ 11,908.80				
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Jimenez, Ben Custodian	\$27.40	12.0	\$ 328.80				
Jimenez, Maria Custodian	\$20.69	12.0	\$ 248.28				
Hernandez, Rigo Custodian	\$27.07	12.0	\$ 324.84				
Diaz, Candelario Custodian	\$22.28	12.0	\$ 267.36				
Littleton, Ronnie Custodian	\$26.81	12.0	\$ 321.72				
Holden, Alice Custodian	\$26.46	12.0	\$ 317.52				
Petty, Helen Custodian	\$29.69	12.0	\$ 356.28				
Gomez, Raul Custodian	\$24.81	12.0	\$ 297.72				
Procuring materials/equipment necessary for maintaining approved level of reduction							
Flores, Sarah Supervisor Facilities	\$36.47	24.0	\$ 875.28				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 191,118.60	\$ -	\$ 12,294.50	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Supervisor Facilities	\$36.47	48.0	\$ 1,750.56				
Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>		\$ 1,750.56	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2004-2005
---	-------------------------------

(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Supervisor Facilities	\$36.47	96.0	\$ 3,501.12				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 3,501.12	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2004-2005
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
04-05	12.00	Diaz, Candelario	Custodian	\$22.28	\$267.36	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Diaz, Candelario	Custodian	\$22.28	\$10,694.40	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Diaz, Candelario	Custodian	\$22.28	\$267.36	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Diaz, Candelario Total			\$11,229.12		
04-05	24.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$875.28	Developing the necessary district policies and procedures	Development of Policies and Procedures
04-05	60.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$2,188.20	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	24.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$875.28	Completing/submitting the State Agency Model Integrated Waste Management Plan	Completion and Submission of Plan to Board
04-05	96.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$3,501.12	Designating one solid waste reduction and recycling coordinator for each college in district	Designation of Waste Reduction and Recycling Coordinator
04-05	48.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$1,750.56	Developing, implementing, maintaining accounting system to track source reduction, recycling	Accounting System
04-05	96.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$3,501.12	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
04-05	24.00	Flores, Sarah	Supervisor Facilities	\$36.47	\$875.28	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	372.00	Flores, Sarah Total			\$13,566.84		
04-05	12.00	Glasscock, Ed	Gardner	\$23.21	\$278.52	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Glasscock, Ed	Gardner	\$23.21	\$11,140.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Glasscock, Ed Total			\$11,419.32		
04-05	12.00	Gomez, Raul	Custodian	\$24.81	\$297.72	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Gomez, Raul	Custodian	\$24.81	\$11,908.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Gomez, Raul	Custodian	\$24.81	\$297.72	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Gomez, Raul Total			\$12,504.24		
04-05	12.00	Gonzalez, Arturo	Gardner	\$26.06	\$312.72	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Gonzalez, Arturo	Gardner	\$26.06	\$12,508.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Arturo Total			\$12,821.52		
04-05	12.00	Griffith, Bill	Gardner	\$30.24	\$362.88	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Griffith, Bill	Gardner	\$30.24	\$14,515.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Griffith, Bill Total			\$14,878.08		
04-05	12.00	Hernandez, Rigo	Custodian	\$27.07	\$324.84	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Hernandez, Rigo	Custodian	\$27.07	\$12,993.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Hernandez, Rigo	Custodian	\$27.07	\$324.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Hernandez, Rigo Total			\$13,643.28		
04-05	12.00	Holden, Alice	Custodian	\$26.46	\$317.52	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Holden, Alice	Custodian	\$26.46	\$12,700.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Holden, Alice	Custodian	\$26.46	\$317.52	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Holden, Alice Total			\$13,335.84		
04-05	12.00	Jennings, Michael	Power Sweeper Operator	\$28.66	\$343.92	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Jennings, Michael	Power Sweeper Operator	\$28.66	\$13,756.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Jennings, Michael Total			\$14,100.72		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2004-2005
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
04-05	12.00	Jimenez, Ben	Custodian	\$27.40	\$328.80	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Jimenez, Ben	Custodian	\$27.40	\$13,152.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Jimenez, Ben	Custodian	\$27.40	\$328.80	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Ben Total			\$13,809.60		
04-05	12.00	Jimenez, Maria	Custodian	\$20.69	\$248.28	Training district staff on the requirements and implementation of the plan	Staff Training
04-05	480.00	Jimenez, Maria	Custodian	\$20.69	\$9,931.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
04-05	12.00	Jimenez, Maria	Custodian	\$20.69	\$248.28	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Jimenez, Maria Total			\$10,427.76		
4-05	36.95	Lighting Resource, Inc.	Recycling Lamps	\$100.00	\$3,694.88	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	36.95	Lighting Resource, Inc. Total			\$3,694.88		
4-05	12.00	Littleton, Ronnie	Custodian	\$26.81	\$321.72	Training district staff on the requirements and implementation of the plan	Staff Training
4-05	480.00	Littleton, Ronnie	Custodian	\$26.81	\$12,868.80	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
4-05	12.00	Littleton, Ronnie	Custodian	\$26.81	\$321.72	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Littleton, Ronnie Total			\$13,512.24		
4-05	12.00	Lopez, Eugene	Gardner	\$25.48	\$305.76	Training district staff on the requirements and implementation of the plan	Staff Training
4-05	480.00	Lopez, Eugene	Gardner	\$25.48	\$12,230.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Eugene Total			\$12,536.16		
4-05	12.00	Malagon, Apollo	Gardner	\$26.44	\$317.28	Training district staff on the requirements and implementation of the plan	Staff Training
4-05	480.00	Malagon, Apollo	Gardner	\$26.44	\$12,691.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$13,008.48		
05-05	12.00	Montgomery, Daryl	Gardner	\$25.91	\$310.92	Training district staff on the requirements and implementation of the plan	Staff Training
05-05	480.00	Montgomery, Daryl	Gardner	\$25.91	\$12,436.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Montgomery, Daryl Total			\$12,747.72		
05-05	12.00	Petty, Helen	Custodian	\$29.69	\$356.28	Training district staff on the requirements and implementation of the plan	Staff Training
05-05	480.00	Petty, Helen	Custodian	\$29.69	\$14,251.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
05-05	12.00	Petty, Helen	Custodian	\$29.69	\$356.28	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	504.00	Petty, Helen Total			\$14,963.76		
05-05	86.00	Southern California Environmental Recycling Services		\$100.00	\$8,599.62	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	86.00	Southern California Environmental Total			\$8,599.62		
	7970.95	Grand Total			\$220,799.18		



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

DCA Western Field Office
50 United Nations Plaza, Room 347
San Francisco, CA 94102

JUN 28 2005

Peter Hardash
Vice President Administrative Svcs.
Pasadena City College
(aka Pasadena Area Community College)
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Dear Mr. Hardash:

A copy of an indirect cost Negotiation Agreement is attached. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Please have the Agreement signed by a duly authorized representative of your organization and return it to me BY FAX, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal together with supporting information are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on your fiscal year ending 06/30/06, is due in our office by 12/31/06.

Sincerely,

David S. Low
Director

Attachment

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY FAX

COLLEGES AND UNIVERSITIES RATE AGREEMENT

FIN #:

DATE: June 22, 2005

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)
1570 East Colorado Boulevard

FILING REF.: The preceding
Agreement was dated
July 2, 2004

Pasadena CA 91106-2003

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*

RATE TYPES: FIXED. FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/04	06/30/07	32.8	All	(1)
PROV.	07/01/04	06/30/06	19.4	All	ED Restricted Pgrms.
PROV.	07/01/07	06/30/08	32.8	All	(1)

(1) All except ED restricted programs.

*BASE:
Direct salaries and wages including all fringe benefits.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

AGREEMENT DATE: June 22, 2005

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

This organization identified the cost of each fringe benefit separately as a direct cost when budgeting and charging fringe benefits under Federal projects. The fringe benefits listed below are treated as direct costs.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

OASDI, WORKERS COMPENSATION, HEALTH/DENTAL/LIFE INSURANCE, MEDICARE, UNEMPLOYMENT INSURANCE, AND RETIREMENT.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

AGREEMENT DATE: June 22, 2005

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

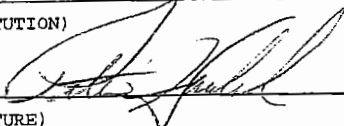
D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE INSTITUTION:

Pasadena City College
(aka Pasadena Area Community College)

(INSTITUTION)



(SIGNATURE)

PETER J. HARDASH

(NAME)

Vice President, Administrative Services

(TITLE)

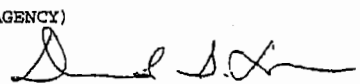
7/7/05

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)



(SIGNATURE)

David S. Low

(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION

(TITLE)

June 22, 2005

(DATE) 3191

HHS REPRESENTATIVE: Helen Fung
Telephone: (415) 437-7820

Received by

Date

DATE	COMPANY	RECEIPT #	AMOUNT REC'D
01/06/00	ALLAN PAPER	30239	\$175.48 ✓
02/11/00	ALLAN PAPER	30366	\$297.50 ✓
03/29/00	ALLAN PAPER	33499	\$283.48 ✓
05/25/00	ALLAN PAPER	36867	\$316.00 ✓
06/21/00	ALLAN PAPER	36941	\$213.90 ✓
03/19/01	ALLAN PAPER	57744	\$621.76 ✓
05/09/01	ALLAN PAPER	60690	\$253.70 ✓
08/21/01	ALLAN PAPER	74631	\$126.05 ✓
12/17/01	ALLAN PAPER	81897	\$31.80 ✓
06/10/02	ALLAN PAPER	96866	\$164.30 ✓
10/18/02	ALLAN PAPER	110889	\$72.80 ✓
03/14/03	ALLAN PAPER	124689	\$58.65 ✓
09/04/03	ALLAN PAPER	139695	\$57.63 ✓
09/17/03	ALLAN PAPER	139748	\$162.08 ✓
06/16/04	SMURIFT-STONE	161872	\$180.48 ✓
07/21/04	SMURIFT-STONE	166620	\$66.26 ✓
09/01/04	SMURIFT-STONE	166774	\$178.98 ✓
12/01/04	SMURIFT-STONE	173578	\$129.86 ✓
12/01/04	SMURIFT-STONE	173579	\$413.34 ✓
02/08/05	SMURIFT-STONE	179734	\$159.75 ✓
03/07/05	SMURIFT-STONE	187617	\$115.57 ✓
03/23/05	SMURIFT-STONE	187688	\$186.32 ✓
05/09/05	SMURIFT-STONE	187791	\$405.35 ✓
06/01/05	SMURIFT-STONE	192069	\$87.99 ✓
06/29/05	SMURIFT-STONE	192162	\$54.01 ✓

FY04-05

✓ Agree w/ receipts

1,797.43

PASADENA AREA COMMUNITY COLLEGE DISTRICT 166617

RECEIVED FROM Stay Service DATE 7/21/04
 ADDRESS _____
 DOLLARS \$ 2,556.00

FOR B/T 775

AMOUNT OF ACCOUNT \$ _____ AR # 654
 AMOUNT PAID \$ _____ 01-9101
 BALANCE DUE Service \$ _____

CASH CHECK M.O. CREDIT CARD BY Attch

PASADENA AREA COMMUNITY COLLEGE DISTRICT 166618

RECEIVED FROM SBC DATE 7/21/04
 ADDRESS _____
 DOLLARS \$ 520.38

FOR Phone Commission June

AMOUNT OF ACCOUNT \$ _____ AR # 655
 AMOUNT PAID \$ _____ 01-9161
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY gp

7300880621

PASADENA AREA COMMUNITY COLLEGE DISTRICT 166619

RECEIVED FROM State of Calif. DATE 7/21/04
 ADDRESS _____
 DOLLARS \$ 3,258.00

FOR State of Calif. Rail

AMOUNT OF ACCOUNT \$ _____ AR # 656
 AMOUNT PAID \$ _____ 01-9161
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY gp

600-303675

PASADENA AREA COMMUNITY COLLEGE DISTRICT 166620

RECEIVED FROM Demerit - Stone DATE 7/21/04
 ADDRESS _____
 DOLLARS \$ 166.26

FOR Receipts Paper

AMOUNT OF ACCOUNT \$ _____ AR # 657
 AMOUNT PAID \$ _____ 01-9101
 BALANCE DUE \$ _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT

166773

RECEIVED FROM
ADDRESS

DATE 9/1/04

FOR Appl DOLLARS \$ 1710.00

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

885-9

CASH CHECK M.O. CREDIT CARD

BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

166774

RECEIVED FROM
ADDRESS

DATE 9/1/04

FOR Library DOLLARS \$ 178.98

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

885-9

CASH CHECK M.O. CREDIT CARD

BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

166775

RECEIVED FROM
ADDRESS

DATE 9/1/04

FOR Library DOLLARS \$ 2,159.39

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

APPL
672

CASH CHECK M.O. CREDIT CARD

01-9161

BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

166776

RECEIVED FROM
ADDRESS

DATE 9/1/04

FOR Library DOLLARS \$ 74.80

AMOUNT OF ACCOUNT \$
AMOUNT PAID \$
BALANCE DUE \$

01-2140-6505

PASADENA AREA COMMUNITY COLLEGE DISTRICT

173577

RECEIVED FROM

C. Y. A. A.

DATE

12/1/04

ADDRESS

DOLLARS \$ *7494.82*

FOR

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH

CHECK

M.O.

CREDIT CARD

BY

ap

G 3222 090

03-8890-6428

PASADENA AREA COMMUNITY COLLEGE DISTRICT

173578

RECEIVED FROM

Amurfit - Stone

DATE

12/1/04

ADDRESS

DOLLARS \$ *129.86*

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH

CHECK

M.O.

CREDIT CARD

BY

ap

76-14001589

01-8890-6504

Amurfit - Stone

PASADENA AREA COMMUNITY COLLEGE DISTRICT

173579

RECEIVED FROM

Amurfit - Stone

DATE

12/1/04

ADDRESS

DOLLARS \$ *413.30*

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH

CHECK

M.O.

CREDIT CARD

BY

ap

76-1331-944001039

01-8890-6504

Amurfit - Stone

PASADENA AREA COMMUNITY COLLEGE DISTRICT

173580

RECEIVED FROM

Phoenix Group

DATE

12/1/04

ADDRESS

DOLLARS \$ *9,636.56*

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH

CHECK

M.O.

CREDIT CARD

BY

094 paper

01-8890-6720 5-000

Phoenix Group

PASADENA AREA COMMUNITY COLLEGE DISTRICT

179733

RECEIVED FROM Phyllis [unclear]
ADDRESS _____

DATE 2/8/05

FOR [unclear] DOLLARS \$ 7,690.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ 01-8890-6721-5550
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 14039 BY [unclear]

PASADENA AREA COMMUNITY COLLEGE DISTRICT

179734

RECEIVED FROM [unclear]
ADDRESS _____

DATE 2/8/05

FOR [unclear] DOLLARS \$ 159.75

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ 01-8890-6504
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY [unclear]

PASADENA AREA COMMUNITY COLLEGE DISTRICT

179735

RECEIVED FROM [unclear]
ADDRESS _____

DATE 2/8/05

FOR [unclear] DOLLARS \$ 241.50

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ 01-8890
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 888 BY [unclear]

PASADENA AREA COMMUNITY COLLEGE DISTRICT

179736

RECEIVED FROM [unclear]
ADDRESS _____

DATE 2/8/05

FOR [unclear] DOLLARS \$ 370.50

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ 01-8890
BALANCE DUE \$ _____

CASH

PASADENA AREA COMMUNITY COLLEGE DISTRICT 87617

RECEIVED FROM Amurphy - Stone DATE 3/7/05

ADDRESS _____

FOR Recycled Paper etc DOLLARS \$ 115.57

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8890-6500

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY gp

9714002440

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187618

RECEIVED FROM Nationwide Auction DATE 3/7/05

ADDRESS _____

FOR copies DOLLARS \$ 48.75

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8912

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY gp

140300

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187619

RECEIVED FROM Co. of L.A. DATE 3/7/05

ADDRESS _____

FOR Coal Wash DOLLARS \$ 12,692.18

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 03-8890-6428-8700

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY gp

6-3306752

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187620

RECEIVED FROM Comical Centre DATE 3/7/05

ADDRESS _____

FOR Types DOLLARS \$ 12.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8870

BALANCE DUE \$ _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187685

RECEIVED FROM Nationwide Auction DATE 3/23/05

ADDRESS _____

FOR Surplus DOLLARS \$ 659.49

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE 141212 \$ _____

CASH CHECK M.O. CREDIT CARD BY [Signature]

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187686

RECEIVED FROM L.A. Co. Treas DATE 3/23/05

ADDRESS One Univ.

FOR 7606 DOLLARS \$ 390.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE _____ \$ _____

CASH CHECK M.O. CREDIT CARD BY [Signature]

12760017

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187687

RECEIVED FROM Cal State Univ DATE 3/23/05

ADDRESS _____

FOR CC # 7001-4 DOLLARS \$ 578.98

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE _____ \$ _____

CASH CHECK M.O. CREDIT CARD 136901 BY [Signature]

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187688

RECEIVED FROM Smurfit - Stone DATE 3/23/05

ADDRESS _____

FOR Recycled paper DOLLARS \$ 186.32

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE _____ \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

01-8890-6500

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187789

RECEIVED FROM PCC Foundation DATE 5/9/05

ADDRESS _____

FOR B/T 550 DOLLARS \$ 1,028.00

AMOUNT OF ACCOUNT \$ 01-8820-1001 1,028.00

AMOUNT PAID \$ 01-5590 .58

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

014185

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187790

RECEIVED FROM PCC Foundation DATE 5/9/05

ADDRESS _____

FOR B/T 540 DOLLARS \$ 3,225.30

AMOUNT OF ACCOUNT \$ 01-8820-6701 3,225.00

AMOUNT PAID \$ 01-5590 .30

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

014192

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187791

RECEIVED FROM Smurfit - Stone DATE 5/9/05

ADDRESS _____

FOR Smurfit Recycling DOLLARS \$ 405.35

AMOUNT OF ACCOUNT \$ 01-8890-6504

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

014003004

PASADENA AREA COMMUNITY COLLEGE DISTRICT 187792

RECEIVED FROM I Have a Dream Foundation DATE 5/9/05

ADDRESS _____

FOR May '05 DOLLARS \$ 1,000.00

AMOUNT OF ACCOUNT \$ 01-8859-2000

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT 192069

RECEIVED FROM Shurfit Stone DATE 6/1/05

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 87.99

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

9414003291 01-8890 - 6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT 192070

RECEIVED FROM T Mobile DATE 6/1/05

ADDRESS _____

FOR June Payment DOLLARS \$ 1,110.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

0237165 01-8859

PASADENA AREA COMMUNITY COLLEGE DISTRICT 192071

RECEIVED FROM P.C.C. Free Latin DATE 6/1/05

ADDRESS _____

FOR Inv # 7733 DOLLARS \$ 2,616.40

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

014357 01-8820 - 6701

PASADENA AREA COMMUNITY COLLEGE DISTRICT 192072

RECEIVED FROM Manfield Jr Ash DATE 6/1/05

ADDRESS _____

FOR Inv # 1117 DOLLARS \$ 284.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

01-8890 - 6741

PASADENA AREA COMMUNITY COLLEGE DISTRICT

192161

RECEIVED FROM M. The Dealman DATE 6/28/05
ADDRESS 604-47-19219

FOR fall 05 payment DOLLARS \$ 882.66

AMOUNT OF ACCOUNT \$ 01-9540
AMOUNT PAID \$ _____
BALANCE DUE \$ (01-8880)

CASH CHECK M.O. CREDIT CARD 111 BY CP

PASADENA AREA COMMUNITY COLLEGE DISTRICT

192162

RECEIVED FROM Imperf - store DATE 6/29/05
ADDRESS _____

FOR recycled paper DOLLARS \$ 54.01

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____ 01-8890-6504
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY CP
9474003587

PASADENA AREA COMMUNITY COLLEGE DISTRICT

192163

RECEIVED FROM Asso. Univ. of P.C.C. DATE 6/29/05
ADDRESS _____

FOR Acct # 7779, '80, '81 DOLLARS \$ 12,548.50

AMOUNT OF ACCOUNT \$ _____ 01-3420-6714 9,691.91
AMOUNT PAID \$ _____ 01-8854 540.00
BALANCE DUE \$ _____ 01-8890-6504 300.00
01-8890-6716 646.59

CASH CHECK M.O. CREDIT CARD BY _____
61-8890-6707 1,320.00

PASADENA AREA COMMUNITY COLLEGE DISTRICT

192164

RECEIVED FROM Jose Aybar DATE 6/29/05
ADDRESS _____

FOR fall 05 payment DOLLARS \$ 520.11

AMOUNT OF ACCOUNT \$ _____ 01-8880
AMOUNT PAID \$ _____ (01-9540)
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2004-2005
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Company Invoices
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.		7/14/2004	\$ 368.70
Lighting Resources, Inc.		7/19/2004	\$ 361.40
Lighting Resources, Inc.		8/10/2004	\$ 352.00
Lighting Resources, Inc.	Recycling of Fluorescent	10/8/2004	\$ 240.00
Lighting Resources, Inc.	Lighting Tubes and High	10/15/2004	\$ 443.75
Lighting Resources, Inc.	Intensity Discharge Bulbs	12/3/2004	\$ 393.76
Lighting Resources, Inc.		1/24/2005	\$ 131.20
Lighting Resources, Inc.		2/14/2005	\$ 967.47
Lighting Resources, Inc.		4/8/2005	\$ 436.60
Lighting Resources, Inc. Total			\$ 3,694.88

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	7/14/2004	\$ 113.30
So. California Environmental	Disposal Fee	7/14/2004	\$ 48.64
So. California Environmental	Green Waste	7/14/2004	\$ 113.30
So. California Environmental	Disposal Fee	7/14/2004	\$ 172.48
So. California Environmental	Green Waste	7/14/2004	\$ 113.30
So. California Environmental	Disposal Fee	7/14/2004	\$ 96.96
So. California Environmental	Green Waste	7/14/2004	\$ 113.30
So. California Environmental	Disposal Fee	7/14/2004	\$ 66.56
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 137.16
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 77.40
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 94.32
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 76.32
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 66.96
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 124.92
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 124.20
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 81.72

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2004-2005
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 75.60
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 74.52
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 107.64
So. California Environmental	Green Waste	10/14/2004	\$ 120.00
So. California Environmental	Disposal Fee	10/14/2004	\$ 80.82
So. California Environmental	Green Waste	12/10/2004	\$ 120.00
So. California Environmental	Disposal Fee	12/10/2004	\$ 123.48
So. California Environmental	Green Waste	12/10/2004	\$ 120.00
So. California Environmental	Disposal Fee	12/10/2004	\$ 101.16
So. California Environmental	Green Waste	12/10/2004	\$ 120.00
So. California Environmental	Disposal Fee	12/10/2004	\$ 46.80
So. California Environmental	Green Waste	1/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	1/10/2005	\$ 106.92
So. California Environmental	Green Waste	1/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	1/10/2005	\$ 120.60
So. California Environmental	Green Waste	1/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	1/10/2005	\$ 79.56
So. California Environmental	Green Waste	1/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	1/10/2005	\$ 52.92
So. California Environmental	Green Waste	2/7/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/7/2005	\$ 47.52
So. California Environmental	Green Waste	2/7/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/7/2005	\$ 53.64
So. California Environmental	Green Waste	2/7/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/7/2005	\$ 57.96
So. California Environmental	Green Waste	2/18/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/18/2005	\$ 51.12
So. California Environmental	Green Waste	2/18/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/18/2005	\$ 87.48
So. California Environmental	Green Waste	2/18/2005	\$ 120.00
So. California Environmental	Disposal Fee	2/18/2005	\$ 83.88
So. California Environmental	Green Waste	4/4/2005	\$ 120.00
So. California Environmental	Disposal Fee	4/4/2005	\$ 101.88
So. California Environmental	Green Waste	4/4/2005	\$ 120.00
So. California Environmental	Disposal Fee	4/4/2005	\$ 88.56
So. California Environmental	Green Waste	5/13/2005	\$ 120.00
So. California Environmental	Disposal Fee	5/13/2005	\$ 71.28
So. California Environmental	Green Waste	5/13/2005	\$ 120.00
So. California Environmental	Disposal Fee	5/13/2005	\$ 138.96
So. California Environmental	Green Waste	5/13/2005	\$ 120.00
So. California Environmental	Disposal Fee	5/13/2005	\$ 108.72

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2004-2005
Recycling Costs

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	6/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/10/2005	\$ 68.04
So. California Environmental	Green Waste	6/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/10/2005	\$ 56.88
So. California Environmental	Green Waste	6/10/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/10/2005	\$ 145.44
So. California Environmental	Green Waste	6/21/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/21/2005	\$ 162.00
So. California Environmental	Green Waste	6/21/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/21/2005	\$ 193.68
So. California Environmental	Green Waste	6/21/2005	\$ 120.00
So. California Environmental	Disposal Fee	6/21/2005	\$ 171.72
So. California Environmental Total			\$ 8,599.62

Conclusion: Findings go forward to IWM-2.

LIGHTING RESOURCE[®] INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

5/24/04
 B. Young

Invoice
 Invoice Number 0405101
 Invoice Date May 18, 2004
 Page 1

UT/P

ENTERED JUL 09 2004

Phone: (909) 923-3132
 (909) 923-3962

Sold To:

ACCOUNTS PAYABLE 368.70

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID PAS001 Customer PO B-04695

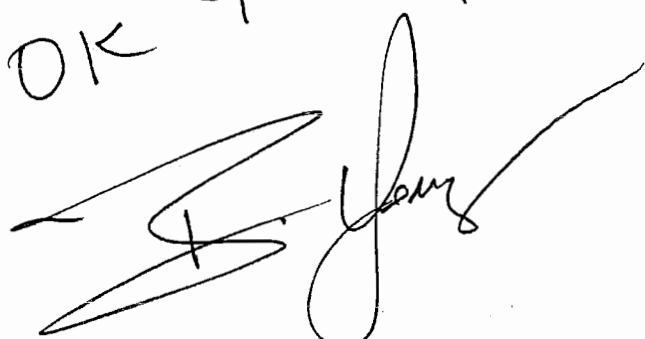
Payment Terms
 Net 15 Days

Sales Rep ID ONTARIO Shipping Method LRI

Ship Date 5/18/04 Due Date 6/2/04

Quantity	Description	Unit Price	Extension
15.00	F-20 LAMPS FOR RECYCLING	0.16	2.40
900.00	F-40 LAMPS FOR RECYCLING	0.32	288.00
17.00	HID LAMPS FOR RECYCLING	1.80	30.60
70.00	BIAX LAMPS FOR RECYCLING	0.45	31.50
20.00	FB-40 LAMPS FOR RECYCLING	0.45	9.00
16.00	FLOOD LAMPS FOR RECYCLING	0.45	7.20

OK TO PAY



Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE



TOTAL INVOICE 368.70

LIGHTING RESOURCE INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

Handwritten: 7/13/04
 UT/F

Invoice
 Invoice Number 040614
 Invoice Date Jun 22, 2004
 Page 1

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ENTERED JUL 13 2004

GENERATOR:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-04695		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		6/22/04	7/7/04
Quantity	Description	Unit Price	Extension		
1,000.00	F-40 LAMPS FOR RECYCLING	0.32	320.00		
6.00	HID LAMPS FOR RECYCLING	1.80	10.80		
40.00	BIAX LAMPS FOR RECYCLING	0.45	18.00		
17.00	FB-40 LAMPS FOR RECYCLING	0.45	7.65		
11.00	FLOOD LAMPS FOR RECYCLING	0.45	4.95		

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

Handwritten: OK TO PAY

Handwritten Signature: [Signature]

TOTAL INVOICE

361.40

LIGHTING RESOURCES INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

7/26 - B. Young

UT/P

Invoice
 Invoice Number 040712
 Invoice Date Jul 20, 2004
 Page 1

Phone: (909) 923-3132
 Fax: (909) 923-3962

ENTERED AUG 02 2004
 GENERATOR:

Sold To:

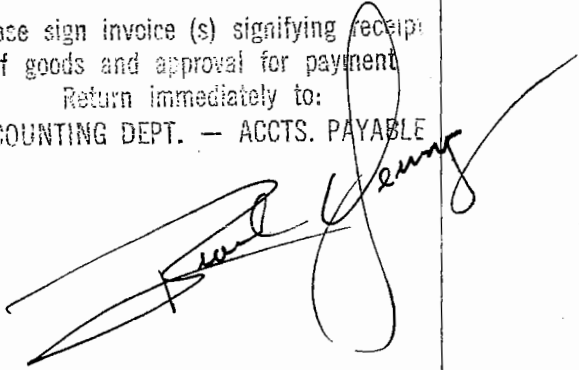
ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06137	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	7/20/04	8/4/04

Quantity	Description	Unit Price	Extension
1,100.00	F-40 LAMPS FOR RECYCLING	0.32	352.00

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE



LIGHTING RESOURCES INC.

PASADENA, CA 91106

TOTAL INVOICE 352.00

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

9/13 - B. Young

Invoice

Invoice Number:
0409028

Invoice Date:
Sep 1, 2004

Page:
1

Voice: (909) 923-3132
 (909) 923-3962

UT/P

ENTERED SEP 30 2004

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06137	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	8/31/04	9/16/04

Quantity	Description	Unit Price	Extension
750.00	F-40 LAMPS FOR RECYCLING	0.32	240.00

OK TO PAY!

B. Young

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE 240.00

LIGHTING RESOURCES^{CS} INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

10/4 - B.V. Young

Invoice
 Invoice Number
 040924.

Invoice Date
 Sep 27, 2004

Page
 1

UT/P

Phone: (909) 923-3132
 (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ENTERED OCT 11 2004

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO	Payment Terms	
PAS001		B-06137	Net 15 Days	
Sales Rep ID		Shipping Method	Ship Date	Due Date
ONTARIO		LRI	9/27/04	10/12/04
Quantity	Description	Unit Price	Extension	
900.00	F-10 LAMPS FOR RECYCLING	0.32	288.00	
20.00	HID LAMPS FOR RECYCLING	1.80	36.00	
140.00	BIAX LAMPS FOR RECYCLING	0.45	63.00	
55.00	FB-40 LAMPS FOR RECYCLING	0.45	24.75	
50.00	F-95 LAMPS FOR RECYCLING	0.64	32.00	

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

A. Young

TOTAL INVOICE

443.75

LIGHTING RESOURCE[®] INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

Invoice
 Invoice Number: 0411048
 Invoice Date: Nov 8, 2004
 Page: 1

11/B. Young
UT/P

ENTERED NOV 23 2004

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:
 ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-06137		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		11/8/04	11/23/04
Quantity	Description	Unit Price	Extension		
908.00	F-40 LAMPS FOR RECYCLING	0.32	290.56		
42.00	BIAX LAMPS FOR RECYCLING	0.45	18.90		
54.00	FB-40 LAMPS FOR RECYCLING	0.45	24.30		
2.00	4FT. FIBRE DRUMS	30.00	60.00		

[Handwritten signature]

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE 393.76

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

12/20-2403

Invoice

Invoice Number:
0412082

Invoice Date:
Dec 13, 2004

Page:
1

UT/P

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

ENTERED JAN 12 2005
 GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-06137		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		12/13/04	12/28/04
Quantity	Description	Unit Price	Extension		
410.00	F-40 LAMPS FOR RECYCLING	0.32	131.20		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. -- 407E</p>					

OK TO PAY!

[Handwritten Signature]

TOTAL INVOICE

131.20

LIGHTING RESOURCES, INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

1/27-B. *ung*

Invoice
 Invoice Number:
 0501129

Invoice Date:
 Jan 21, 2005

Page:
 1

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

ENTERED FEB U 4 2005

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06137	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	1/21/05	2/5/05

Quantity	Description	Unit Price	Extension
1,121.00	F-40 LAMPS FOR RECYCLING	0.32	358.72
153.00	F-60 LAMPS FOR RECYCLING	0.40	61.20
186.00	HID LAMPS FOR RECYCLING	1.80	334.80
409.00	BIAX LAMPS FOR RECYCLING	0.45	184.05
14.00	FB-40 LAMPS FOR RECYCLING	0.45	6.30
35.00	F-96 LAMPS FOR RECYCLING	0.64	22.40

[Handwritten signature]

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE

967.47 ✓

LIGHTING RESOURCE INC.
 805 East Francis Street
 Ontario, CA 91761
 USA

2/22 - Young

Invoice
 Invoice Number: 0502118
 Invoice Date: Feb 11, 2005
 Page 1

UT/P

De: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

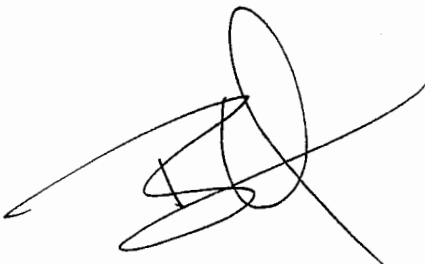
GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06137	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	2/11/05	2/26/05

Quantity	Description	Unit Price	Extension
515.00	F-40 LAMPS FOR RECYCLING	0.32	164.80
151.00	HID LAMPS FOR RECYCLING	1.80	271.80

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE



TOTAL INVOICE 436.60

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 14108

Date: June 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
06/03/04	40 yard container	1.00	113.30	113.30
06/04/04	Compactor	1.00	113.30	113.30
	Disposal Fee	7.91	32.00	253.12
06/04/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	7.21	32.00	230.72
06/04/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	1.52	32.00	48.64
06/08/04	Compactor	1.00	113.30	113.30
	Disposal Fee	5.21	32.00	166.72
06/08/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	1.58	32.00	50.56
06/11/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.31	32.00	137.92
06/11/04	40 yard green waste	1.00	113.30	113.30

Please sign and stamp for shipping
 or needs and stamp for material
 Return materials to:
 11224 9219453 - 40710

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 14108

Date: June 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
	Disposal Fee	5.39	32.00	172.48
06/15/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.13	32.00	132.16
06/18/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.59	32.00	82.88
06/18/04	40 yard container	1.00	113.30	113.30
	Disposal Fee	3.48	32.00	111.36
06/18/04	40 yard green waste	1.00	113.30	113.30
	Disposal Fee	3.03	32.00	96.96
06/22/04	Compactor	1.00	113.30	113.30
	Disposal Fee	2.79	32.00	89.28
06/25/04	Compactor	1.00	113.30	113.30
	Disposal Fee	4.16	32.00	133.12 ^{1/2}
06/25/04	40 yard green waste	1.00	113.30	113.30

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 14319

Date: July 30, 2004

Bill To:

Ship To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
07/02/04	Compactor	1.00	120.00	120.00
	Disposal Fee	7.56	36.00	272.16
07/03/04	40 yard container	1.00	120.00	120.00
07/09/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	1.61	36.00	57.96
07/09/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.81	36.00	137.16
07/09/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.54	36.00	163.44
07/13/04	Compactor	1.00	120.00	120.00
07/16/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.53	36.00	199.08
07/20/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.15	36.00	77.40

Make Checks Payable To: Southern California Environmental, Inc.

RECEIVED
 FISCAL SERVICES
 2004 AUG -3 A 10: 21

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 14319
 Date: July 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
07/23/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.45	36.00	196.20
07/27/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	3.06	36.00	110.16
07/30/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.62	36.00	94.32
07/30/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.04	36.00	145.44
Total				\$2,893.32



Please sign invoice(s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 14522

Date: August 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
08/03/04	Compactor	1.00	120.00	120.00
08/06/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.02	36.00	144.72
08/06/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.12	36.00	76.32
08/10/04	Compactor	1.00	120.00	120.00
	Disposal Fee	1.68	36.00	60.48
08/10/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.03	36.00	145.08
08/13/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.86	36.00	66.96
08/13/04	Compactor	1.00	120.00	120.00
	Disposal Fee	2.19	36.00	78.84
08/17/04	40 yard container	1.00	120.00	120.00

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 14522
 Date: August 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
08/20/04	Disposal Fee	2.44	36.00	87.84
	Compactor	1.00	120.00	120.00
08/20/04	Disposal Fee	5.09	36.00	183.24
	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.47	36.00	124.92
08/24/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.10	36.00	111.60
08/27/04	Compactor	1.00	120.00	120.00
	Disposal Fee	2.67	36.00	96.12
08/27/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.45	36.00	124.20
08/27/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	1.49	36.00	53.64
08/27/04	10 yard container	1.00	270.00	270.00

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 14706

Date: September 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
08/31/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.59	36.00	165.24
09/03/04	Compactor	1.00	120.00	120.00
	Disposal Fee	7.70	36.00	277.20
09/03/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.27	36.00	81.72
09/10/04	Compactor	1.00	120.00	120.00
	Disposal Fee	9.10	36.00	327.60
09/10/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.94	36.00	105.84
09/10/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.10	36.00	75.60
09/14/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.94	36.00	141.84

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc**Invoice**

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 14706

Date: September 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
100239	Net 10

Date	Description	Quantity	Price	Amount
09/17/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.12	36.00	220.32
09/17/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.07	36.00	74.52
09/17/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	3.19	36.00	114.84
09/21/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.08	36.00	146.88
09/24/04	40 yard green waste	1.00	120.00	120.00
09/24/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.98	36.00	215.28 ^{1/20}
09/28/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.49	36.00	161.64 ^{1/26}
09/28/04	40 yard green waste	1.00	120.00	120.00

Make Checks Payable To: Southern California Environmental, Inc.



Southern Calif. Environmental, Inc**Invoice**

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Number: 14901

Date: October 30, 2004

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
PO#B-06295
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
10/01/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.79	36.00	208.44
10/01/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.43	36.00	159.48
10/05/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.20	36.00	151.20
10/08/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.43	36.00	123.48
10/08/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.04	36.00	217.44
10/12/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.23	36.00	116.28
10/12/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.28	36.00	154.08

Please sign invoice(s) signifying receipt
of goods and approval for payment
Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 14901

Date: October 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 PO#B-06295
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
10/15/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.82	36.00	209.52
10/15/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.50	36.00	90.00
10/19/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.39	36.00	194.04
10/19/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.81	36.00	101.16
10/22/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.30	36.00	46.80
10/22/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.88	36.00	211.68
10/26/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.50	36.00	162.00
Total				\$3,825.60

*OK to pay
 11/29/04
 Anni K.*

*Please sign invoice(s) signifying receipt
 of goods and return it for payment
 Return invoice copy to:
 FISCAL SERVICES - CHECKS PAYABLE*

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15095

Date: November 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
10/29/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.43	36.00	231.48
10/29/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.97	36.00	106.92
10/29/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	3.10	36.00	111.60
11/02/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	1.19	36.00	42.84
11/02/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.60	36.00	129.60
11/05/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.21	36.00	187.56
11/05/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.35	36.00	120.60

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15095

Date: November 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
11/09/04	Compactor	1.00	120.00	120.00
	Disposal Fee	4.41	36.00	158.76
11/09/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	1.93	36.00	69.48
11/12/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.12	36.00	112.32
11/16/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.21	36.00	79.56
11/16/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.93	36.00	141.48
11/19/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.64	36.00	203.04
11/19/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.20	36.00	79.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15095

Date: November 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
11/23/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.47	36.00	52.92
11/23/04	Compactor	1.00	120.00	120.00
	Disposal Fee	3.32	36.00	119.52
Total				\$3,866.88

*OK to pay
 12/11/04
 Anni K*

Please sign invoice(s) signifying receipt
 of goods and approval for payment.
 Return immediately to:
 FISCAL SERVICES - ACCTS. PAYABLE

ENTERED JAN 05 2005

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15286

Date: December 30, 2004

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
11/30/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.65	36.00	239.40
12/03/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.04	36.00	181.44
12/03/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.37	36.00	85.32
12/03/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.32	36.00	47.52
12/07/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.10	36.00	183.60
12/10/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.25	36.00	225.00
12/10/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.49	36.00	53.64

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: **15286**
 Date: **December 30, 2004**

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
12/14/04	Compactor	1.00	120.00	120.00
	Disposal Fee	5.04	36.00	181.44
12/17/04	Compactor	1.00	120.00	120.00
	Disposal Fee	6.65	36.00	239.40
12/21/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	3.77	36.00	135.72
12/21/04	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.61	36.00	57.96
12/21/04	Compactor	1.00	120.00	120.00
	Disposal Fee	2.68	36.00	96.48
12/28/04	Compactor	1.00	120.00	120.00
	Disposal Fee	1.49	36.00	53.64
12/28/04	40 yard container	1.00	120.00	120.00
	Disposal Fee	5.35	36.00	192.60
Total				\$3,653.16

OK to pay
 1/19/05
 Ann K.

ENTERED 1/19/05

Make Checks Payable To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt of goods and so verbal for payment
 Return immediately to:
FISCAL SERVICES - ACCTS. PAYABLE

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

InvoiceNumber: **15465**Date: **January 30, 2005****Bill To:**

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
01/04/05	Compactor	1.00	120.00	120.00
	Disposal Fee	7.82	36.00	281.52
01/04/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.42	36.00	51.12
01/05/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.92	36.00	105.12
01/07/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.54	36.00	163.44
01/11/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.32	36.00	119.52
01/14/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.43	36.00	87.48
01/14/05	Compactor	1.00	120.00	120.00
	Disposal Fee	7.45	36.00	268.20

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15465

Date: January 30, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
01/18/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.66	36.00	167.76
01/18/05	Compactor	1.00	120.00	120.00
	Disposal Fee	1.61	36.00	57.96
01/21/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.33	36.00	83.88
01/21/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.04	36.00	145.44
01/25/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.99	36.00	251.64
01/28/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.78	36.00	172.08
01/28/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	5.05	36.00	181.80
			Total	\$3,816.96

*OK to pay
 2/11/05
 Anni K*

ENTERED FEB 15 2005

Make Checks Payable To: Southern California Environmental, Inc.

Please sign invoice(s) signifying receipt of goods and approval for payment
 Return immediately to:
 FISCAL SERVICES — ACCTS. PAYABLE

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 15663

Date: February 27, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
02/01/05	Compactor	1.00	120.00	120.00
	Disposal Fee	2.87	36.00	103.32
02/04/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.02	36.00	72.72
02/04/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.42	36.00	123.12
02/04/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.83	36.00	101.88
02/08/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	1.00	33.00	33.00
02/08/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.31	36.00	119.16
02/11/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.21	36.00	187.56

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 15663

Date: February 27, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
02/15/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.99	36.00	107.64
02/15/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.39	36.00	158.04
02/18/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.46	36.00	88.56
02/18/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.65	36.00	239.40
			Total	\$2,654.40

*OK to pay
 3/23/05
 Anni K*

*Please sign invoice(s) signifying receipt
 of goods and removal for payment
 within 10 days immediately to:
 FISCAL SERVICES - AGENCY PAYABLE*

Make Checks Payable To: Southern California Environmental, Inc.

2005 FEB 28 2005

Southern Calif. Environmental, Inc

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Invoice

Number: **15855**
Date: **March 30, 2005**

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
02/25/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	5.30	36.00	190.80
02/25/05	Compactor	1.00	120.00	120.00
	Disposal Fee	8.39	36.00	302.04
03/02/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.59	36.00	201.24
03/02/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.98	36.00	71.28
03/04/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.96	36.00	250.56
03/08/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.62	36.00	166.32
03/11/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.54	36.00	199.44

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
25422 Trabuco Road
Lake Forest, CA 92630-2797

Number: 15855

Date: March 30, 2005

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
03/11/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.86	36.00	138.96
03/15/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.18	36.00	150.48
03/15/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.22	36.00	151.92
03/18/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	5.76	36.00	207.36
03/22/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.61	36.00	165.96
03/22/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.02	36.00	108.72
03/25/05	Compactor	1.00	120.00	120.00
	Disposal Fee	7.22	36.00	259.92

---Make Checks Payable To: Southern California Environmental, Inc.---

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 16092
 Date: April 30, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
03/29/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.82	36.00	173.52
03/29/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.28	35.00	79.80
04/01/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.89	36.00	68.04
04/01/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.61	36.00	129.96
04/05/05	Compactor	1.00	120.00	120.00
	Disposal Fee	4.13	36.00	148.68
04/05/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.86	36.00	102.96
04/08/05	Compactor	1.00	120.00	120.00
	Disposal Fee	7.82	36.00	281.52

Make Checks Payable To: Southern California Environmental, Inc.

REC'D BY SJ @ 11:31

EDUARD REBAIDES
 PROPRIETARY

RECEIVED
 PASADENA CITY COLLEGE
 4/29/05

Southern Calif. Environmental, Inc

PMB #409

25422 Trabuco Road

Lake Forest, CA 92630-2797

Invoice

Number: 16092

Date: April 30, 2005

Bill To:

Fiscal Services
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106-2003

Ship To:

P.C.C.
150 S. Hill Street
Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
04/12/05	Compactor	1.00	120.00	120.00
	Disposal Fee	2.26	36.00	81.36
04/12/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.39	36.00	86.04
04/12/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	1.58	36.00	56.88
04/15/05	Compactor	1.00	120.00	120.00
	Disposal Fee	1.00	36.00	36.00
04/19/05	40 yard container	1.00	120.00	120.00
04/19/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.98	36.00	143.28
04/22/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	4.04	36.00	145.44
04/22/05	Compactor	1.00	120.00	120.00

Make Checks Payable To: Southern California Environmental, Inc.

5002 WVA SJ 0 10 31

RECEIVED
RECEIVED

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: **16295**
 Date: **May 30, 2005**

Bill To:

Ship To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
05/03/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	4.50	36.00	162.00
05/03/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.06	36.00	182.16
05/06/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.11	36.00	219.96
05/10/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	3.12	36.00	112.32
05/11/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	4.84	36.00	174.24
05/13/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.04	36.00	181.44
05/13/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	5.38	36.00	193.68

FISCAL SERVICES
 25422 TRABUCO RD
 LAKE FOREST, CA 92630

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc

Invoice

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: **16295**
 Date: **May 30, 2005**

Bill To:

Ship To:

Fiscal Services
 Pasadena City College
 1570.E. Colorado Blvd.
 Pasadena, CA 91106-2003

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
05/17/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.73	36.00	134.28
05/21/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.10	36.00	219.60
05/21/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.85	36.00	102.60
05/24/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	4.77	36.00	171.72
05/24/05	Compactor	1.00	120.00	120.00
	Disposal Fee	8.61	36.00	309.96
05/28/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.25	36.00	81.00
05/28/05	Compactor	1.00	12.00	12.00
	Disposal Fee	7.35	36.00	264.60
Total				\$4,081.56

P.C.C. - JUL 2005
 1570 E. COLORADO BLVD
 PASADENA, CA 91106-2003

ENTERED JUN 17 2005

OK to pay
 6/7/05
 Ann K

Please sign invoice(s) withing receipt
 of tax. Receipt to be returned
 FISCAL SERVICES - ACCTS. PAYABLE

Make Checks Payable To: Southern California Environmental, Inc.

3002 100 - 0 5:12
 RECEIVED
 RECEIPTS

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

POC
District _____ Employee Name Ronnie Littleton Custodian Exact Position Title _____
Facilities Department/Location Telephone # 585-7278 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Alice Holden Employee Name custodian Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Alice Holden Employee Name custodian Exact Position Title
Facilities Services (676) 585-7278 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

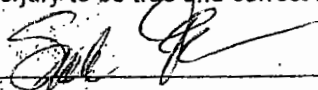
PCC District Helen Petty Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Helen Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 385-9278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 3/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District ED CLASSIC Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 581-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ED GLASSCOCK Employee Name CARDENER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

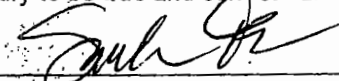
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7647 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	2	2	2	2	2	2	2	2	2	2	2	2	24
2	Staff Training	5	5	5	5	5	5	5	5	5	5	5	5	60
3	Plan Development	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION**


PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	8	8	8	8	8	8	8	8	8	8	8	8	96
6	Plan Implementation See IWM 1.6 B-3	8	8	8	8	8	8	8	8	8	8	8	8	96
7	Accounting System.	4	4	4	4	4	4	4	4	4	4	4	4	48
8	Annual Report	8	8	8	8	8	8	8	8	8	8	8	8	96

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

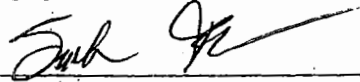
PAC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services (626) 585-7697 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Bill Griffiths Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 3/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (666) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District MILLIE JENNINGS Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Mike JENNINGS Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 582-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

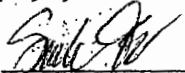
PCC District ART GONZALEZ Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 285-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/04

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. ART PONZALEZ CARDENER
 District Employee Name Exact Position Title
Facilities 585-7277 12mo/11mo/10mo/hrlly Fiscal Year: 2004
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Daryl MONTGOMERY Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 583-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.

Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.


Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Daryl MONTGOMERY Employee Name GARDENER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Apollo Malagon Employee Name Gardner Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 04

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

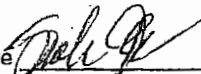
PCO District Apollo malagon Employee Name Gardener Exact Position Title
Facilities services Department/Location (424)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2001

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

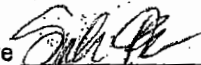
PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (424) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District Ben Jemenez Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2007

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jemenez Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ben Jemenez Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ben Jemenez Date 5/31/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services (026) Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

Pcc District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004
 Telephone # _____

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature M^o Isabel Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Gomez Raul Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/31/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

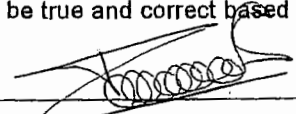
PCC District Gomez Paul Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Diaz Candenario Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Diaz Candelario Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2004

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Integrated waste

EMPLOYEE NAME	MICHAEL JENNINGS			
TITLE:	Power Sweeper Oper		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	36,532.92	9,265.18	1800	23.58
00-01	38,216.16	9,866.05	1800	24.76
01-02	40,268.40	10,373.23	1800	26.17
02-03	40,878.84	12,083.11	1800	26.78
03'04	40,963.98	15,748.07	1800	27.10
04-05	42,910.32	16,933.21	1800	28.66
05-06	45,154.56	17,158.49	1800	30.05
EMPLOYEE NAME	BILL GRIFFITH			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	10,948.69	1800	23.41
00-01	36,396.24	11,424.66	1800	24.71
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	40,866.72	21,432.48	1800	30.24
05-06	43,004.04	21,413.13	1800	31.43
EMPLOYEE NAME	ED GLASSCOCK			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,700.72	8,914.15	1800	21.46
00-01	33,172.20	9,402.00	1800	21.96
01-02	37,437.60	10,124.68	1800	24.60
02-03	38,005.08	11,748.03	1800	25.18
03'04	38,315.98	15,235.16	1800	25.63
04-05	39,870.48	9,579.47	1800	23.21
05-06	41,955.72	9,548.73	1800	24.37

EMPLOYEE NAME	DARYL MONTGOMERY			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00				
00-01	7,062.03	2,309.85	1800	4.85
01-02	32,332.23	9,908.18	1800	21.89
02-03	34,892.10	12,105.03	1800	23.85
03'04	37,306.74	15,257.77	1800	25.19
04-05	37,971.48	15,982.48	1800	25.91
05-06	39,957.36	16,211.56	1800	27.16
EMPLOYEE NAME	APOLLO MALAGON			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	32,311.47	8,878.49	1800	21.24
00-01	34,335.72	9,509.05	1800	22.60
01-02	36,524.16	10,044.48	1800	24.09
02-03	37,077.84	11,639.92	1800	24.66
03'04	37,309.65	15,040.23	1800	25.07
04-05	38,921.04	16,165.27	1800	26.44
05-06	40,956.60	16,393.62	1800	27.72
EMPLOYEE NAME	EUGENE LOPEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	38,625.00	9,861.09	1800	24.97
00-01	38,625.00	10,131.06	1800	25.11
01-02	42,281.40	10,781.72	1800	27.42
02-03	42,922.44	8,041.15	1800	25.53
03'04	42,922.44	10,038.48	1800	24.80
04-05	43,956.84	10,366.09	1800	25.48
05-06	46,255.80	10,332.21	1800	26.76

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

PROGRAM: <i>Integrated Waste</i>				
EMPLOYEE NAME:	MARIA JIMENEZ			
TITLE:	Custodian		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
02-03	26,576.74	4,347.15	1800	15.46
03-04	33,377.12	8,189.55	1800	19.50
04-05	35,336.72	8,706.72	1800	20.69
05-06	37,148.52	8,672.86	1800	21.70
EMPLOYEE NAME:	SARAH FLORES			
TITLE:	Supervisor Facilities		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	43,630.80	9,915.34	1800	27.53
00-01	49,849.68	10,936.33	1800	31.22
01-02	53,481.48	11,533.33	1800	33.51
02-03	54,279.72	13,645.66	1800	34.22
03'04	54,619.05	18,393.06	1800	34.68
04-05	56,977.92	19,641.22	1800	36.47
05-06	64,490.88	20,681.57	1800	40.79
EMPLOYEE NAME:	ALFRED GARCIA			
TITLE:	Skilled Trades Wkr		LOCATION: Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	39,937.26	11,461.76	1800	26.52
00-01	44,239.56	12,146.25	1800	29.06
01-02	46,615.20	13,057.26	1800	30.88
02-03	47,913.36	12,935.50	1800	30.70
03'04	48,504.84	22,358.84	1800	34.15
04-05	49,673.76	23,127.84	1800	35.13
05-06	52,271.76	23,101.70	1800	36.58

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00		-	1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	29,473.56	4,080.50	1800	17.14	
00-01	31,269.58	4,317.52	1800	18.17	
01-02	35,994.00	4,815.94	1800	20.92	
02-03	34,725.20	5,711.59	1800	20.22	
03'04	34,471.44	8,401.52	1800	20.11	
04-05	35,302.20	11,601.07	1800	22.28	
05-06	38,054.88	15,864.93	1800	26.10	
EMPLOYEE NAME	RIGO HERNANDEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,959.58	2,574.60	1800	4.94	
00-01	28,844.91	10,729.94	1800	20.51	
01-02	31,821.48	11,758.38	1800	22.66	
02-03	34,116.16	15,001.14	1800	25.08	
03'04	34,471.44	19,640.57	1800	26.35	
04-05	35,163.74	20,334.66	1800	27.07	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RONNIE LITTLETON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	6,312.48	2,515.32	1800	4.58	
00-01	25,285.87	10,402.51	1800	18.53	
01-02	29,802.96	11,581.15	1800	21.54	
02-03	30,894.54	14,625.50	1800	23.29	
03'04	32,439.15	19,246.91	1800	25.22	
04-05	34,684.14	20,242.34	1800	26.81	
05-06	37,148.52	20,346.25	1800	28.18	
EMPLOYEE NAME	RAUL GOMEZ				
TITLE:	Custodian		Facilities		

FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00		-		
00-01		-		
01-02	2,591.10	833.08	1800	1.78
02-03	32,485.18	11,104.41	1800	22.11
03'04	33,839.61	14,368.08	1800	23.14
04-05	35,985.68	15,600.21	1800	24.81
05-06	37,134.98	15,697.32	1800	25.59
EMPLOYEE NAME HELEN PETTY				
TITLE: Custodian Facilities				
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	33,518.52	5,007.40	1800	19.70
00-01	35,916.62	11,380.54	1800	24.44
01-02	38,350.68	12,331.64	1800	26.29
02-03	38,932.20	15,562.69	1800	27.75
03'04	38,932.20	20,504.62	1800	28.83
04-05	39,870.48	21,240.71	1800	29.69
05-06	35,314.44	18,880.26	1800	26.53

Sixten and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

Claim File Copy

January 16, 2007

CERTIFIED MAIL # 7003 3110 0000 2900 4921

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claims
Pasadena Area Community College District CC 19335

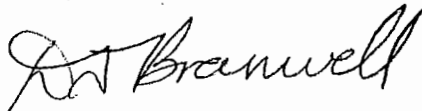
Dear Ms. Brummels:

Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

961/75	Collective Bargaining	2005-2006
1/84	Health Fee Elimination	2005-2006
308/95	Enrollment Fee Collection and Waivers	2005-2006
764/99	Integrated Waste Management	2005-2006

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,



for Keith B. Petersen, President

Claim File Copy

State Controller's Office

Community College Mandated Cost Manual

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only	Program 256
	(19) Program Number 00256	
	(20) Date Filed <u> </u> / <u> </u> / <u> </u>	
	(21) LRS Input <u> </u> / <u> </u> / <u> </u>	

(01) Claimant Identification Number: CC 19335 (02) Claimant Name: Pasadena Area Community College District County of Location: Los Angeles Street Address: 1570 E. Colorado Boulevard City: Pasadena State: CA Zip Code: 91106-2003	Reimbursement Claim Data																				
	(22) IWM-1, (03)(A)(1)(f) 546																				
	(23) IWM-1, (03)(A)(2)(f) 4,880																				
	(24) IWM-1, (03)(B)(1)(f) 0																				
	(25) IWM-1, (03)(B)(2)(f) 0																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Type of Claim</th> <th style="width: 25%;">Estimated Claim</th> <th style="width: 25%;">Reimbursement Claim</th> <th style="width: 25%;"></th> </tr> <tr> <td>(03) Estimated <input checked="" type="checkbox"/></td> <td>(09) Reimbursement <input checked="" type="checkbox"/></td> <td>(26) IWM-1, (03)(B)(3)(f)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> <td>(27) IWM-1, (03)(B)(4)(f)</td> <td style="text-align: right;">546</td> </tr> <tr> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input type="checkbox"/></td> <td>(28) IWM-1, (03)(B)(5)(f)</td> <td style="text-align: right;">164,992</td> </tr> <tr> <td></td> <td></td> <td>(29) IWM-1, (03)(C)(1)(f)</td> <td style="text-align: right;">0</td> </tr> </table>	Type of Claim	Estimated Claim	Reimbursement Claim		(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)	0	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	546	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	164,992			(29) IWM-1, (03)(C)(1)(f)	0	
Type of Claim	Estimated Claim	Reimbursement Claim																			
(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)	0																		
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	546																		
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	164,992																		
		(29) IWM-1, (03)(C)(1)(f)	0																		
Fiscal Year of Cost: (06) 2006-2007	(12) 2005-2006	(30) IWM-1, (03)(C)(2)(f)	0																		
Total Claimed Amount: (07) \$ 250,600	(13) \$ 227,899	(31) IWM-1, (03)(D)(f)	546																		
Less: 10% Late Penalty	(14) \$ -	(32) IWM-1, (03)(E)(f)	0																		
Less: Prior Claim Payment Received	(15) \$ -	(33) IWM-1, (03)(F)(f)	2,185																		
Net Claimed Amount	(16) \$ 227,899	(34) IWM-1, (06)	55,611																		
Due from State: (08) \$ 250,600	(17) \$ 227,899	(35) IWM-1, (08)	0																		
Due to State	(18)	(36) IWM-1, (09)	1,408																		

(37) CERTIFICATION OF CLAIM

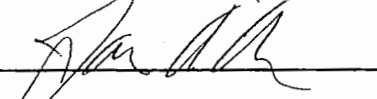
In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)

Date



1/8/07

James Albanese

Vice President, Administrative Services

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number: (858) 514-8605

SixTen and Associates

E-mail Address: kbpsixten@aol.com

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY	FORM IWM-1
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(01) Claimant: Pasadena Area Community College District	(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>	Fiscal Year 2005-2006
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Direct Costs		Object Accounts					
(03) Reimbursable Activities	(a)	(b)	(c)	(d)	(e)	(f)	
	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training	Total	
A. One-Time Activities							
1	Development of Policies and Procedures	\$ 546.24	\$ -	\$ -	\$ -	\$ -	\$ 546.24
2	Staff Training	\$ 4,879.50	\$ -	\$ -	\$ -	\$ -	\$ 4,879.50
B. Ongoing Activities							
1	Completion and Submission of Plan to Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 546.24	\$ -	\$ -	\$ -	\$ -	\$ 546.24
5	Diversion and Maintenance of Approved Level of Reduction	\$ 160,843.22	\$ -	\$ 4,148.69	\$ -	\$ -	\$ 164,991.91
C. Alternative Compliance							
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Accounting System		\$ 546.24	\$ -	\$ -	\$ -	\$ -	\$ 546.24
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports		\$ 2,184.96	\$ -	\$ -	\$ -	\$ -	\$ 2,184.96
(04) Total Direct Costs		\$ 169,546.40	\$ -	\$ 4,148.69	\$ -	\$ -	\$ 173,695.09

Indirect Costs		
(05) Indirect Cost Rate	[Federally approved OMB A-21, FAM-29C, or 7%]	32.80%
(06) Total Indirect Costs	[Line (05) x line (04)(a)]	\$ 55,611.22
(07) Total Direct and Indirect Costs	[Line (04)(f) + line (06)]	\$ 229,306.31

Cost Reduction		
(08) Less: Offsetting Savings		\$ -
(09) Less: Other Reimbursements		\$ 1,407.59
(10) Total Claimed Amount	[Line (07) - (Line (08) + Line (09))]	\$ 227,898.72

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2005-2006
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Facilities Supervisor	\$45.52	12.0	\$ 546.24				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 546.24	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2005-2006
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Consultation with Board
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Maintenance of Approved Level of Reduction
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Facilities Supervisor	\$45.52	12.0	\$ 546.24				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 546.24	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2005-2006
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - implementing plan Flores, Sarah Facilities Supervisor	\$45.52	12.0	\$ 546.24				
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Glasscock, Ed Gardener	\$28.20	480.0	\$ 13,536.00				
Gonzalez, Art Custodian	\$25.42	480.0	\$ 12,201.60				
Griffith, Bill Gardener	\$28.91	480.0	\$ 13,876.80				
Jennings, Mike Gardener	\$30.35	480.0	\$ 14,568.00				
Lopez, Gene Gardener	\$31.09	480.0	\$ 14,923.20				
Malagon, Apollo Gardener	\$27.53	480.0	\$ 13,214.40				
Montgomery, Daryl Gardener	\$26.86	480.0	\$ 12,892.80				
Arciniega, Peter Gardener	\$28.52	280.0	\$ 7,985.60				
Petty, Helen Custodian	\$28.91	240.0	\$ 6,938.40				
So California Environment Contractor	\$100.00	7.3			\$ 731.44		
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Diaz, Candelario Custodian	\$25.58	48.0	\$ 1,227.84				
Gomez, Raul Custodian	\$24.97	252.0	\$ 6,292.44				
Hernandez, Rigo Custodian	\$24.97	48.0	\$ 1,198.56				
Holden, Alice Custodian	\$22.13	240.0	\$ 5,311.20				
Jimenez, Ben Custodian	\$26.22	768.0	\$ 20,136.96				
Jimenez, Maria Custodian	\$24.97	480.0	\$ 11,985.60				
Littleton, Ronnie Custodian	\$24.97	48.0	\$ 1,198.56				
Jennings, Jo-Marie Custodian	\$26.44	48.0	\$ 1,269.12				
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Holden, Alice Custodian	\$22.13	6.0	\$ 132.78				
Jimenez, Ben Custodian	\$26.22	12.0	\$ 314.64				
Lighting Resources Inc Contractor	\$100.00	34.2			\$ 3,417.25		
Procuring materials/equipment necessary for maintaining approved level of reduction Flores, Sarah Facilities Supervisor	\$45.52	24.0	\$ 1,092.48				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 160,843.22	\$ -	\$ 4,148.69	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2005-2006
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	Object Accounts				
			(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Facilities Supervisor	\$45.52	12.0	\$ 546.24				
Total			\$ 546.24	-	-	-	-

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 546.24	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2005-2006
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
05-06	280.00	Arciniega, Peter	Gardener	\$28.52	\$7,985.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	280.00	Arciniega, Peter Total			\$7,985.60		
05-06	48.00	Diaz, Candelario	Custodian	\$25.58	\$1,227.84	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
05-06	12.00	Diaz, Candelario	Custodian	\$25.58	\$306.96	Training district staff on the requirements and implementation of the plan	Staff Training
	60.00	Diaz, Candelario Total			\$1,534.80		
05-06	12.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$546.24	Developing the necessary district policies and procedures	Development of Policies and Procedures
05-06	12.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$546.24	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	12.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$546.24	Designating one solid waste reduction and recycling coordinator for each college in dis	Designation of Waste Reduction and Recycling
05-06	12.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$546.24	Diverting solid waste from landfill disposal or transformation facilities - implementing pl	Maintenance of Approved Level of Reduction
05-06	12.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$546.24	Developing, implementing, maintaining accounting system to track source reduction, re	Accounting System
05-06	48.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$2,184.96	Reporting annually to the Board quantities of recyclable materials collected	Annual Recycled Material Reports
05-06	24.00	Flores, Sarah	Facilities Supervisor	\$45.52	\$1,092.48	Procuring materials/equipment necessary for maintaining approved level of reduction	Maintenance of Approved Level of Reduction
	132.00	Flores, Sarah Total			\$6,008.64		
05-06	12.00	Glasscock, Ed	Gardener	\$28.20	\$338.40	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Glasscock, Ed	Gardener	\$28.20	\$13,536.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Glasscock, Ed Total			\$13,874.40		
05-06	12.00	Gomez, Raul	Custodian	\$24.97	\$299.64	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	252.00	Gomez, Raul	Custodian	\$24.97	\$6,292.44	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	264.00	Gomez, Raul Total			\$6,592.08		
05-06	12.00	Gonzalez, Art	Custodian	\$25.42	\$305.04	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Gonzalez, Art	Custodian	\$25.42	\$12,201.60	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Gonzalez, Art Total			\$12,506.64		
05-06	12.00	Griffith, Bill	Gardener	\$28.91	\$346.92	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Griffith, Bill	Gardener	\$28.91	\$13,876.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reductio
	492.00	Griffith, Bill Total			\$14,223.72		
05-06	12.00	Hernandes, Rigo	Custodian	\$24.97	\$299.64	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	48.00	Hernandes, Rigo	Custodian	\$24.97	\$1,198.56	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	60.00	Hernandes, Rigo Total			\$1,498.20		
05-06	6.00	Holden, Alice	Custodian	\$22.13	\$132.78	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	240.00	Holden, Alice	Custodian	\$22.13	\$5,311.20	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
05-06	6.00	Holden, Alice	Custodian	\$22.13	\$132.78	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	252.00	Holden, Alice Total			\$5,576.76		
05-06	48.00	Jennings, Jo-Marie	Custodian	\$26.44	\$1,269.12	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	48.00	Jennings, Jo-Marie Total			\$1,269.12		
05-06	12.00	Jennings, Mike	Gardener	\$30.35	\$364.20	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Jennings, Mike	Gardener	\$30.35	\$14,568.00	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Jennings, Mike Total			\$14,932.20		

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2005-2006
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
05-06	12.00	Jimenez, Ben	Custodian	\$26.22	\$314.64	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	768.00	Jimenez, Ben	Custodian	\$26.22	\$20,136.96	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
05-06	12.00	Jimenez, Ben	Custodian	\$26.22	\$314.64	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	792.00	Jimenez, Ben Total			\$20,766.24		
05-06	12.00	Jimenez, Maria	Custodian	\$24.97	\$299.64	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Jimenez, Maria	Custodian	\$24.97	\$11,985.60	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	492.00	Jimenez, Maria Total			\$12,285.24		
05-06	34.17	Lighting Resources Inc	Contractor	\$100.00	\$3,417.25	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	34.17	Lighting Resources Inc Total			\$3,417.25		
05-06	12.00	Littleton, Ronnie	Custodian	\$24.97	\$299.64	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	48.00	Littleton, Ronnie	Custodian	\$24.97	\$1,198.56	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	60.00	Littleton, Ronnie Total			\$1,498.20		
05-06	12.00	Lopez, Gene	Gardener	\$31.09	\$373.08	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Lopez, Gene	Gardener	\$31.09	\$14,923.20	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Lopez, Gene Total			\$15,296.28		
05-06	12.00	Malagon, Apollo	Gardener	\$27.53	\$330.36	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Malagon, Apollo	Gardener	\$27.53	\$13,214.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Malagon, Apollo Total			\$13,544.76		
05-06	12.00	Montgomery, Daryl	Gardener	\$26.86	\$322.32	Training district staff on the requirements and implementation of the plan	Staff Training
05-06	480.00	Montgomery, Daryl	Gardener	\$26.86	\$12,892.80	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	492.00	Montgomery, Daryl Total			\$13,215.12		
05-06	240.00	Petty, Helen	Custodian	\$28.91	\$6,938.40	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	240.00	Petty, Helen Total			\$6,938.40		
05-06	7.31	So California Environmental	Contractor	\$100.00	\$731.44	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
	7.31	So California Environmental Total			\$731.44		
	6165.49	Grand Total			\$173,695.09		



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

DCA Western Field Office
50 United Nations Plaza, Floor 347
San Francisco, CA 94102

JUN 28 2005

Peter Hardash
Vice President Administrative Svcs.
Pasadena City College
(aka Pasadena Area Community College)
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Dear Mr. Hardash:

A copy of an indirect cost Negotiation Agreement is attached. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Please have the Agreement signed by a duly authorized representative of your organization and return it to me BY FAX, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal together with supporting information are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on your fiscal year ending 06/30/06, is due in our office by 12/31/06.

Sincerely,

David S. Low
Director

Attachment

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY FAX

COLLEGES AND UNIVERSITIES RATE AGREEMENT

FIN #:

DATE: June 22, 2005

INSTITUTION:

Pasadena City College
 (aka Pasadena Area Community College)
 1570 East Colorado Boulevard

FILING REF.: The preceding
 Agreement was dated
 July 2, 2004

Pasadena

CA 91106-2003

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*

RATE TYPES: FIXED. FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/04	06/30/07	32.8	All	(1)
PROV.	07/01/04	06/30/06	19.4	All	ED Restricted Pgrms.
PROV.	07/01/07	06/30/08	32.8	All	(1)

(1) All except ED restricted programs.

*BASE:

Direct salaries and wages including all fringe benefits.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

AGREEMENT DATE: June 22, 2005

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

This organization identified the cost of each fringe benefit separately as a direct cost when budgeting and charging fringe benefits under Federal projects. The fringe benefits listed below are treated as direct costs.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

OASDI, WORKERS COMPENSATION, HEALTH/DENTAL/LIFE INSURANCE, MEDICARE, UNEMPLOYMENT INSURANCE, AND RETIREMENT.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

AGREEMENT DATE: June 22, 2005

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

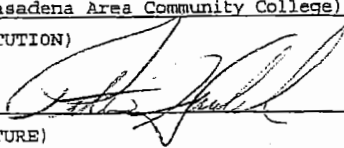
D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE INSTITUTION:

Pasadena City College
(aka Pasadena Area Community College)

(INSTITUTION)


(SIGNATURE)

PETER J. HARDASH

(NAME)

Vice President, Administrative Services

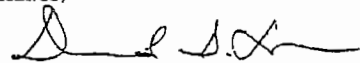
(TITLE)

7/7/05
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)


(SIGNATURE)

David S. Low

(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION

(TITLE)

June 22, 2005

(DATE) 3191

HHS REPRESENTATIVE: Helen Fung

Telephone: (415) 437-7820

Schedule 1
Pasadena Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2005-2006
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management.
Source: Company Invoices
Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.	Recycling of Fluorescent Lighting Tubes and High Intensity Discharge Bulbs	7/21/2005	\$ 565.68
Lighting Resources, Inc.		8/26/2005	\$ 467.35
Lighting Resources, Inc.		1/20/2006	\$ 714.67
Lighting Resources, Inc.		4/28/2006	\$ 1,669.55
Lighting Resources, Inc. Total			\$ 3,417.25

Vendor	Description	Date Issued	Amount
So. California Environmental	Green Waste	7/12/2005	\$ 120.00
So. California Environmental	Disposal Fee	7/12/2005	\$ 168.40
So. California Environmental	Green Waste	7/12/2005	\$ 120.00
So. California Environmental	Disposal Fee	7/12/2005	\$ 85.68
So. California Environmental	Green Waste	7/12/2005	\$ 120.00
So. California Environmental	Disposal Fee	7/12/2005	\$ 117.36
So. California Environmental Total			\$ 731.44

Conclusion: Findings go forward to IWM-2.

6/21 - B. Young

LIGHTING RESOURCE INC.
805 East Francis Street
Ontario, CA 91761
USA

Invoice

Invoice Number:
0506091

Invoice Date:
Jun 13, 2005

Page:
1

Voice: (909) 923-3132
Fax: (909) 923-3962

WT/P


Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

ENTERED JUL 14 2005

GENERATOR:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-06137		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		6/13/05	6/28/05
Quantity	Description	Unit Price	Extension		
1,125.00	F-40 LAMPS FOR RECYCLING	0.32	360.00		
32.00	HID LAMPS FOR RECYCLING	1.80	57.60		
198.00	BIAX LAMPS FOR RECYCLING	0.45	89.10		
114.00	FB-40 LAMPS FOR RECYCLING	0.45	51.30		
12.00	F-96 LAMPS FOR RECYCLING	0.64	7.68		
Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE					
					

814410506091

TOTAL INVOICE

565.68 ✓

LIGHTING RESOURCES - LLC

805 East Francis Street
 Ontario, CA 91761
 USA

Invoice

Invoice Number:
 0508045

Invoice Date:
 Aug 3, 2005

Page:
 1

Voice: (909) 923-3132
 Fax: (909) 923-3962

WT/P


ENTERED AUG 17 2005

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS001		B-06645		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		8/4/05	8/18/05
Quantity	Description	Unit Price	Extension		
1,100.00	F-40 LAMPS FOR RECYCLING	0.32	352.00		
150.00	F-60 LAMPS FOR RECYCLING	0.40	60.00		
55.00	BIAX LAMPS FOR RECYCLING	0.45	24.75		
68.00	FB-40 LAMPS FOR RECYCLING	0.45	30.60		
Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE					
					

TOTAL INVOICE

467.35

LIGHTING RESOURCES, LLC
 805 East Francis Street
 Ontario, CA 91761
 SA

10/21
 B. Young

Invoice
 Invoice Number:
 0510151

Invoice Date:
 Oct 20, 2005

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT - P

Page:
 1

Sold To:
 ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06645	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	10/20/05	11/4/05

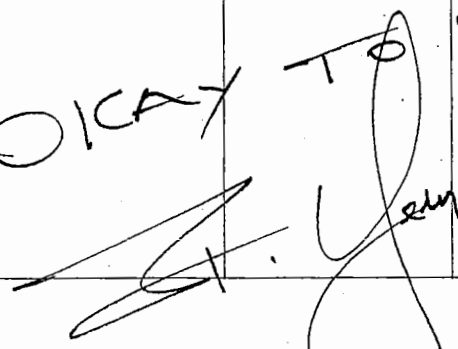
Quantity	Description	Unit Price	Extension
1,360.00	F-40 LAMPS FOR RECYCLING	0.32	435.20
120.00	HID LAMPS FOR RECYCLING	1.80	216.00
87.00	FB-40 LAMPS FOR RECYCLING	0.45	39.15
38.00	F-96 LAMPS FOR RECYCLING	0.64	24.32

USE TAX

58.96

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

ENTERED JAN 4 2 2006

OICAY TO PAY


TOTAL INVOICE 714.67

Check Date: 04/28/06

Check No: 13976702

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
0601094 PCC WARRANT NBR ID = 0118357	01/19/06	00112240	812.75	0.00	812.75
0603043 PCC WARRANT NBR ID = 0118357	03/06/06	00112241	856.80	0.00	856.80

File Copy

Vendor Number	Name	Total Discounts	TIN
VN00021921	LIGHTING RESOURCES, LLC.	\$0.00	

Check Number	Date	Total Amount	Late Interest	Discount Taken	Total Paid Amount
13976702	04/28/06	\$1,669.55	0.00		\$1,669.55



Los Angeles County

PASADENA AREA COMM COLLEGE
1570 E. COLORADO BLVD.
PASADENA, CA 91106-2003
626-585-7123

PAYABLE AT:
ONE PENN'S WAY
NEW CASTLE, DE 19720
62-20/311

13976702

Date Issued: 04/28/06

Amount
\$1,669.55***

THE TREASURER OF LOS ANGELES COUNTY will pay exactly:

****ONE THOUSAND SIX HUNDRED SIXTY-NINE AND 55/100 US DOLLARS****

WARRANT CLEARANCE FUND
FOR CURRENT FISCAL YEAR
THIS WARRANT IS VOID AFTER
SIX MONTHS FROM DATE ISSUED

WE CERTIFY THAT THIS IS A LEGAL ORDER LAWFULLY
DRAWN AGAINST THE FUNDS OF THE DISTRICT/AGENCY.

vlll p 5:

LIGHTING RESOURCES, LLC.
805 E. FRANCIS STREET
ONTARIO, CA 91761

VOID
FOR GOVERNING BOARD OF DISTRICT/AGENCY
EXAMINED, APPROVED AND ALLOWED
DR. DARLINE P. ROBLES, COUNTY SUPERINTENDENT OF SCHOOLS
BY: _____ DEPUTY

LIGHTING RESOURCES, LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

3/11/06
 B Young

Invoice
 Invoice Number:
 0601094

Invoice Date:
 Jan 19, 2006

UT - P

Voice: (909) 923-3132
 Fax: (909) 923-3962

Page:
 1

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS001	B-06645	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	1/19/06	2/3/06
Quantity	Description	Unit Price	Extension
15.00	F-20 LAMPS FOR RECYCLING	0.16	2.40
1,600.00	F-40 LAMPS FOR RECYCLING	0.32	512.00
65.00	HID LAMPS FOR RECYCLING	1.80	117.00
35.00	COMPACT LAMPS FOR RECYCLING	0.45	15.75
235.00	BIAX LAMPS FOR RECYCLING	0.45	105.75
45.00	FB-40 LAMPS FOR RECYCLING	0.45	20.25
15.00	F-96 LAMPS FOR RECYCLING	0.64	9.60
1.00	LABOR CHARGE (PACKING LAMPS @ SITE)	30.00	30.00
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. - ACCTS. PAYABLE</p> <p>ENTERED APR 24 2006</p> <p>OK TO PAY</p>			

TOTAL INVOICE 812.75

Paul Young
End

LIGHTING RESOURCES, LLC

805 East Francis Street

Ontario, CA 91761

SA

3/17/06
B. Young

Invoice

Invoice Number:

0603043

Invoice Date:

Mar 6, 2006

Page:

1

Voice: (909) 923-3132
Fax: (909) 923-3962

UT-P

Sold To:

ACCOUNTS PAYABLE
PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
1570 EAST COLORADO BLVD.
PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		B-06645		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		3/6/06	3/21/06

Quantity	Description	Unit Price	Extension
125.00	F-20 LAMPS FOR RECYCLING	0.16	20.00
500.00	F-40 LAMPS FOR RECYCLING	0.32	160.00
125.00	HID LAMPS FOR RECYCLING	1.80	225.00
228.00	BIAX LAMPS FOR RECYCLING	0.45	102.60
115.00	FB-40 LAMPS FOR RECYCLING	0.45	51.75
166.00	LBS. LEAD ACID BATTERIES	0.95	157.70
14.00	LBS. ALKALINE BATTERIES	0.95	13.30
81.00	LBS NON-PCB BALLAST	0.45	36.45
3.00	EMPTY 4-FT. FIBER DRUMS FOR LAMPS	30.00	90.00
	REPLACEMENT FOR 3 WATER DAMAGED DRUMS		

RECEIVED
APR 24 2006

Please sign invoice (s) signifying receipt
of goods and approval for payment
Return invoice to:
ACCOUNTING DEPT. - ACCTS. PAYABLE

[Handwritten Signature]

TOTAL INVOICE

856.80

Southern Calif. Environmental, Inc

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Invoice

Number: 16523

Date: June 30, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
06/02/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.39	36.00	194.04
06/04/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	2.03	36.00	73.08
06/04/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	4.02	41.89	168.40
06/07/05	Compactor	1.00	120.00	120.00
	Disposal Fee	6.12	36.00	220.32
06/10/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.89	36.00	212.04
06/11/05	40 yard container	1.00	120.00	120.00
	Disposal Fee	8.65	36.00	311.40
06/11/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	2.38	36.00	85.68

Make Checks Payable To: Southern California Environmental, Inc.

Southern Calif. Environmental, Inc**Invoice**

PMB #409
 25422 Trabuco Road
 Lake Forest, CA 92630-2797

Number: 16523

Date: June 30, 2005

Bill To:

Fiscal Services
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

Ship To:

P.C.C.
 150 S. Hill Street
 Pasadena, CA 91106-2003

PO Number	Terms
B-06295	Net 10

Date	Description	Quantity	Price	Amount
06/14/05	Compactor	1.00	120.00	120.00
	Disposal Fee	2.38	36.00	85.68
06/17/05	Compactor	1.00	120.00	120.00
	Disposal Fee	3.94	36.00	141.84
06/21/05	Compactor	1.00	120.00	120.00
	Disposal Fee	2.32	36.00	83.52
06/24/05	40 yard green waste	1.00	120.00	120.00
	Disposal Fee	3.26	36.00	117.36
06/24/05	Compactor	1.00	120.00	120.00
	Disposal Fee	5.17	36.00	186.12
06/28/05	Compactor	1.00	120.00	120.00
	Disposal Fee	2.12	36.00	76.32
			Total	\$3,515.80

Make Checks Payable To: Southern California Environmental, Inc.

Schedule 2
Pasadena Community College District
764/99 Integrated Waste Management
Fiscal Year 2005-2006
Recycling Income

Purpose: To summarize the income received by the college for recycling material.
Source: Copies of receipts from Smurfit Stone.
Findings:

Vendor	Description	Date Received	Amount
Smurfit-Stone		7/27/2005	\$ 334.37
Smurfit-Stone		10/19/2005	\$ 429.97
Smurfit-Stone	Income from recycling	12/5/2005	\$ 261.22
Smurfit-Stone		2/13/2006	\$ 36.24
Smurfit-Stone		2/27/2006	\$ 152.25
Smurfit-Stone		6/12/2006	\$ 193.54
Smurfit-Stone			\$ 1,407.59

Results to IWM -1

PASADENA AREA COMMUNITY COLLEGE DISTRICT 199057

RECEIVED FROM Amurfit-stone DATE 7/27/05

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 334.37

AMOUNT OF ACCOUNT \$ _____ 01-8890 - 6504

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

9414003880

PASADENA AREA COMMUNITY COLLEGE DISTRICT 199058

RECEIVED FROM Wellington Court DATE 7/27/05

ADDRESS _____

FOR ART 1775 DOLLARS \$ 891.00

AMOUNT OF ACCOUNT \$ _____ AR # 647

AMOUNT PAID \$ _____ 01-9161

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 06412 BY CP

PASADENA AREA COMMUNITY COLLEGE DISTRICT 199059

RECEIVED FROM YMCA DATE 7/27/05

ADDRESS _____

FOR ART 7777 DOLLARS \$ 192.00

AMOUNT OF ACCOUNT \$ _____ AR # 649

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 944253 BY CP

PASADENA AREA COMMUNITY COLLEGE DISTRICT 199060

RECEIVED FROM Thai Amer. foundation DATE 7/27/05

ADDRESS _____

FOR C. U. Termit # 4899 DOLLARS \$ 250.00

AMOUNT OF ACCOUNT \$ _____ 01-8851

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT 204921

RECEIVED FROM YMCA DATE 10/19/05

ADDRESS _____

FOR In # 7893 DOLLARS \$ 96.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 949784 BY ap

01-8890-6741

PASADENA AREA COMMUNITY COLLEGE DISTRICT 204922

RECEIVED FROM L.A. Co. Treas for DATE 10/19/05

ADDRESS Univ. Unit. Debt. Dist

FOR In # 78065 DOLLARS \$ 300.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

13371082

01-8890-6741

PASADENA AREA COMMUNITY COLLEGE DISTRICT 204923

RECEIVED FROM Smurfit - Stone DATE 10/19/05

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 429.97

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

9414004324

01-8890-6504

PASADENA AREA COMMUNITY COLLEGE DISTRICT 204924

RECEIVED FROM YMCA DATE 10/19/05

ADDRESS _____

FOR Ch. Permit # 4919 DOLLARS \$ 1,010.50

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

01-8851

PASADENA AREA COMMUNITY COLLEGE DISTRICT 211233
 RECEIVED FROM Cal State L.A. DATE 12/6/05
 ADDRESS _____ DOLLARS \$ 295.25
 FOR _____
 AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____ 03-8199-7051-0405
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY [Signature]
164729

PASADENA AREA COMMUNITY COLLEGE DISTRICT 211234
 RECEIVED FROM P.C.C. (NURL) DATE 12/6/05
 ADDRESS _____ DOLLARS \$ 4681.71
 FOR OCT 05
 AMOUNT OF ACCOUNT \$ _____ 74-9183 4,434.41
 AMOUNT PAID \$ _____ 74-9557 247.30
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY _____
1643

PASADENA AREA COMMUNITY COLLEGE DISTRICT 211235
 RECEIVED FROM P.C.C. (NDSL) DATE 12/5/05
 ADDRESS _____ DOLLARS \$ 3,942.92
 FOR OCT 05
 AMOUNT OF ACCOUNT \$ _____ 74-9183 3,600.28
 AMOUNT PAID \$ _____ 74-9557 342.64
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY _____
1729

PASADENA AREA COMMUNITY COLLEGE DISTRICT 211236
 RECEIVED FROM Amput - store DATE 12/5/05
 ADDRESS _____ DOLLARS \$ 261.22
 FOR Accepted Paper
 AMOUNT OF ACCOUNT \$ _____ 01-8890-6504
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY _____
40

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002801

RECEIVED FROM Veronica Wreates DATE 2/13/06

ADDRESS 566-71-6932 DOLLARS \$ 600.00

FOR FA 287

AMOUNT OF ACCOUNT \$ 01-88 01-7500-6716

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

08-424303538

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002802

RECEIVED FROM Murphy - Stone DATE 2/13/06

ADDRESS _____ DOLLARS \$ 36.24

FOR Receipt Paper

AMOUNT OF ACCOUNT \$ 01-8890-6504

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

9414005001

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002803

RECEIVED FROM Pas T of R. DATE 2/13/06

ADDRESS _____ DOLLARS \$ 3510.00

FOR C.U. Permit # 4929

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ 01-8857

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 31029 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002804

RECEIVED FROM State of Calif. for DATE 2/13/06

ADDRESS Committee of Student Organizations DOLLARS \$ 270.00

FOR C.U. Permit 4950

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ 01-8857

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002857

RECEIVED FROM Field Account
ADDRESS _____

DATE 2/27/06

FOR Records of Noel Carbajal DOLLARS \$ 15.50

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 168490 BY af

01-8890

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002858

RECEIVED FROM A T & T
ADDRESS _____

DATE 2/27/06

FOR Commission DOLLARS \$ 143.45

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY af

01-8890

730103 4500

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002859

RECEIVED FROM Amorfit-stone
ADDRESS _____

DATE 2/27/06

FOR Recycled Paper DOLLARS \$ 152.25

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY af

01-8890-6504

9414005616

PASADENA AREA COMMUNITY COLLEGE DISTRICT

002860

RECEIVED FROM Alijandra Noranjo
ADDRESS 888-90-17679

DATE 2/27/06

FOR Sp 06 Disbursement DOLLARS \$ 1,017.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 125 RV 04

paid in full

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

008769

DATE 6/1/06

RECEIVED FROM KOKON AVULAN
ADDRESS 424-55-565

DOLLARS \$ 1169.00
~~669.25~~

FOR ET VISA

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8850

CASH CHECK M.O. CREDIT CARD

BY AD

PASADENA AREA COMMUNITY COLLEGE DISTRICT

008770

DATE 6/9/06

RECEIVED FROM Palena Shoshkova
ADDRESS 888-90-7629

DOLLARS \$ 755.25

0006 Deferunt

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-9540
(8850)

CASH CHECK M.O. CREDIT CARD

99 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

008771

DATE 6/12/06

RECEIVED FROM Heba Grofethu

DOLLARS \$ 184.90

Board Board

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

03-5250-6418

CASH CHECK M.O. CREDIT CARD

3020 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

008772

DATE 6/12/06

RECEIVED FROM Deferunt - Stone

DOLLARS \$ 193.54

Deferunt Paper

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-6504

CASH CHECK M.O. CREDIT CARD

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Peter Arciniega Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction					40	40	40	40	40	40	40		280
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Peter Arciniega Date 11/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

District PCC Employee Name Diaz, Candace Exact Position Title Custodian
 Department/Location Facilities Telephone # 585-7278 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 2005-2006

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Candelario Diaz Employee Name Custodian Exact Position Title
Facilities Services Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length
 Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Candelario Diaz Date 11/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District SARAH FLORES Employee Name FACILITIES SUPERVISOR Exact Position Title
FACILITIES SERVICES Department/Location 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													0
4	Alternative Compliance	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 11/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION**

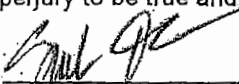
PCC District Sarah Flores Employee Name Custodian Exact Position Title
Facilities Services Department/Location (206) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
 Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
 Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
 Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	12
6	Plan Implementation See IWM 1.6-B-3	1	1	1	1	1	1	1	1	1	1	1	1	12
7	Accounting System.	1	1	1	1	1	1	1	1	1	1	1	1	12
8	Annual Report	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 11/29/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

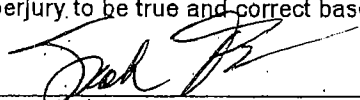
PCC District Sarah Flores Employee Name Facilities Supervisor Exact Position Title
Facilities Services Department/Location (626) 585-7697 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities	2	2	2	2	2	2	2	2	2	2	2	2	24

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District ED GLASSCOCK Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length
 Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District ED GLASSCOCK Employee Name GARDNER Exact Position Title
Facilities Department/Location SPI-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Gomez Rael Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature _____

Date _____

5/31/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Raul Gomez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	21	21	21	21	21	21	21	21	21	21	21	21	252
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Raul Gomez Date 11/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____.

Employee Time Record Sheet for Mandated Programs

764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

P.C.C. District ART GONZALEZ Employee Name CARDENOR Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District ART GONZALEZ Employee Name GARDNER Exact Position Title
Facilities Department/Location 385-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (402) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature



Date

5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Rigo Hernandez Employee Name Custodian Exact Position Title
Facilities Department/Location 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigo Hernandez Date 5-31-06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigoberto Hernandez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (020) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 11/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**


PCC District Alice Holden Employee Name Custodian Exact Position Title
Facilities Services (676) 585-7278 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training							1	1	1	1	1	1	6
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC District Alice Holden Employee Name Custodian Exact Position Title
Facilities Services (626) 585-7278 Department/Location Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs


Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling							40	40	40	40	40	40	240
6 C	Composting													
6 D	Special Waste							1	1	1	1	1	1	6
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCA District do-Marie Jennings Employee Name Custodian Exact Position Title
Facilities Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature do-Marie Jennings Date 11/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District Mike JENNINGS Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P-CC District MILLIE JENNINGS Employee Name GARDNER Exact Position Title
FACILITIES Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/3/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Ben Amery Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Ben Jimenez Employee Name CUSTODIAN Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length
 Fiscal Year: 2005

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	64	64	64	64	64	64	64	64	64	64	64	64	768
6 C	Composting													
6 D	Special Waste	1	1	1	1	1	1	1	1	1	1	1	1	12
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-1278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Mrs. Isabel Jimenez Date 05-31-2006

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													0
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													0
6 D	Special Waste													0
6 E	Procurement Activities													0

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Isabel Jimenez Date 11/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

District PCC Employee Name Ronnie Littleton Exact Position Title Custodian
 Department/Location Facilities Telephone # 585-7278 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 2005-2006

Code 1 Policies and Procedures: Developing the necessary policies and procedures.

Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.

Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.

Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements, presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ronnie Littleton Date 11/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2005

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
 Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
 Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC District Apollo Malagon Employee Name Grardener Exact Position Title
Facilities Services Department/Location (026) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
- Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
- Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Apollo Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location (020)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date May 30, 06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____ TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

P.C.C. District Daryl Montgomery Employee Name GARDNER Exact Position Title
Facilities Department/Location 582-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures													
2	Staff Training	/	/	/	/	/	/	/	/	/	/	/	/	12
3	Plan Development													
4	Alternative Compliance													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

P.C.C. District Daryl Montgomery Employee Name GARDNER Exact Position Title
Facilities Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 2005-2006

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 5/30/06

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District

Helen Petty
Employee Name

Custodian
Exact Position Title

Facilities Services
Department/Location

(626) 595-7278
Telephone #

12mo/11mo/10mo/hrly
Work year length

Fiscal Year: 05/06

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40							240
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Helen Petty Date 11/05

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PRODUCTIVE HOURLY RATE UPDATE

Note: Please provide the rates for the FY: 05-06 and the missing rates for FY: 04-05.

COMMUNITY COLLEGE DISTRICT NAME: PASADENA AREA COMMUNITY COLLEGE DISTRICT

Name	Title	Fiscal Years:	
		04-05	05-06
	AVERAGE ADMINISTRATIVE SECRETARY		
	AVERAGE DEAN		
	AVERAGE DIRECTOR		
	AVERAGE EXECUTIVE SECRETARY		
	AVERAGE FACULTY		
	AVERAGE PRESIDENT		
	AVERAGE VICE PRESIDENT		
<i>Arciniega</i>	AVERAGE GARDENER		\$ 28.52
<i>Benjamin Jennings</i>	AVERAGE CUSTODIAN		\$ 26.44
ALLAN, CLEON	DATA CONTROLLER	\$ 30.00	\$ 31.57
ALTMETZ, MALINDA	ADMINISTRATIVE ASSISTANT I	\$ 35.59	\$ 39.32
BARGSTEN BOTTCHER, MELISSA	SENIOR CLERK	\$ 30.74	\$ 32.35
BAROODY, ALBERT	HOURLY SUPPORT	\$ 12.00	\$ 16.00
BRAUD, ROLAND	COLLEGE ASSISTANT IV	\$ 10.00	\$ 12.00
BRICKERT, PEGGY	SENIOR PURCHASING CLERK	\$ 26.55	\$ 29.33

SixTen and Associates

MANUATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		04-05	05-06
BUSTAMANTE, MARIA	INTAKE SPECIALIST	\$ 26.55	\$ 29.33
CANALES, JUDY	HOURLY SUPPORT	\$ 9.50	\$ 16.00
CAPUTO, RAE ANN	SENIOR ACCOUNT CLERK II	\$ 37.85	\$ 32.34
CARLSON, PAUL	CUSTODIAN	\$ 26.80	\$ 28.20
COLLINS, VIC	INTERIM DEAN, HUMAN RESOURCES	\$ 78.14	
CORTEZ, LORI	HUMAN RESOURCES TECHNICIAN II	\$ 36.48	\$ 38.39
COSIO, EUNICE	HOURLY SUPPORT	\$ 16.00	\$ 16.00
CRUTCHFIELD, KAYLA	HOURLY SUPPORT	\$ 10.00	\$ 12.00
DESCALZO, MARIA	ACCOUNTING SUPERVISOR	\$ 40.55	\$ 45.52
DIAZ, CANDELARIO	CUSTODIAN	\$ 23.73	\$ 25.58
DO, DAVID	HOURLY SUPPORT	\$ 7.50	
DUNN, BILLIE	CUSTODIAN	\$ 27.08	\$ 29.18
FLORES, SARAH	GROUNDS SUPERVISOR	39.03	\$ 45.52
GARCIA, ALFRED	SKILLED TRADES WORKER	\$ 33.39	\$ 33.39
GLASSCOCK, ED	GARDNER	\$ 26.80	\$ 28.20
GOMEZ, PAUL	CUSTODIAN	\$ 24.92	\$ 24.97
GONZALES, VALERIE	HOURLY SUPPORT	\$ 12.00	
GONZALEZ, ARTURO	GARDNER		RETIRED
GRIFFITH, BILL	GARDNER	\$ 27.47	\$ 28.91

MAINTENANCE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		04-05	05-06
HARDASH, PETER	VP, ADMINISTRATIVE SERVICES	\$ 93.85	\$ 109.42
HASSAN, SHERRY	DIRECTOR, BUSINESS SERVICES	\$ 68.36	\$ 72.38
HERNANDEZ, RIGO	CUSTODIAN	\$ 23.73	\$ 24.97
HOLCOMB, META	ADMINISTRATIVE ASSISTANT II	\$ 46.56	\$ 48.99
HOLDEN, ALICE	CUSTODIAN		RETIRED
JACOBS, JACKIE	VP INSTRUCTION	\$ 93.85	\$ 109.94
JENNINGS, MICHAEL	POWER SWEEPER OPERATOR	\$ 28.85	\$ 30.35
JIMENEZ, BEN	CUSTODIAN	\$ 24.92	\$ 26.22
JIMENEZ, MARIA	CUSTODIAN	\$ 23.17	\$ 24.97
KEEP, TERESA	COLLEGE ASSISTANT IV	\$ 10.00	\$ 10.00
LAM, DOUG	SKILLED TRADES WORKER	\$ 31.05	\$ 35.14
LITTLETON, RONNIE	CUSTODIAN	\$ 23.73	\$ 24.97
LOPEZ, EUGENE	GARDNER	\$ 29.55	\$ 31.09
MAGEE, LINDA	ADMINISTRATIVE ASSISTANT I	\$ 39.48	\$ 42.32
MALAGON, APOLLO	GARDNER	\$ 26.16	\$ 27.53
MILES, KIM	ASSISTANT DEAN	\$ 60.39	\$ 62.98
MILLER, SUSAN	ADMINISTRATIVE ASSISTANT I	\$ 41.20	\$ 43.35
MILLER, TRACY	HOURLY SUPPORT	\$ 10.00	\$ 10.00
MITCHELL, FELISIA	DATA TECHNICIAN	\$ 30.73	\$ 32.34

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		04-05	05-06
MONTGOMERY, DARYL	GARDNER	\$ 25.53	\$ 26.86
MOSELEY, NATASHA	HOURLY SUPPORT	\$ 19.00	\$ 19.00
NANDKISHORE, EDGAR	DIRECTOR, PURCHASING DEPARTMENT	\$ 62.39	\$ 65.65
NORSWORTHY, BRIGITTE	PRINCIPAL ACCOUNTANT	\$ 37.83	\$ 42.30
PASTIS, LEAH	INTERMEDIATE CLERK II	\$ 27.21	\$ 28.63
PEREZ, YURI	HUMAN RESOURCES TECHNICIAN II	\$ 31.69	\$ 33.96
PERRY, YOLANDE	HOURLY SUPPORT	\$ 16.00	\$ 19.00
PETTY, HELEN	CUSTODIAN	\$ 26.80	\$ 28.91
PINEDA, ESTHER	INTERMEDIATE CLERK II	\$ 30.00	\$ 31.57
POLO, MELINDA	COORDINATOR, HUMAN RESOURCES	\$ 48.69	\$ 51.44
RAMEY, MARGARET	ASSOCIATE DEAN OF ADMISSIONS		\$ 93.65
RAMIREZ, ANA	COLLEGE ASSISTANT IV	\$ 12.00	\$ 16.00
RAMIREZ, VERENICE	COLLEGE ASSISTANT IV	\$ 10.00	\$ 12.00
RAYYISS, CHARLES	HOURLY SUPPORT	\$ 19.00	
RAYYISS, RONALD	HOURLY SUPPORT	\$ 19.00	
RYAN, KATHERINE	HUMAN RESOURCES TECHNICIAN II	\$ 32.01	RETIRED
SCIALDONE, FRANK	INTERIM DIRECTOR, COLLEGE SAFETY	\$ 72.84	
SMITH, CINDY	ADMINISTRATIVE ASSISTANT II	\$ 39.00	\$ 41.29
SUGIMOTO, LISA	VP STUDENT SERVICES	\$ 93.85	\$ 108.38

EMPLOYEE NAME	ARTURO GONZALEZ			
TITLE:	Gardner		Facilities	
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D
99-00	34,336.08	9,063.94	1800	22.36
00-01	36,396.24	9,698.61	1800	23.75
01-02	38,350.68	10,204.85	1800	25.10
02-03	38,932.20	11,856.13	1800	25.69
03'04	39,094.34	15,385.92	1800	26.06
04-05	39,905.04	13,532.20	1800	25.42
05-06				

EMPLOYEE NAME	STAN BROWN				
TITLE:	Lead Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	32,069.16	8,856.30	1800	21.10	
00-01	32,069.16	9,300.52	1800	21.34	
01-02	36,396.24	10,034.25	1800	24.02	
02-03	38,580.90	11,815.17	1800	25.50	
03'04	41,102.16	15,774.84	1800	27.18	
04-05	42,299.28	16,815.58	1800	28.32	
05-06		-	1800	-	
EMPLOYEE NAME	DOUG LAM				
TITLE:	Skilled Trades Wkr		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,518.52	10,873.81	1800	22.96	
00-01	35,529.60	11,344.93	1800	24.23	
01-02 Skilled Trade	37,410.32	12,249.08	1800	25.76	
02-03	41,219.44	15,829.39	1800	29.02	
03'04	43,280.14	21,346.81	1800	31.25	
04-05	45,819.68	22,385.93	1800	32.99	
05-06	52,271.76	23,101.70	1800	36.58	
EMPLOYEE NAME	BILLIE DUNN				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	31,922.04	8,842.82	1800	21.02	
00-01	34,662.72	9,539.13	1800	22.78	
01-02	36,524.16	10,044.48	1800	24.09	
02-03	37,077.84	11,639.92	1800	24.66	
03'04	38,931.64	15,354.41	1800	25.97	
04-05	39,711.95	16,317.52	1800	26.88	
05-06	43,413.96	16,841.35	1800	29.08	
EMPLOYEE NAME	ALICE HOLDEN				

GOLDEN

TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00		-	1800	-	
00-01	25,166.70	10,391.55	1800	18.47	
01-02	27,175.50	11,350.46	1800	20.08	
02-03	28,585.80	14,356.30	1800	22.01	
03'04	30,522.36	18,875.63	1800	24.16	
04-05	34,066.08	20,123.36	1800	26.46	
05-06	35,302.20	10,955.29	1800	22.13	
EMPLOYEE NAME	PAUL CARLSON				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	33,837.36	9,422.54	1800	22.31	
00-01	35,867.52	10,369.22	1800	23.85	
01-02	36,362.52	10,030.29	1800	24.00	
02-03	38,390.90	11,793.02	1800	25.39	
03'04	39,322.67	15,430.15	1800	26.19	
04-05	39,870.00	16,347.95	1800	26.97	
05-06	41,955.12	16,575.55	1800	28.27	
EMPLOYEE NAME	BEN JIMENEZ				
TITLE:	Custodian		Facilities		
FISCAL YEAR	ANNUAL SALARY	TOTAL BENES	ANNUAL HOURS	PROD.RT B+C BY D	
99-00	30,782.01	9,142.67	1800	20.61	
00-01	33,837.36	11,189.25	1800	23.29	
01-02	35,128.29	12,048.71	1800	24.50	
02-03	37,078.08	15,346.50	1800	26.72	
03'04	35,606.78	19,860.48	1800	26.98	
04-05	35,751.18	20,447.74	1800	27.40	
05-06	39,005.76	20,684.64	1800	29.21	
EMPLOYEE NAME	CANDELARIO DIAZ				

Sixteen and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbpsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

Claim File Copy

February 8, 2008

CERTIFIED MAIL #7006 3450 0000 3941 8727

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claim
Pasadena Area Community College District CC 19335

Dear Ms. Brummels:

Enclosed please find the original claim and an extra copy of the FAM-27 for Pasadena Area Community College District's reimbursement claim listed below:

764/99 Integrated Waste Management 2006-2007

If you have any questions regarding this claim, please contact me at (858) 514-8605.

Sincerely,


for Keith B. Petersen, President

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT	For State Controller Use only (19) Program Number 00256 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 256
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(01) Claimant Identification Number: CC 19335	Reimbursement Claim Data																
(02) Claimant Name Pasadena Area Community College District	(22) IWM-1, (03)(A)(1)(f)	610															
County of Location Los Angeles	(23) IWM-1, (03)(A)(2)(f)	610															
Street Address 1570 E. Colorado Blvd.	(24) IWM-1, (03)(B)(1)(f)	0															
City State Zip Code Pasadena CA 91106-2003	(25) IWM-1, (03)(B)(2)(f)	0															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Type of Claim</th> <th style="width: 33%;">Estimated Claim</th> <th style="width: 33%;">Reimbursement Claim</th> </tr> <tr> <td>(03) Estimated <input checked="" type="checkbox"/></td> <td>(09) Reimbursement <input checked="" type="checkbox"/></td> <td>(26) IWM-1, (03)(B)(3)(f)</td> </tr> <tr> <td>(04) Combined <input type="checkbox"/></td> <td>(10) Combined <input type="checkbox"/></td> <td>(27) IWM-1, (03)(B)(4)(f)</td> </tr> <tr> <td>(05) Amended <input type="checkbox"/></td> <td>(11) Amended <input type="checkbox"/></td> <td>(28) IWM-1, (03)(B)(5)(f)</td> </tr> <tr> <td></td> <td></td> <td>(29) IWM-1, (03)(C)(1)(f)</td> </tr> </table>	Type of Claim	Estimated Claim	Reimbursement Claim	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)			(29) IWM-1, (03)(C)(1)(f)	(27) IWM-1, (03)(B)(4)(f)	559
Type of Claim	Estimated Claim	Reimbursement Claim															
(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(26) IWM-1, (03)(B)(3)(f)															
(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)															
(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)															
		(29) IWM-1, (03)(C)(1)(f)															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Fiscal Year of Cost</th> <th style="width: 33%;">(06)</th> <th style="width: 33%;">(12)</th> </tr> <tr> <td></td> <td style="text-align: center;">2007-2008</td> <td style="text-align: center;">2006-2007</td> </tr> </table>	Fiscal Year of Cost	(06)	(12)		2007-2008	2006-2007	(30) IWM-1, (03)(C)(2)(f)	2,441									
Fiscal Year of Cost	(06)	(12)															
	2007-2008	2006-2007															
Total Claimed Amount \$ 335,200	(13) \$ 304,758	(31) IWM-1, (03)(D)(f) 610															
Less : 10% Late Penalty, not to exceed \$10,000	(14) \$.	(32) IWM-1, (03)(E)(f) 0															
Less : Prior Claim Payment Received	(15) \$.	(33) IWM-1, (03)(F)(f) 2,441															
Net Claimed Amount	(16) \$ 304,758	(34) IWM-1, (06) 56,917															
Due from State (08) \$ 335,200	(17) \$ 304,758	(35) IWM-1, (08) 0															
Due to State	(18)	(36) IWM-1, (09) 1,175															

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer (USE BLUE INK)

Date

Kindred Murillo

2/4/08

Kindred Murillo

Vice President, Administrative Services

Type or Print Name

Title

(38) Name of Contact Person for Claim

Telephone Number: (858) 514-8605

SixTen and Associates

E-mail Address: kbpsixten@aol.com

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>		Fiscal Year 2006-2007	
Direct Costs		Object Accounts				
(03) Reimbursable Activities	(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 610.20	\$ -	\$ -	\$ -	\$ 610.20
2	Staff Training	\$ 610.20	\$ -	\$ -	\$ -	\$ 610.20
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ -	\$ -	\$ -	\$ -	\$ -
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 559.35	\$ -	\$ -	\$ -	\$ 559.35
5	Diversion and Maintenance of Approved Level of Reduction	\$ 166,255.12	\$ 307.86	\$ 6,778.47	\$ 68,403.33	\$ 241,744.78
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ 2,440.80	\$ -	\$ -	\$ -	\$ 2,440.80
D. Accounting System		\$ 610.20	\$ -	\$ -	\$ -	\$ 610.20
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports		\$ 2,440.80	\$ -	\$ -	\$ -	\$ 2,440.80
(04) Total Direct Costs		\$ 173,526.67	\$ 307.86	\$ 6,778.47	\$ 68,403.33	\$ 249,016.33
Indirect Costs						
(05) Indirect Cost Rate			[Federally approved OMB A-21, FAM-29C, or 7%]			32.80%
(06) Total Indirect Costs			[Line (05) x line (04)(a)]			\$ 56,916.75
(07) Total Direct and Indirect Costs			[Line (04)(f) + line (06)]			\$ 305,933.08
Cost Reduction						
(08) Less: Offsetting Savings						\$ -
(09) Less: Other Reimbursements						\$ 1,174.69
(10) Total Claimed Amount			[Line (07) - (Line (08) + Line (09))]			\$ 304,758.39

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2006-2007
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input checked="" type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing the necessary district policies and procedures Flores, Sarah Grounds Supervisor	\$50.85	12.0	\$ 610.20				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 610.20	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2006-2007
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One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input checked="" type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses **Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training		
Training district staff on the requirements and implementation of the plan Flores, Sarah Grounds Supervisor	\$50.85	12.0	\$ 610.20						
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 610.20	\$ -	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2006-2007
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input checked="" type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Designating one solid waste reduction and recycling coordinator for each college in district Flores, Sarah Grounds Supervisor	\$50.85	11.0	\$ 559.35				
			\$ 559.35	\$ -	\$ -	\$ -	\$ -

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 559.35	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2006-2007
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Diverting solid waste from landfill disposal or transformation facilities - implementing plan							
Flores, Sarah Grounds Supervisor	\$50.85	12.0	\$ 610.20				
Diverting solid waste from landfill disposal or transformation facilities - source reduction							
Jimenez, Maria Custodian	\$24.97	12.0	\$ 299.64				
Griffith, Bill Gardner	\$28.91	480.0	\$ 13,876.80				
Jennings, Michael Power Sweeper Operator	\$30.35	440.0	\$ 13,354.00				
Malagon, Apollo Gardner	\$28.20	480.0	\$ 13,536.00				
Montgomery, Daryl Gardner	\$26.86	480.0	\$ 12,892.80				
Garcia, George Gardner	\$25.92	120.0	\$ 3,110.40				
Lopez, Eugene Gardner	\$31.09	480.0	\$ 14,923.20				
Glasscock, Ed Gardner	\$28.20	480.0	\$ 13,536.00				
Hellem, Dave Skilled Trades Worker	\$38.30	12.0	\$ 459.60				
Ramirez, Juan Skilled Trades Worker	\$40.21	12.0	\$ 482.52				
Lam, Doug Skilled Trades Worker	\$35.14	12.0	\$ 421.68				
Harsha, Richard Skilled Trades Worker	\$40.21	12.0	\$ 482.52				
Guardado, Roberto Skilled Trades Worker	\$38.47	12.0	\$ 461.64				
Diverting solid waste from landfill disposal or transformation facilities - recycling							
Littleton, Ronnie Custodian	\$26.86	48.0	\$ 1,289.28				
Gomez, Raul Custodian	\$24.97	252.0	\$ 6,292.44				
Diaz, Candelario Custodian	\$25.58	48.0	\$ 1,227.84				
Jennings, Jo-Marie Custodian	\$26.57	48.0	\$ 1,275.36				
Jimenez, Maria Custodian	\$24.97	1,200.0	\$ 29,964.00				
Tucker, Sandra Recycler	\$11.00	960.0	\$ 10,560.00				
Hellem, Dave Skilled Trades Worker	\$38.30	48.0	\$ 1,838.40				
Lam, Doug Skilled Trades Worker	\$35.14	48.0	\$ 1,686.72				
Lighting Resources Inc. Contractor	\$100.00	67.8			\$ 6,778.47		
Hernandez, Rigoberto Custodian	\$25.58	48.0	\$ 1,227.84				
Jimenez, Benjamin Custodian	\$27.53	480.0	\$ 13,214.40				
Diverting solid waste from landfill disposal or transformation facilities - special waste							
Hellem, Dave Skilled Trades Worker	\$38.30	48.0	\$ 1,838.40				
Ramirez, Juan Skilled Trades Worker	\$40.21	48.0	\$ 1,930.08				
Lam, Doug Skilled Trades Worker	\$35.14	48.0					
Harsha, Richard Skilled Trades Worker	\$40.21	48.0					
Mark-Costello Co. Vendor	\$100.00	3.1		\$ 307.86			
Guardado, Roberto Skilled Trades Worker	\$38.47	48.0					
Procuring materials/equipment necessary for maintaining approved level of reduction							
Carl Masters Vendor	\$100.00	684.0				\$ 68,403.33	

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 166,255.12	\$ 307.86	\$ 6,778.47	\$ 68,403.33	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2006-2007			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities	<input type="checkbox"/>	Development of Policies and Procedures	<input type="checkbox"/>	Staff Training			
Ongoing Activities	<input type="checkbox"/>	Completion and Submission of Plan to Board	<input type="checkbox"/>	Response to Board During Approval Process	<input type="checkbox"/>	Consultation with Board	
	<input type="checkbox"/>	Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/>	Maintenance of Approved Level of Reduction			
Alternative Compliance	<input type="checkbox"/>	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input checked="" type="checkbox"/>	Alternative Requirement of Time Extension for 1/1/04 for 50% Waste			
	<input type="checkbox"/>	Accounting System	<input type="checkbox"/>	Annual Report	<input type="checkbox"/>	Annual Recycled Material Reports	
(04) Description of Expenses				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004 Flores, Sarah Grounds Supervisor	\$50.85	48.0	\$ 2,440.80				
(05) Total <input checked="" type="checkbox"/>				Subtotal <input type="checkbox"/>			
Page 1 of 1				\$ 2,440.80	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL						FORM IWM-2
(01) Claimant Pasadena Area Community College District				(02) Fiscal Year 2006-2007			
(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.							
One-Time Activities	<input type="checkbox"/>	Development of Policies and Procedures	<input type="checkbox"/>	Staff Training			
Ongoing Activities	<input type="checkbox"/>	Completion and Submission of Plan to Board	<input type="checkbox"/>	Response to Board During Approval Process	<input type="checkbox"/>	Consultation with Board	
	<input type="checkbox"/>	Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/>	Maintenance of Approved Level of Reduction			
Alternative Compliance	<input type="checkbox"/>	Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/>	Alternative Requirement of Time Extension for 1/1/04 for 50% Waste			
	<input checked="" type="checkbox"/>	Accounting System	<input type="checkbox"/>	Annual Report	<input type="checkbox"/>	Annual Recycled Material Reports	
(04) Description of Expenses				Object Accounts			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Grounds Supervisor	\$50.85	12.0	\$ 610.20				
(05) Total <input checked="" type="checkbox"/>				Subtotal <input type="checkbox"/>			
				\$ 610.20	\$ -	\$ -	\$ -

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2006-2007
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses			Object Accounts					
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Grounds Supervisor	\$50.85	48.0	\$ 2,440.80					
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			Page 1 of 1	\$ 2,440.80	\$ -	\$ -	\$ -	\$ -

Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2006-2007
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
May-07	1.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$40.21	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
Jun-07	1.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$40.21	Diverting solid waste from landfill disposal or transformation facilities - source reduction	Maintenance of Approved Level of Reduction
Jul-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Aug-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Sept-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Oct-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Nov-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Dec-06	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Jan-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Feb-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Mar-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Apr-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
May-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
Jun-07	4.00	Ramirez, Juan	Skilled Trades Worker	\$40.21	\$160.84	Diverting solid waste from landfill disposal or transformation facilities - special waste	Maintenance of Approved Level of Reduction
	60.00	Ramirez, Juan Total			\$2,412.60		
Jul-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Aug-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Sept-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Oct-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Nov-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Dec-06	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Jan-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Feb-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Mar-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Apr-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
May-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
Jun-07	80.00	Tucker, Sandra	Recycler	\$11.00	\$880.00	Diverting solid waste from landfill disposal or transformation facilities - recycling	Maintenance of Approved Level of Reduction
	960.00	Tucker, Sandra Total			\$10,560.00		
	7361.90	Grand Total			\$249,016.33		



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

DCA Western Field Office
50 United Nations Plaza, Room 347
San Francisco, CA 94102

JUN 28 2005

Peter Hardash
Vice President Administrative Svcs.
Pasadena City College
(aka Pasadena Area Community College)
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Dear Mr. Hardash:

A copy of an indirect cost Negotiation Agreement is attached. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Please have the Agreement signed by a duly authorized representative of your organization and return it to me BY FAX, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal together with supporting information are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on your fiscal year ending 06/30/06, is due in our office by 12/31/06.

Sincerely,

A handwritten signature in cursive script, appearing to read "David S. Low".

David S. Low
Director

Attachment

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY FAX

COLLEGES AND UNIVERSITIES RATE AGREEMENT

FIN #:

DATE: June 22, 2005

INSTITUTION:

Pasadena City College
 (aka Pasadena Area Community College)
 1570 East Colorado Boulevard

FILING REF.: The preceding
 Agreement was dated
 July 2, 2004

Pasadena

CA 91106-2003

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/04	06/30/07	32.8	All	(1)
PROV.	07/01/04	06/30/06	19.4	All	ED Restricted Pgrms.
PROV.	07/01/07	06/30/08	32.8	All	(1)

(1) All except ED restricted programs.

*BASE:

Direct salaries and wages including all fringe benefits.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

AGREEMENT DATE: June 22, 2005

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

This organization identified the cost of each fringe benefit separately as a direct cost when budgeting and charging fringe benefits under Federal projects. The fringe benefits listed below are treated as direct costs.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

OASDI, WORKERS COMPENSATION, HEALTH/DENTAL/LIFE INSURANCE, MEDICARE, UNEMPLOYMENT INSURANCE, AND RETIREMENT.

INSTITUTION:
Pasadena City College
(aka Pasadena Area Community College)

TERMINATION DATE: June 22, 2005

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

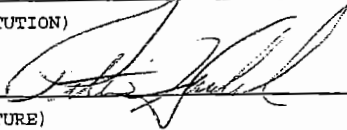
D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE INSTITUTION:

Pasadena City College
(aka Pasadena Area Community College)

(INSTITUTION)



(SIGNATURE)

PETER J. HARDASH

(NAME)

Vice President, Administrative Services

(TITLE)

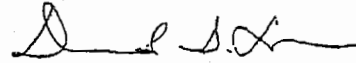
7/7/05

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)



(SIGNATURE)

David S. Low

(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION

(TITLE)

June 22, 2005

(DATE) 3191

HHS REPRESENTATIVE: Helen Fung

Telephone: (415) 437-7820

Pasadena Area College District
Integrated Waste Management
Fiscal Year: 2006-2007
Schedule 2

Purpose: To summarize reimbursements received for Integrated Waste Management
Source: Pasadena CCD receipts.
Findings:

Vendor	Description	Date Issued	Amount
Smurfit Stone	Recycling Paper	10/16/2006	\$200.61
Smurfit Stone	Recycling Paper	12/4/2006	\$116.57
Smurfit Stone	Recycling Paper	1/31/2007	\$289.71
Smurfit Stone	Recycling Paper	3/9/2007	\$181.33
Smurfit Stone	Recycling Paper	4/12/2007	\$105.91
Smurfit Stone	Recycling Paper	4/19/2007	\$189.99
Smurfit Stone	Recycling Paper	5/18/2007	\$90.57
Total			\$1,174.69

Conclusion: Findings go forward to IWM-1.

**Facilities Services
Recycling Vendor List**

<u>Vendor</u>	<u>Product Recycled</u>
Smurfit Stone 20502 S. Denker Street Torrance Ca 90501-1645	Cardboard White Paper Computer Paper Mixed Paper Shredding Paper
Commercial Waste P.O.Box 820 Montebello Ca 90640 323 728-9554	Greenwaste Construction Debris
Nuway Recycling Center Duarte Road Monrovia, Ca	Alluminum Brass Copper
Los Angeles Pallets Alameda street Los Angeles Ca	Wooden Pallets
Unisource Worldwide 14120 Magnolia Blvd. Sherman Oaks, Ca 91423	Pallets
Lighting Resources Inc.	Light Bulb Recycling

Handwritten notes:
Data sheet
for
[unclear]
[unclear]

PASADENA / COMMUNITY COLLEGE DISTRICT 023017

RECEIVED FROM SGI A. DATE 10/16/06

ADDRESS _____

FOR C. Y. Permit # 5037-005 DOLLARS \$ 285.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8857

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 16432 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT 023018

RECEIVED FROM State of Calif. DATE 10/16/06

ADDRESS _____

FOR Child Care DOLLARS \$ 191,122.00

AMOUNT OF ACCOUNT \$ _____ 33-8199-5234 8,756.00

AMOUNT PAID \$ _____ 33-8625-5228 114,261.00

BALANCE DUE \$ _____ 33-8625-5232 68,105.00

CASH CHECK M.O. CREDIT CARD BY ap

05-918514

PASADENA AREA COMMUNITY COLLEGE DISTRICT 023019

RECEIVED FROM The Boeing Company DATE 10/16/06

ADDRESS AW# 179150

FOR Candy Pan. 626-07-3795 DOLLARS \$ 92.00

AMOUNT OF ACCOUNT \$ _____ 01-8874 78.00

AMOUNT PAID \$ _____ 01-9542 1.00

BALANCE DUE \$ _____ 03-8876-4407 13.00

CASH CHECK M.O. CREDIT CARD 2601 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT 023020

RECEIVED FROM Amurfit - Stone DATE 10/16/06

ADDRESS _____

FOR Recycling Paper etc DOLLARS \$ 200.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8890-3703

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

023173

RECEIVED FROM T-Mobile DATE 12/4/06

ADDRESS _____

FOR November 06 DOLLARS \$ 1,210.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8859

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

0671102

PASADENA AREA COMMUNITY COLLEGE DISTRICT

023174

RECEIVED FROM Smart - Stone DATE 12/4/06

ADDRESS _____

FOR Recycled paper DOLLARS \$ 116.57

AMOUNT OF ACCOUNT \$ _____ 01 8890 - 3703

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

9414007946

PASADENA AREA COMMUNITY COLLEGE DISTRICT

023175

RECEIVED FROM Bever & Brock DATE 12/4/06

ADDRESS Prop. Mgmt DOLLARS \$ 17,389.33

FOR Prop. Mgmt

AMOUNT OF ACCOUNT \$ _____ 41-8859-7106

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 34498 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

023176

RECEIVED FROM J. Anne a Dream Foundation DATE 12/4/06

ADDRESS _____

FOR Prop. Mgmt DOLLARS \$ 1,000.00

AMOUNT OF ACCOUNT \$ _____ 01-8859-5032

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

PASADENA AREA COMMUNITY COLL. DISTRICT

027873

RECEIVED FROM Juan Gonzalez DATE 1/31/07
ADDRESS _____

DOLLARS \$ 253.50

FOR Don 8245

AMOUNT OF ACCOUNT \$ 507.00

AMOUNT PAID \$ 253.50 33-8871-5232

BALANCE DUE \$ 253.50

CASH CHECK M.O. CREDIT CARD 4279 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

027874

RECEIVED FROM Amurfit-stone DATE 1/31/07
ADDRESS _____

DOLLARS \$ 289.71

FOR Recycle

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 0-8890-3703

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY ap

94 1400 8515

PASADENA AREA COMMUNITY COLLEGE DISTRICT

027875

RECEIVED FROM al Have a Dream DATE 1/31/07
ADDRESS _____

DOLLARS \$ 1,020.00

FOR January 2007

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____ 01-8859-5232

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 1264 BY ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

027876

RECEIVED FROM Biological Society DATE 1/31/07
ADDRESS _____

DOLLARS \$ 960.00

FOR C.U. Permit # 5104

AMOUNT OF ACCOUNT \$ _____ 01-8851

AMOUNT PAID \$ _____

BALANCE DUE \$ _____ Ch Home foundation

PASADENA AREA COMMUNITY COLL. DISTRICT

035633

RECEIVED FROM Steven Struthers

DATE 3/9/07

ADDRESS _____

FOR don # 6542 DOLLARS \$ 75.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE #7438 \$ _____

CASH CHECK M.O. CREDIT CARD

33-8871-5225
By OV

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035634

RECEIVED FROM Hillside

DATE 3/9/07

ADDRESS _____

FOR live scan - don # 6543 DOLLARS \$ 120.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE #7496 \$ _____

CASH CHECK M.O. CREDIT CARD

01-8890-3306
By OV

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035635

RECEIVED FROM Kopaku No Kagaku USA

DATE 3/9/07

ADDRESS _____

FOR Campus Use Permit # 5120 DOLLARS \$ 335.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE #1088 \$ _____

CASH CHECK M.O. CREDIT CARD

01-8851
By OV

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035636

RECEIVED FROM Smurfit-Stone

DATE 3/9/07

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 191.35

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

11-8890-3703

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035757

DATE 4/12/07

RECEIVED FROM Smurfit - Stone

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 105.91

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

01-8890-3703
By DV

44-14009008

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035758

DATE 4/12/07

RECEIVED FROM T-Mobile

ADDRESS _____

FOR March 07 - Antenna Utilities DOLLARS \$ 1,010.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

01-8859
By DV

0110416

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035759

DATE 4/12/07

RECEIVED FROM U Have A Dream Foundation

ADDRESS _____

FOR April 07 Rent DOLLARS \$ 1,000.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE 1418 \$ _____

CASH CHECK M.O. CREDIT CARD

01-8859-5232
By DV

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035760

DATE 4/12/07

RECEIVED FROM New America Foundation

ADDRESS _____

FOR L.U. Permit # 5133 DOLLARS \$ 245.00

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE 10917 \$ _____

01-8851

PASADENA AREA COMMUNITY COLL DISTRICT

035769

RECEIVED FROM Imurfit - Stone

DATE 4/19/07

ADDRESS _____

FOR Recycled Paper DOLLARS \$ 189.99

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

9419009345

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035770

RECEIVED FROM Daryl Taylor

DATE 4/19/07

ADDRESS _____

FOR Notary Services DOLLARS \$ 146.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD 1542 By ap

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035771

RECEIVED FROM La. Co. Treas for

DATE 4/19/07

ADDRESS Gre. Univ. Sch. Dist.

FOR Inst 18579 + 8580A DOLLARS \$ 552.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD By ap

14998209

PASADENA AREA COMMUNITY COLLEGE DISTRICT

035772

RECEIVED FROM City of Duarte

DATE 4/23/07

ADDRESS _____

FOR Inst 8582 DOLLARS \$ 45.00

AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ _____
BALANCE DUE \$ _____

01-8890-3306

PASADENA AREA COMMUNITY COL DISTRICT

038061

DATE 5/16/07

RECEIVED FROM Yaewon Lee
ADDRESS 888-90-2866

FOR FI Visa - Spring 07 - Final Payment DOLLARS \$ 686.75

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD

BY DV

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

038062

DATE 5/17/07

RECEIVED FROM Eliyani Oktaviana
ADDRESS T # 890-00-6782

FOR FI Visa - Spring 07 - 3rd Payment DOLLARS \$ 835.75

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE 1012 \$ _____

CASH CHECK M.O. CREDIT CARD

BY DV

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

038063

DATE 5/17/07

RECEIVED FROM Eun Nam Lee Kai Ji Sung Kim
ADDRESS #890-00-3259

FOR FI Visa - 507 - Final Payment DOLLARS \$ 887.75

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE 1376 \$ _____

CASH CHECK M.O. CREDIT CARD

BY DV

01-8880

PASADENA AREA COMMUNITY COLLEGE DISTRICT

038064

DATE 5/16/07

RECEIVED FROM Smurfit - Stone
ADDRESS _____

FOR Recycled Paper DOLLARS \$ 90.57

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

01-8890-3703

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Candelario Diaz Employee Name Custodian Exact Position Title
Facilities Services Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length
 Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Candelario Diaz Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC
District SARAH FLORES Employee Name FACILITIES SUPERVISOR Exact Position Title
FACILITIES SERVICES Department/Location 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													0
4	Alternative Compliance	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs

764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

PCC
District

Sarah Flores
Employee Name

FACILITIES SUPERVISOR
Exact Position Title

Facilities Services
Department/Location

(426) 585-7278
Telephone #

12mo/11mo/10mo/hrly
Work year length

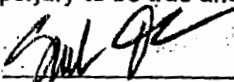
Fiscal Year: 06/07

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
- Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
- Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
- Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	12
6	Plan Implementation See IWM 1.6 B-3	1	1	1	1	1	1	1	1	1	1	1	1	12
7	Accounting System	1	1	1	1	1	1	1	1	1	1	1	1	12
8	Annual Report	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC GEORGE GARCIA GARDENBR
District Employee Name Exact Position Title
FACILITIES SERVICES 585 7703 12mo/11mo/10mo/hrly Fiscal Year: 06/07
Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction										40	40	40	20
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature George Garcia Date 10/30/07

If you have any questions, please contact _____ at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ed Glasscock Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
 Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
 Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
 Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
 Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ed Glasscock Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Raul Gomez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	21	21	21	21	21	21	21	21	21	21	21	21	252
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Raul Gomez Date 10/30/07
 If you have any questions, please contact _____, at _____
 PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services (726) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length
Department/Location Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Bill Griffith Date 10/30/07

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District ROBERTO GUARDADO Employee Name SKILLED TRADES WORKER Exact Position Title
PACILITIES SERVICES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	/	/	/	/	/	/	/	/	/	/	/	/	12
6 B	Recycling													
6 C	Composting													
6 D	Special Waste	4	4	4	4	4	4	4	4	4	4	4	4	48
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature *Roberto Guardado* Date 10/31/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District RICHARD HANSHAW Employee Name SKILLED TRADES WORKER Exact Position Title
FACILITIES SERVICES Department/Location 585 7025 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	1	1	1	1	1	1	1	1	1	1	1	1	12
6 B	Recycling													
6 C	Composting													
6 D	Special Waste	4	4	4	4	4	4	4	4	4	4	4	4	48
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature _____ Date 10/31/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigoberto Hernandez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (020) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 11/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District DAVE HELLEM Employee Name SKILLED TRADES WORKER Exact Position Title
FACILITIES SERVICES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	1	1	1	1	1	1	1	1	1	1	1	1	12
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste	4	4	4	4	4	4	4	4	4	4	4	4	48
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Dave Hellem Date 10/31/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Mike Jennings Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction		40	40	40	40	40	40	40	40	40	40	40	440
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Mike Jennings Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCD
District _____ do-Marie Jennings Employee Name _____ Custodian Exact Position Title _____
Facilities Department/Location _____ 585 2277 Telephone # _____ 12mo/11mo/10mo/hrlly Work year length _____ Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature do-Marie Jennings Date 10/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District MARIA JIMENEZ Employee Name CUSTODIAN Exact Position Title
FACILITIES Department/Location 885 7695 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	1	1	1	1	1	1	1	1	1	1	1	1	
6 B	Recycling	100	100	100	100	100	100	100	100	100	100	100	100	1200
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Jimenez Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCU District Benjamin Jimenez Employee Name Custodian Exact Position Title
FACILITIES SERVICES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Benjamin Jimenez M. Date 10/30/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District DOUG LAM Employee Name SKILLED TRADES WORKER Exact Position Title
PACILITIES SERVICES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	1	1	1	1	1	1	1	1	1	1	1	1	12
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste	4	4	4	4	4	4	4	4	4	4	4	4	48
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Douglas Lam Date 10/31/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ronnie Littleton Date 11/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ernie Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ernie Lopez Date 10/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Apollo Malagon Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/compositing, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	780
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 10/07

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

District: PCA Employee Name: Daryl Montgomery Exact Position Title: Gardener
 Department/Location: Facilities Services Telephone #: (626) 585-7277 Work year length: 12mo/11mo/10mo/hrly Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6B	Recycling													
6C	Composting													
6D	Special Waste													
6E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature: [Signature] Date: 10/07

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District JUAN RAMIREZ Employee Name SKILLED TRADES WORKER Exact Position Title
UTILITIES SERVICES Department/Location 585 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	1	1	1	1	1	1	1	1	1	1	1	1	12
6 B	Recycling													
6 C	Composting													
6 D	Special Waste	4	4	4	4	4	4	4	4	4	4	4	4	48
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature [Signature] Date 10/31/07

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING

PCC
District
SANDRA TUCKER
Employee Name
Hourly - Cal Works - Recycler
Exact Position Title
FACILITIES SERVICES
Department/Location
585 7699
Telephone #
12mo/11mo/10mo/hrly
Work year length
Fiscal Year: 06/07

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	80	80	80	80	80	80	80	80	80	80	80	80	960
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Sandra M Tucker Date 10/30/07

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

VENDOR **Fiscal Year 2006/07**

Requisition Number **06-91449** Requisition Date **09/18/2006**

Created by	ALRODRIGUEZ, 9/18/2006	PO #	120945	Non Taxable	307.86
Department	PURCH	Responsibility		Taxable	.00
Status	Complete			Tax (8.25)	.00
On Hold	No			Shipping (0.00)	.00
				Adjustment	.00
Requisitioner	DON ECKMANN	Board Date			
Order Site	6502 - FACILITIES			Requisition Total	307.86
Delivery Site	9999 - P.C.C. FACILITIES DEPARTMENT				
Delivery Date	10/18/2006	Room	FS-BLD		
Project					
Info	REPAIRS				

Requisition Vendor Information
 012013/1 MARK-COSTELLO CO.: THE
 1145 DOMINGUEZ ST. "J", CARSON, CA 90745

Purchasing
 PO Date 09/22/2006 PO Printed Date 01/12/2007 Buyer LARRY - Larry Shirk
 Quote Quote Date
 Dunn Count Next Dunn Date Dunn Site No

Line	Items	Stores	Item #	Unit	Order Qty	Revd Qty	Unit Price	Extended	Change Level
	Description FAX 310-762-2330 IT IS THE DEPARTMENT'S RESPONSIBILITY TO SCHEDULE THE DATE AND TIME OF SERVICE WITH THE VENDOR.								
1	PREVENTATIVE MAINTENANCE ON COMPACTOR AND BOILER NOT TO EXCEED AMOUNT SHOWN. SUPPLIES, LABOR AND MILEAGE INCLUDED IN THE FINAL INVOICE.			EACH	1	1	307.860	307.86	

Accounts

01-5640-3702-0000	Amount	Encumbered	Expensed	Amt Outstanding
(2007) REP/MNT EQUIP /FACILITIES TRA	307.86			307.86

Service for balers in 8/07



INVOICE


CUSTOMER #	DATE	NUMBER
1006	2/23/2007	1300

382 N. LEMON AVE., #151
 WALNUT, CA 91789
 909-725-4055 - 909-598-2953 (FAX)
 CARTMASTERS@VERIZON.NET

Ms. Anni K
 Facilities & Operations
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

SHIP TO:
 Pasadena City College
 1570 E. Colorado Blvd.
 Pasadena, CA 91106-2003

P.O. NO.	DUE DATE	SHIP VIA	SHIP DATE	WORK ORDER #
122170	3/25/2007		2/23/2007	

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
B2-48TT	B2-48 New Taylor-Truck	6	10,156.69	60,940.14T
SP-CLR	Two-toned color	6	375.00	2,250.00T
		<i>Approved 04/06/07</i>		

Thank you for your business.	SUBTOTAL	\$63,190.14
	SALES TAX (8.25%)	\$5,213.19
	TOTAL	\$68,403.33
	PAYMENTS/CREDITS	\$0.00
	BALANCE DUE	\$68,403.33

Pasaden Area Community College District
 764/99 Integrated Waste Management
 Fiscal Year: 2006-2007
 Recycling Costs
 Schedule 1

Purpose: To summarize recycling costs for Integrated Waste Management
 Source: Company Invoices
 Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.	Recycling of Flourescent Lightitng Tubes and High Intensity Discharge Bulbs	7/13/2006	\$823.18
Lighting Resources, Inc.		8/9/2006	\$824.15
Lighting Resources, Inc.		9/22/2006	\$487.70
Lighting Resources, Inc.		11/20/2006	\$1,190.90
Lighting Resources, Inc.		1/19/2007	\$1,428.01
Lighting Resources, Inc.		4/27/2007	\$768.43
Lighting Resources, Inc.		6/25/2007	\$1,256.10
Total			\$6,778.47

**Facilities Services
Recycling Vendor List**

<u>Vendor</u>	<u>Product Recycled</u>
Smurfit Stone 20502 S. Denker Street Torrance Ca 90501-1645	Cardboard White Paper Computer Paper Mixed Paper Shredding Paper
Commercial Waste P.O.Box 820 Montebello Ca 90640 323 728-9554	Greenwaste Construction Debris
Nuway Recycling Center Duarte Road Monrovia, Ca	Alluminum Brass Copper
Los Angeles Pallets Alameda street Los Angeles Ca	Wooden Pallets
Unisource Worldwide 14120 Magnolia Blvd. Sherman Oaks, Ca 91423	Pallets
Lighting Resources Inc.	Light Bulb Recycling

LIGHTING RESOURCE LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

B. Young
 6/21/06

UT/P

Invoice
 Invoice Number 060506
 Invoice Date May 9, 2006
 Page 1

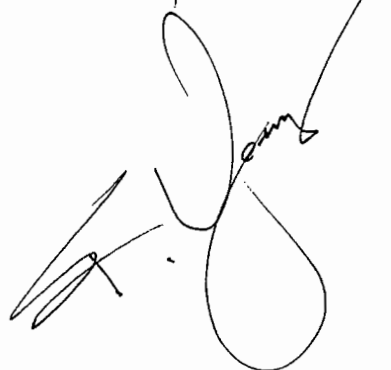
Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106



Customer ID	Customer PO	Payment Terms	
PAS010	B-06645	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	5/9/06	5/24/06

Quantity	Description	Unit Price	Extension
665.00	F-40 LAMPS FOR RECYCLING	0.32	212.80
55.00	F-60 LAMPS FOR RECYCLING	0.40	22.00
155.00	HID LAMPS FOR RECYCLING	1.80	279.00
39.00	COMPACT LAMPS FOR RECYCLING	0.45	17.55
195.00	BIAX LAMPS FOR RECYCLING	0.45	87.75
112.00	FB-40 LAMPS FOR RECYCLING	0.45	50.40
2.00	F-96 LAMPS FOR RECYCLING	0.64	1.28
29.00	LBS. LEAD ACID BATTERIES	0.95	27.55
13.00	LBS. ALKALINE BATTERIES	0.95	12.35
9.00	LBS. NI-CAD BATTERIES	0.95	8.55
90.00	LBS. E SCRAP	0.35	31.50
161.00	LBS. NON PCB TRANSFORMERS	0.45	72.45

ENTERED JUL 7 0 2006

TOTAL INVOICE

823.18

LIGHTING RESOURCE, LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

B. Young
 7/28/06

UT/F

Invoice
 Invoice Number
 060706

Invoice Date
 Jul 12, 2006

Office: (909) 923-3132
 Fax: (909) 923-3962

Page

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

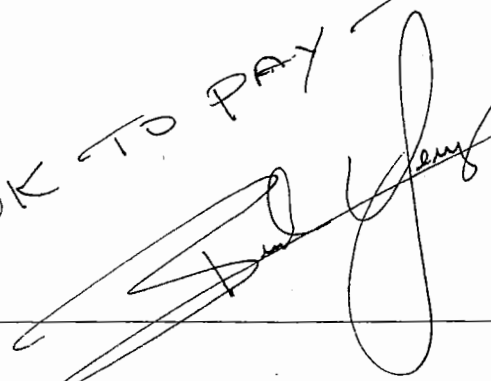
GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS010	B-07128	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	7/12/06	7/27/06

Quantity	Description	Unit Price	Extension
40.00	F-20 LAMPS FOR RECYCLING	0.16	6.40
1,800.00	F-40 LAMPS FOR RECYCLING	0.32	576.00
100.00	HID LAMPS FOR RECYCLING	1.80	180.00
1.00	COMPACT LAMPS FOR RECYCLING	0.45	0.45
80.00	BIAX LAMPS FOR RECYCLING	0.45	36.00
42.00	FB-40 LAMPS FOR RECYCLING	0.45	18.90
10.00	F-96 LAMPS FOR RECYCLING	0.64	6.40

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

OK TO PAY


ENTERED AUG 2 2006

TOTAL INVOICE

824.15

LIGHTING RESOURCE LLC*
 805 East Francis Street
 Ontario, CA 91761
 USA

D. Young
 8/30/06

UT/A

Invoice
 Invoice Number
 060813
 Invoice Date
 Aug 15, 200

voice: (909) 923-3132
 Fax: (909) 923-3962

Page
 1

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS010	B-06645	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	8/15/06	8/30/06

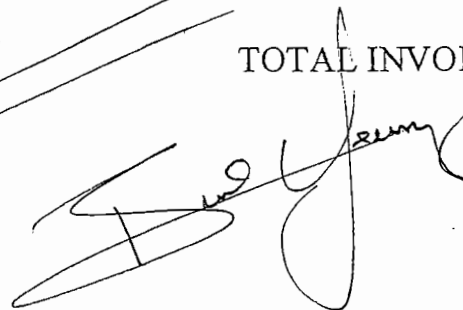
Quantity	Description	Unit Price	Extension
650.00	F-40 LAMPS FOR RECYCLING	0.32	208.00
35.00	HID LAMPS FOR RECYCLING	1.80	63.00
15.00	BIAX LAMPS FOR RECYCLING	0.45	6.75
5.00	FB-40 LAMPS FOR RECYCLING	0.45	2.25
194.00	LBS. LEAD ACID BATTERIES	0.95	184.30
52.00	LBS NON-PCB BALLAST	0.45	23.40

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

ENTERED SEP 18 2006

OK TO PAY

TOTAL INVOICE 487.70



LIGHTING RESOURCE LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

10/25/06

Invoice
 Invoice Number 0610116
 Invoice Date Oct 13, 2006
 Page 1

UT/P

Phone: (909) 923-3132
 Fax: (909) 923-3962

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		B-06645		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		10/13/06	10/28/06
Quantity	Description	Unit Price	Extension		
1,600.00	F-40 LAMPS FOR RECYCLING	0.32	512.00		
40.00	F-60 LAMPS FOR RECYCLING	0.40	16.00		
40.00	HID LAMPS FOR RECYCLING	1.80	72.00		
40.00	BIAX LAMPS FOR RECYCLING	0.45	29.25		
40.00	FB-40 LAMPS FOR RECYCLING	0.45	9.00		
40.00	T-96 LAMPS FOR RECYCLING	0.64	19.20		
40.00	LBS. LEAD ACID BATTERIES	0.95	516.80		
40.00	LBS NON-PCB BALLAST	0.45	16.65		

FISCAL SERVICES RECEIVED
 NOV 13 2006
 500P OCT 31 3:44

ENTERED NOV 14 2006

Please sign invoice (s) signifying receipt of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE 1.190.90

PMY

LIGHTING RESOURCES, LLC

805 East Francis Street

Ontario, CA 91761

USA

11-107

UT/P

Invoice

Invoice Number

061210

Invoice Date

Dec 15, 2006

Page

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE / FISCAL SE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		VRBL GERARDO MINIKAT		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		12/15/06	12/30/06
Quantity	Description	Unit Price	Extension		
1,200.00	F-40 LAMPS FOR RECYCLING	0.32	384.00		
325.00	HID LAMPS FOR RECYCLING	1.80	585.00		
245.00	BIAX LAMPS FOR RECYCLING	0.45	110.25		
155.00	FB-40 LAMPS FOR RECYCLING	0.45	69.75		
4.00	F-96 LAMPS FOR RECYCLING	0.64	2.56		
21.00	LBS. NEON LAMPS FOR RECYCLING	2.85	59.85		
220.00	LBS. LEAD ACID BATTERIES	0.95	209.00		
8.00	LBS. ALKALINE BATTERIES	0.95	7.60		

ENTERED JAN 16 2007

TOTAL INVOICE

1,428.01

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

LIGHTING RESOURCE LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

W. Young
 3/16/07

Invoice
 Invoice Number
 070230
 Invoice Date
 Feb 28, 2007
 Page
 1

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

UT/P

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS010	B-06645	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	2/28/07	3/15/07

Quantity	Description	Unit Price	Extension
1,280.00	F-40 LAMPS FOR RECYCLING	0.32	409.60
9.00	F-96 LAMPS FOR RECYCLING	0.64	5.76
50.00	FB-40 LAMPS FOR RECYCLING	0.45	22.50
120.00	HID LAMPS FOR RECYCLING	1.80	216.00
100.00	BIAX LAMPS FOR RECYCLING	0.45	45.00
16.00	FLOOD LAMPS FOR RECYCLING	0.08	1.28
103.00	LBS. PCB BALLAST DRUM #07113	0.58	59.74
19.00	LBS NON-PCB BALLAST	0.45	8.55

OK TO PAY

[Handwritten Signature]

ENTERED APR 24 2007

Please sign Invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE

768.43

[Handwritten Signature]

LIGHTING RESOURCES, LLC
 806 East Francis Street
 Ontario, CA 91761
 USA

Peter Benson
5/20/07

Invoice
 Invoice Number
 070509
 Invoice Date
 May 9, 2007

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

Page
 1

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		B-07128		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		5/9/07	5/24/07
Quantity	Description	Unit Price	Extension		
2,880.00	F-40 LAMPS FOR RECYCLING	0.32	921.60		
150.00	F-96 LAMPS FOR RECYCLING	0.64	96.00		
50.00	FB-40 LAMPS FOR RECYCLING	0.45	22.50		
120.00	HID LAMPS FOR RECYCLING	1.80	216.00		
ENTERED JUN 14 2007					
Please sign invoice (s) signifying receipt of goods and approval for payment. Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE					

TOTAL INVOICE 1.256.10

PMR

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PRODUCTIVE HOURLY RATE UPDATE

Note: Please provide the rates for the FY: 06-07 and the missing rates for FY: 05-06.

COMMUNITY COLLEGE DISTRICT NAME: PASADENA AREA COMMUNITY COLLEGE DISTRICT

Name	Title	Fiscal Years:	
		05-06	06-07
	AVERAGE ADMINISTRATIVE ASSISTANT	\$ 43.05	
	AVERAGE ADMINISTRATIVE SECRETARY		
	AVERAGE COLLEGE ASSISTANT	\$ 12.50	
	AVERAGE ASSISTANT DEAN	\$ 71.20	
	AVERAGE DEAN	\$ 80.81	
	AVERAGE DIRECTOR	\$ 72.51	
	AVERAGE EXECUTIVE SECRETARY		
	AVERAGE FACULTY		
	AVERAGE PRESIDENT		
GUARDADO, ROBERTO	AVERAGE SKILLED TRADES WORKER		\$ 38.47
	AVERAGE VICE PRESIDENT	\$ 109.25	
ALLAN, CLEON	DATA CONTROLLER	\$ 31.57	LEFT DISTRICT
ALTMETZ, MALINDA	ADMINISTRATIVE ASSISTANT I	\$ 39.32	\$ 41.84
AQUINIGA, JORGE	DEAN, HUMAN RESOURCES	\$ 91.99	\$ 97.88
ARAIZA, ALICE	F.A. INTERVIEWER	\$ 40.29	\$ 42.87

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		05-06	06-07
ARDEN, REBECCA	F.A. INTERVIEWER	\$ 28.52	\$ 31.11
BAIN, CONNA	INTERMEDIATE CLERK II	\$ 30.06	\$ 32.77
BARBOZA, MILDRED	SECRETARY	\$ 31.57	LEFT DISTRICT
BARGSTEN BOTTCHER, MELISSA	SENIOR CLERK	\$ 32.35	\$ 33.59
BAROODY, ALBERT	HOURLY SUPPORT	\$ 16.00	\$ 16.00
BRAUD, ROLAND	COLLEGE ASSISTANT IV	\$ 12.00	\$ 12.00
BRICKERT, PEGGY	SENIOR PURCHASING CLERK	\$ 29.33	\$ 31.21
BUCZKO, JO	NURSE	\$ 55.40	\$ 60.75
BUCZKO, JO	HELATH NURSE		\$ 60.75
BURNS, DOROTHY	PAYROLL SUPERVISOR	\$ 43.35	\$ 47.28
BUSTAMANTE, MARIA	INTAKE SPECIALIST	\$ 29.33	\$ 31.21
CANALES, JUDY	HOURLY SUPPORT	\$ 16.00	\$ 19.00
CAPUTO, RAE ANN	SENIOR ACCOUNT CLERK II	\$ 32.34	\$ 35.27
CARLSON, PAUL	CUSTODIAN	\$ 28.20	\$ 28.20
CLIFFORD, SUSAN	ASSOCIATE DEAN	\$ 74.40	\$ 79.16
CORTEZ, LORI	HUMAN RESOURCES TECHNICIAN II	\$ 38.39	\$ 41.84
COSIO, EUNICE	HOURLY SUPPORT	\$ 16.00	\$ 16.00
CRUTCHFIELD, KAYLA	HOURLY SUPPORT	\$ 12.00	\$ 16.00
DAO, HAN	F.A. INTERVIEWER	\$ 36.54	\$ 38.88

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		05-06	06-07
DESCALZO, MARIA	ACCOUNTING SUPERVISOR	\$ 45.52	\$ 48.42
DIAZ, CANDELARIO	CUSTODIAN	\$ 25.58	\$ 25.58
DUNN, BILLIE	CUSTODIAN	\$ 29.18	RETIRED
FLORES, SARAH	GROUPS SUPERVISOR	\$ 45.52	50.85
GARCIA, ALFRED	SKILLED TRADES WORKER	\$ 33.39	LEFT DISTRICT
GARCIA, GEORGE	GARDNER		\$ 25.92
GLASSCOCK, ED	GARDNER	\$ 28.20	\$ 28.20
GOMEZ, RAUL	CUSTODIAN	\$ 24.97	\$ 24.97
GRIFFITH, BILL	GARDNER	\$ 28.91	\$ 28.91
HARDASH, PETER	VP, ADMINISTRATIVE SERVICES	\$ 109.42	LEFT DISTRICT
HARSHA, RICHARD	SKILLED TRADES WORKER		\$ 40.21
HASSAN, SHERRY	DIRECTOR, BUSINESS SERVICES	\$ 72.38	\$ 77.01
HELLEM, DAVE	SKILLED TRADES WORKER		\$ 38.30
HERNANDEZ, RIGO	CUSTODIAN	\$ 24.97	\$ 25.58
HOLCOMB, META	ADMINISTRATIVE ASSISTANT II	\$ 48.99	\$ 52.13
JACOBS, JACKIE	VP INSTRUCTION	\$ 109.94	\$ 117.62
JALTROSSIAN, ROSETTE	ACCOUNTANT	\$ 34.80	\$ 37.93
JENNINGS, JO-MARIE	CUSTODIAN		\$ 26.57
JENNINGS, MICHAEL	POWER SWEEPER OPERATOR	\$ 30.35	\$ 30.35

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		05-06	06-07
JIMENEZ, BEN	CUSTODIAN	\$ 26.22	\$ 27.53
JIMENEZ, MARIA	CUSTODIAN	\$ 24.97	\$ 24.97
KEEP, TERESA	COLLEGE ASSISTANT IV	\$ 10.00	\$ 10.00
KRAUSE, PAT	INTERMEDIATE CLERK II	\$ 32.34	\$ 34.41
LAM, DOUG	SKILLED TRADES WORKER	\$ 35.14	\$ 35.14
LAUN, MARY ANN	ASSISTANT DEAN, LIBRARY	\$ 77.36	\$ 84.49
LITTLETON, RONNIE	CUSTODIAN	\$ 24.97	\$ 26.86
LOPEZ, EUGENE	GARDNER	\$ 31.09	\$ 31.09
MAGEE, LINDA	ADMINISTRATIVE ASSISTANT I	\$ 42.32	\$ 45.03
MALAGON, APOLLO	GARDNER	\$ 27.53	\$ 28.20
MATTHEWS, LILLIAN	F.A. INTERVIEWER	\$ 38.37	\$ 40.83
MILES, KIM	ASSISTANT DEAN	\$ 62.98	\$ 69.20
MILLER, SUSAN	ADMINISTRATIVE ASSISTANT I	\$ 43.35	\$ 46.13
MILLER, TRACY	HOURLY SUPPORT	\$ 10.00	LEFT DISTRICT
MITCHELL, FELISIA	DATA TECHNICIAN	\$ 32.34	\$ 35.27
MONTGOMERY, DARYL	GARDNER	\$ 26.86	\$ 26.86
MOSELEY, NATASHA	HOURLY SUPPORT	\$ 19.00	LEFT DISTRICT
NANDKISHORE, EDGAR	DIRECTOR, PURCHASING DEPARTMENT	\$ 65.65	\$ 71.56
NORSWORTHY, BRIGITTE	PRINCIPAL ACCOUNTANT	\$ 42.30	\$ 45.01

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		05-06	06-07
PASTIS, LEAH	INTERMEDIATE CLERK II	\$ 28.63	\$ 31.21
PEREZ, YURI	HUMAN RESOURCES TECHNICIAN II	\$ 33.96	\$ 38.90
PERRY, YOLANDE	HOURLY SUPPORT	\$ 19.00	LEFT DISTRICT
PETTY, HELEN	CUSTODIAN	\$ 28.91	RETIRED
PINEDA, ESTHER	INTERMEDIATE CLERK II	\$ 31.57	\$ 34.41
POLO, MELINDA	COORDINATOR, HUMAN RESOURCES	\$ 51.44	\$ 57.47
RAMEY, MARGARET	ASSOCIATE DEAN OF ADMISSIONS	\$ 93.65	\$ 86.01
RAMIREZ, ANA	COLLEGE ASSISTANT IV	\$ 16.00	\$ 16.00
RAMIREZ, JUAN	SKILLED TRADES WORKER		\$ 40.21
RAMIREZ, VERENICE	COLLEGE ASSISTANT IV	\$ 12.00	\$ 12.00
RAYYISS, CHARLES	HOURLY SUPPORT	\$ 23.00	\$ 23.00
RAYYISS, RONALD	HOURLY SUPPORT	\$ 23.00	\$ 23.00
RIVAS-PLATA, JORGE	INTERMEDIATE CLERK II	\$ 30.80	\$ 32.77
RODARTE, KATHLEEN	ASSISTANT DEAN, EOP	\$ 75.30	\$ 82.31
SMITH, CINDY	ADMINISTRATIVE ASSISTANT II	\$ 41.29	\$ 43.93
SUGIMOTO, LISA	VP STUDENT SERVICES	\$ 108.38	\$ 115.96
SUM, ANITA	F.A. INTERVIEWER	\$ 37.44	\$ 39.83
TSE, ROSIE	INTERMEDIATE CLERK II	\$ 29.33	\$ 31.21
SANDRETT TUCKER, SARAH	RECYCLER		\$ 11.00

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

		Fiscal Years:	
Name	Title	05-06	06-07
ULMER, AMY	DIVISION DEAN, ENGLISH DEPT.	\$ 67.96	\$ 74.60

SixTen and Associates Mandate Reimbursement Services

KEITH B. PETERSEN, MPA, JD, President
E-Mail: Kbsixten@aol.com

San Diego
5252 Balboa Avenue, Suite 900
San Diego, CA 92117
Telephone: (858) 514-8605
Fax: (858) 514-8645

Sacramento
3841 North Freeway Blvd., Suite 170
Sacramento, CA 95834
Telephone: (916) 565-6104
Fax: (916) 564-6103

January 16, 2009

CERTIFIED MAIL #7006 3450 0000 3941 8864

Ms. Virginia Brummels, Section Manager
Local Reimbursement Section
Division of Accounting and Reporting
Office of the State Controller
P.O. Box 942850
Sacramento, CA 94250

RE: Annual Reimbursement Claims
Pasadena Area Community College District CC 19335

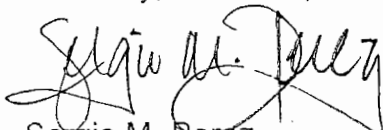
Dear Ms. Brummels:

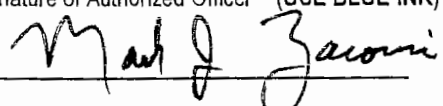
Enclosed please find the original claims and extra copies of the FAM-27 for Pasadena Area Community College District's reimbursement claims listed below:

961/75	Collective Bargaining	2007-2008
764/99	Integrated Waste Management	2007-2008

If you have any questions regarding these claims, please contact me at (858) 514-8605.

Sincerely,


Sergio M. Perez

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 INTEGRATED WASTE MANAGEMENT			For State Controller Use only	Program 256
(01) Claimant Identification Number: CC 19335			(19) Program Number 00256	
			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
			Reimbursement Claim Data	
(02) Claimant Name Pasadena Area Community College District			(22) IWM-1, (03)(A)(1)(f)	1,711
County of Location Los Angeles			(23) IWM-1, (03)(A)(2)(f)	1,711
Street Address 1570 East Colorado Boulevard			(24) IWM-1, (03)(B)(1)(f)	0
City Pasadena State CA Zip Code 91106-2003			(25) IWM-1, (03)(B)(2)(f)	0
Type of Claim	Estimated Claim	Reimbursement Claim	(26) IWM-1, (03)(B)(3)(f)	0
	(03) Estimated <input type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(27) IWM-1, (03)(B)(4)(f)	641
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) IWM-1, (03)(B)(5)(f)	189,568
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(29) IWM-1, (03)(C)(1)(f)	0
Fiscal Year of Cost	(06)	(12) 2007-2008	(30) IWM-1, (03)(C)(2)(f)	6,842
Total Claimed Amount	(07)	(13) \$ 265,067	(31) IWM-1, (03)(D)(f)	641
Less : 10% Late Penalty, not to exceed \$10,000		(14) \$ -	(32) IWM-1, (03)(E)(f)	0
Less : Prior Claim Payment Received		(15) \$ -	(33) IWM-1, (03)(F)(f)	2,563
Net Claimed Amount		(16) \$ 265,067	(34) IWM-1, (06)	63,309
Due from State	(08)	(17) \$ 265,067	(35) IWM-1, (08)	0
Due to State		(18)	(36) IWM-1, (09)	1,918
(37) CERTIFICATION OF CLAIM				
<p>In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the community college district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>				
Signature of Authorized Officer (USE BLUE INK)			Date	
			11/12/2009	
Mark Zacovic			Interim Vice President, Administrative Services	
Type or Print Name			Title	
Name of Contact Person for Claim				
SixTen and Associates			Telephone Number: (858) 514-8605	
			E-mail Address: kbpsixten@aol.com	

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT CLAIM SUMMARY					FORM IWM-1
(01) Claimant: Pasadena Area Community College District			(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>		Fiscal Year 2007-2008	
Direct Costs		Object Accounts				
(03) Reimbursable Activities		(a)	(b)	(c)	(d)	(e)
		Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training
		Total				
A. One-Time Activities						
1	Development of Policies and Procedures	\$ 1,710.60	\$ -	\$ -	\$ -	\$ 1,710.60
2	Staff Training	\$ 1,710.60	\$ -	\$ -	\$ -	\$ 1,710.60
B. Ongoing Activities						
1	Completion and Submission of Plan to Board	\$ -	\$ -	\$ -	\$ -	\$ -
2	Response to Board During Approval Process	\$ -	\$ -	\$ -	\$ -	\$ -
3	Consultation with Board	\$ -	\$ -	\$ -	\$ -	\$ -
4	Designation of Waste Reduction and Recycling Coordinator	\$ 640.80	\$ -	\$ -	\$ -	\$ 640.80
5	Diversion and Maintenance of Approved Level of Reduction	\$ 185,604.96	\$ -	\$ 3,962.70	\$ -	\$ 189,567.66
C. Alternative Compliance						
1	Alternative Requirements or Time Extension for 1/1/02 for 25% Waste	\$ -	\$ -	\$ -	\$ -	\$ -
2	Alternative Requirements or Time Extension for 1/1/04 for 50% Waste	\$ 6,842.40	\$ -	\$ -	\$ -	\$ 6,842.40
D. Accounting System		\$ 640.80	\$ -	\$ -	\$ -	\$ 640.80
E. Annual Report		\$ -	\$ -	\$ -	\$ -	\$ -
F. Annual Recycled Material Reports		\$ 2,563.20	\$ -	\$ -	\$ -	\$ 2,563.20
(04) Total Direct Costs		\$ 199,713.36	\$ -	\$ 3,962.70	\$ -	\$ 203,676.06
Indirect Costs						
(05) Indirect Cost Rate		[Federally approved OMB A-21, FAM-29C, or 7%]				31.70%
(06) Total Indirect Costs		[Line (05) x line (04)(a)]				\$ 63,309.14
(07) Total Direct and Indirect Costs		[Line (04)(f) + line (06)]				\$ 266,985.20
Cost Reduction						
Less: Offsetting Savings						\$ -
(09) Less: Other Reimbursements						\$ 1,917.78
(10) Total Claimed Amount		[Line (07) - {Line (08) + Line (09)}]				\$ 265,067.42

Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2007-2008
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board Dunning Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input checked="" type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts					(g)	(h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed, and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries and Benefits	Materials and Supplies	Contract Services	Fixed Assets	Travel and Training
Diverging solid waste from landfill disposal or transformation facilities - implementing plan							
Flores, Sarah - Facilities Supervisor	\$63.40	12.0	\$ 640.80				
Diverging solid waste from landfill disposal or transformation facilities - recycling							
Casteneda, Anthony - Custodian	\$33.91	24.0	\$ 813.84				
Diaz, Candelario - Custodian	\$28.48	48.0	\$ 1,367.04				
Galvan, Lucia - Custodian	\$12.00	48.0	\$ 576.00				
Garcia, George - Gardener	\$27.22	24.0	\$ 653.28				
Glasscock, Ed - Gardener	\$31.51	24.0	\$ 756.24				
Gomez, Raul - Custodian	\$27.90	252.0	\$ 7,030.80				
Griffith, Bill - Gardener	\$32.30	24.0	\$ 775.20				
Hernandez, Rigoberto - Custodian	\$28.58	48.0	\$ 1,371.84				
Jennings, Jo-Marie - Custodian	\$27.90	48.0	\$ 1,339.20				
Jennings, Mike - Gardener	\$33.91	24.0	\$ 813.84				
Jimenez, Ben - Custodian	\$30.76	768.0	\$ 23,623.68				
Jimenez, Maria - Custodian	\$30.76	480.0	\$ 14,764.80				
Lighting Resources, Inc. - Contractor	\$100.00	39.6			\$ 3,962.70		
Littleton, Ronnie - Custodian	\$28.58	96.0	\$ 2,743.68				
Lopez, Gene - Gardener	\$34.74	24.0	\$ 833.76				
Montgomery, Daryl - Gardener	\$30.78	24.0	\$ 738.72				
Diverging solid waste from landfill disposal or transformation facilities - source reduction							
Casteneda, Anthony - Custodian	\$33.91	480.0	\$ 16,276.80				
Diaz, Candelario - Custodian	\$28.48	24.0	\$ 683.52				
Garcia, George - Gardener	\$27.22	480.0	\$ 13,065.60				
Glasscock, Ed - Gardener	\$31.51	480.0	\$ 15,124.80				
Gomez, Raul - Custodian	\$27.90	24.0	\$ 669.60				
Griffith, Bill - Gardener	\$32.30	480.0	\$ 15,504.00				
Hernandez, Rigoberto - Custodian	\$28.58	24.0	\$ 685.92				
Jennings, Jo-Marie - Custodian	\$27.90	24.0	\$ 669.60				
Jennings, Mike - Gardener	\$33.91	480.0	\$ 16,276.80				
Jimenez, Ben - Custodian	\$30.76	24.0	\$ 738.24				
Jimenez, Maria - Custodian	\$30.76	24.0	\$ 738.24				
Littleton, Ronnie - Custodian	\$28.58	24.0	\$ 685.92				
Lopez, Gene - Gardener	\$34.74	480.0	\$ 16,675.20				
Lopez, Jose - Custodian	\$29.57	480.0	\$ 14,193.60				
Montgomery, Daryl - Gardener	\$30.78	480.0	\$ 14,774.40				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 185,604.96	\$ -	\$ 3,962.70	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2007-2008
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input checked="" type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report
		<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses				Object Accounts				
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training	
Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004								
Flores, Sarah Facilities Supervisor	\$53.40	48.0	\$ 2,563.20					
Van Pelt, Rick Director, Facilities Services	\$89.15	48.0	\$ 4,279.20					

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 6,842.40	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2007-2008
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input checked="" type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses	Object Accounts						
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Developing, implementing, maintaining accounting system to track source reduction, recycling, or composting Flores, Sarah Facilities Supervisor	\$53.40	12.0	\$ 640.80				

(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page 1 of 1	\$ 640.80	\$ -	\$ -	\$ -	\$ -
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Program 256	MANDATED COSTS INTEGRATED WASTE MANAGEMENT ACTIVITY COST DETAIL	FORM IWM-2
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(01) Claimant Pasadena Area Community College District	(02) Fiscal Year 2007-2008
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(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities	<input type="checkbox"/> Development of Policies and Procedures	<input type="checkbox"/> Staff Training	
Ongoing Activities	<input type="checkbox"/> Completion and Submission of Plan to Board	<input type="checkbox"/> Response to Board During Approval Process	<input type="checkbox"/> Consultation with Board
	<input type="checkbox"/> Designation of Waste Reduction and Recycling Coordinator	<input type="checkbox"/> Maintenance of Approved Level of Reduction	
Alternative Compliance	<input type="checkbox"/> Alternative Requirement or Time Extension for 1/1/02 for 25% Waste	<input type="checkbox"/> Alternative Requirement of Time Extension for 1/1/04 for 50% Waste	
	<input type="checkbox"/> Accounting System	<input type="checkbox"/> Annual Report	<input checked="" type="checkbox"/> Annual Recycled Material Reports

(04) Description of Expenses				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training
Reporting annually to the Board quantities of recyclable materials collected Flores, Sarah Facilities Supervisor	\$53.40	48.0	\$ 2,563.20				

(05) Total <input checked="" type="checkbox"/>	Subtotal <input type="checkbox"/>	Page 1 of 1	\$ 2,563.20	\$ -	\$ -	\$ -	\$ -
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Pasadena Area Community College District
 764/99 INTEGRATED WASTE MANAGEMENT
 2007-2008
 Sort by Name

Date	Hours	Employee Name	Title	PHR	Salary	Activity	Component
ab-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Developing the necessary district policies and procedures	Development of Policies and Procedures
ar-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Developing the necessary district policies and procedures	Development of Policies and Procedures
pr-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Developing the necessary district policies and procedures	Development of Policies and Procedures
ay-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Developing the necessary district policies and procedures	Development of Policies and Procedures
in-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Developing the necessary district policies and procedures	Development of Policies and Procedures
il-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
ig-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
ip-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
it-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
iv-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
ic-07	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
n-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
b-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
ir-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
r-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
y-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
1-08	1.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$89.15	Training district staff on the requirements and implementation of the plan	Staff Training
l-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
j-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
l-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-07	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-08	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-08	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-08	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-08	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
o-08	4.00	Van Pelt, Rick	Director, Facilities Services	\$89.15	\$356.60	Alternative requirement or time extension if unable to comply with 50% waste reduction by January 1, 2004	Alternative Requirement or Time Extension for 1/1/04 for 50% Waste
	72.00	Van Pelt, Rick Total			\$6,418.80		
	6231.63	Grand Total			\$203,676.06		



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

NEW ADDRESS

DCA Western Field Office
80 7th Street, Suite 4-800
San Francisco, CA 94103

APR 25 2007

James Albanese
Interim VP Administrative Services
Pasadena City College
aka Pasadena Area Community College
1570 East Colorado Boulevard
Pasadena, CA 91106-2003

Dear Mr. Albanese:

A copy of an indirect cost Negotiation Agreement is attached. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Please have the Agreement signed by a duly authorized representative of your organization and return it to me BY FAX, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal together with supporting information are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on your fiscal year ending 06/30/09, is due in our office by 12/31/09.

Sincerely,

Wallace Chan
Director

Attachment

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY FAX

Phone: (415) 437-7820 - Fax: (415) 437-7823 - E-mail: dcaaf@pac.gov

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN #:

DATE: April 24, 2007

INSTITUTION:
Pasadena City College
aka Pasadena Area Community College
1570 East Colorado Boulevard

FILING REF.: The preceding
Agreement was dated
June 22, 2005

Pasadena CA 91106-2003

The rates approved in this agreement are for use on grants, contracts and other
agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*

RATE TYPES:		FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/07	06/30/10	31.7	All	(1)
FINAL	07/01/04	06/30/06	16.7	All	ED Restricted Pgrms.
PRED.	07/01/06	06/30/10	16.7	All	ED Restricted Pgrms.
PROV.	07/01/10	06/30/11	31.7	All	(1)
PROV.	07/01/10	06/30/11	16.7	All	ED Restricted Pgrms.

(1) All except ED restricted programs.

*BASE:
Direct salaries and wages including all fringe benefits.

Schedule 1
Pasadena Area College District
Integrated Waste Management
Fiscal Year: 2007-2008
Recycling Income

Purpose: To summarize reimbursements received for Integrated Waste Management

Source: Pasadena CCD receipts.

Findings:

Vendor	Description	Date Issued	Amount
Smurfit Stone	Recycling Paper	8/25/2007	\$246.64
Smurfit Stone	Recycling Paper	9/27/2007	\$236.51
Smurfit Stone	Recycling Paper	11/5/2007	\$75.21
Smurfit Stone	Recycling Paper	12/4/2007	\$222.39
Smurfit Stone	Recycling Paper	1/4/2008	\$136.74
Smurfit Stone	Recycling Paper	1/24/2008	\$60.50
Smurfit Stone	Recycling Paper	3/12/2008	\$222.49
Smurfit Stone	Recycling Paper	4/10/2008	\$119.83
Smurfit Stone	Recycling Paper	5/12/2008	\$373.72
Smurfit Stone	Recycling Paper	5/29/2008	\$116.89
Smurfit Stone	Recycling Paper	6/19/2008	\$106.86
Total			\$1,917.78

Conclusion: Findings go forward to IWM-1.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

052011

RECEIVED FROM

Smurfit Stone

DATE

8/20/07

ADDRESS

FOR

Recycled paper

DOLLARS \$

2410.64

AMOUNT OF ACCOUNT

\$ _____

AMOUNT PAID

\$ _____

BALANCE DUE

2410.64 \$ *75*

01-8899-3705

CASH

CHECK

M.O.

CREDIT CARD

By

DMU

DATE 9/27/11

RECEIVED FROM Smu/Kit - Stone
ADDRESS _____

FOR Recycled Paper DOLLARS \$ 236.51

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

01-8896-3703

CASH CHECK M.O. CREDIT CARD

BY DMV

9414010732

PASADENA AREA COMMUNITY COLLEGE DISTRICT 056861

RECEIVED FROM Smurfit Stone DATE 11/5/07
 ADDRESS _____
 FOR Recycled Paper DOLLARS \$ 75.21
 AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY DMV

#9414011011

PASADENA AREA COMMUNITY COLLEGE DISTRICT 056934

RECEIVED FROM Smurfit Stone DATE 12/4/07
 ADDRESS _____
 FOR Recycled Paper DOLLARS \$ 222.39
 AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY DMV

#9414011279

PASADENA AREA COMMUNITY COLLEGE DISTRICT 056987

RECEIVED FROM Smurfit - Stone DATE 1/4/08
 ADDRESS _____
 FOR Recycled Paper DOLLARS \$ 136.74
 AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY DMV

#9414011522

PASADENA AREA COMMUNITY COLLEGE DISTRICT 063032

RECEIVED FROM Smurfit - Stone DATE 1/24/08
 ADDRESS _____
 FOR Recycled Paper DOLLARS \$ 100.50
 AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____
 CASH CHECK M.O. CREDIT CARD BY DMV

01-8890-3703

PASADENA AREA COMMUNITY COLLEGE DISTRICT 063159

RECEIVED FROM Smurfit - Stone DATE 3/12/08
 ADDRESS _____

FOR Recycled Paper DOLLARS \$ 222.49

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY DMV

01-8890-3703

94 4012049

PASADENA AREA COMMUNITY COLLEGE DISTRICT 070641

RECEIVED FROM Smurfit - Stone DATE 4/10/08
 ADDRESS _____

FOR Recycled Paper DOLLARS \$ 119.83

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY DMV

01-8890-3703

9414012295

PASADENA AREA COMMUNITY COLLEGE DISTRICT 070720

RECEIVED FROM Smurfit - Stone DATE 5/12/08
 ADDRESS _____

FOR Recycled Paper DOLLARS \$ 373.72

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY DMV

01-8890-3703

9414012565

PASADENA AREA COMMUNITY COLLEGE DISTRICT 070766

RECEIVED FROM Smurfit Stone DATE 5/29/08
 ADDRESS _____

FOR Recycled Paper DOLLARS \$ 116.89

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____

CASH CHECK M.O. CREDIT CARD BY _____

01-8890-3703

CORPORATE Branch Manhattan Bank Below
 1201 Market Street

PASADENA AREA COMMUNITY COLLEGE DISTRICT

075838

RECEIVED FROM Smunjit Stone
ADDRESS _____

DATE 11/19/08

FOR Recycled Papers

DOLLARS \$ 100.86

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

01-8890-3703

CASH CHECK M.O. CREDIT CARD

By DMV

#9414013140

Schedule 2
Pasaden Area Community College District
764/99 Integrated Waste Management
Fiscal Year: 2007-2008
Recycling Costs

Purpose: To summarize recycling costs for Integrated Waste Management

Source: Company Invoices

Findings:

Vendor	Description	Date Issued	Amount
Lighting Resources, Inc.	Recycling of Fluorescent Lighting Tubes and High Intensity Discharge Bulbs	8/27/2007	\$664.41
Lighting Resources, Inc.		11/9/2007	\$800.27
Lighting Resources, Inc.		1/18/2008	\$1,058.18
Lighting Resources, Inc.		3/21/2008	\$818.04
Lighting Resources, Inc.		4/14/2008	\$621.80
Total			\$3,962.70

Conclusion: Findings go forward to IWM-2.

LIGHTING RESOURCES, LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

Peter
 7/30/07

Invoice
 Invoice Number
 070720

Invoice Date
 Jul 18, 2007

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

Page

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		B-07128		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		7/18/07	8/2/07
Quantity	Description	Unit Price	Extension		
1,400.00	F-40 LAMPS FOR RECYCLING	0.32	448.00		
30.00	F-96 LAMPS FOR RECYCLING	0.64	19.20		
22.00	FB-40 LAMPS FOR RECYCLING	0.45	9.90		
34.00	HID LAMPS FOR RECYCLING	1.80	61.20		
48.00	BIAX LAMPS FOR RECYCLING	0.45	21.60		
15.00	4' SHATTERSHIELD LAMPS FOR RECYCL	1.00	15.00		
97.00	LBS. PCB BALLAST DRUM/TRANSFORMERS #07467	0.58	56.26		
16.00	LBS. LEAD ACID BATTERIES	0.95	15.20		
12.00	LBS. ALKALINE BATTERIES	0.95	11.40		
7.00	LBS. NI-CAD BATTERIES	0.95	6.65		

ENTERED AUG 22 2007

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. - ACCTS. PAYABLE

TOTAL INVOICE

664.41

FW

LIGHTING RESOURCES LLC
 805 East Francis Street
 Ontario, CA 91761
 USA

Peter
 10/05/07

UT/P

Invoice
 Invoice Number: 070920
 Invoice Date: Sep 19, 2007
 Page 1

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		P-08-00398		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		9/19/07	10/4/07
Quantity	Description	Unit Price	Extension		
210.00	F-20 LAMPS FOR RECYCLING	0.16	33.60		
1,228.00	F-40 LAMPS FOR RECYCLING	0.32	392.96		
7.00	F-96 LAMPS FOR RECYCLING	0.64	4.48		
82.00	HID LAMPS FOR RECYCLING	1.80	147.60		
362.00	BIAX LAMPS FOR RECYCLING	0.45	162.90		
34.00	NON PCB TRANSFORMER/PCB	0.45	15.30		
11.00	LBS. PCB BALLAST DRUM	0.58	6.38		
39.00	LBS. LEAD ACID BATTERIES	0.95	37.05		
<p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. - ACCTS. PAYABLE</p>					
<p>ENTERED NOV 5 2007</p>					

TOTAL INVOICE

800.27

RM

LIGHTING RESOURCES "2007"
 805 East Francis Street
 Ontario, CA 91761
 USA

letter
 12/17/07

INVOICE
 Invoice Number
 07112:
 Invoice Date
 Nov 26, 2007
 Page

Voice: (909) 923-3132
 Fax: (909) 923-3962

UT/P

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID	Customer PO	Payment Terms	
PAS010	P-08-00396	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ONTARIO	LRI	11/26/07	12/11/07

Quantity	Description	Unit Price	Extension
45.00	F-20 LAMPS FOR RECYCLING	0.16	7.20
1,785.00	F-40 LAMPS FOR RECYCLING	0.32	571.20
2.00	F-96 LAMPS FOR RECYCLING	0.64	1.28
38.00	FB-40 LAMPS FOR RECYCLING	0.45	17.10
98.00	HID LAMPS FOR RECYCLING	1.80	176.40
310.00	BIAX LAMPS FOR RECYCLING	0.45	139.50
209.00	LBS. E WASTE (1 CER, 3 CAR RADIOS)	0.35	73.15
25.00	LBS. LEAD ACID BATTERIES	0.95	23.75
18.00	LBS. ALKALINE BATTERIES	0.95	17.10
13.00	LBS. NI-CAD BATTERIES	0.95	12.35
2.00	LITHIUM BATTERIES	3.95	7.90
19.00	NON PCB TRANSFORMER	0.45	8.55
6.00	LBS NON-PCB CAPACITORS DRUM	0.45	2.70

ENTERED JAN 5 2008

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE 1,058.18
 RUM

LIGHTING RESOURCES ' LC
805 East Francis Street
Ontario, CA 91761
USA

1214
 2/20/08
 UT/P

Invoice
 Invoice Number
 080210
 Invoice Date
 Feb 12, 2008
 Page

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		P-08-00398		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI			2/27/08
Quantity	Description	Unit Price	Extension		
1,700.00	F-40 LAMPS FOR RECYCLING	0.32	544.00		
1.00	F-96 LAMPS FOR RECYCLING	0.64	0.64		
120.00	FB-40 LAMPS FOR RECYCLING	0.45	54.00		
60.00	HID LAMPS FOR RECYCLING	1.80	108.00		
218.00	BIAX LAMPS FOR RECYCLING	0.45	98.10		
14.00	LBS. LEAD ACID BATTERIES	0.95	13.30		

ENTERED MAR 18 2008

Please sign invoice (s) signifying receipt
 of goods and approval for payment
 Return immediately to:
 ACCOUNTING DEPT. — ACCTS. PAYABLE

TOTAL INVOICE

818.04

RMM

LIGHTING RESOURCES LLC
 305 East Francis Street
 Ontario, CA 91761
 USA

reter
 3/27/08

UT/P

Invoice
 Invoice Number 080311
 Invoice Date Mar 11, 2008
 Page

Phone: (909) 923-3132
 Fax: (909) 923-3962

Sold To:

ACCOUNTS PAYABLE
 PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

GENERATOR:

PASADENA CITY COLLEGE
 1570 EAST COLORADO BLVD.
 PASADENA, CA 91106

Customer ID		Customer PO		Payment Terms	
PAS010		P-08-00398 ✓		Net 15 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
ONTARIO		LRI		3/11/08	3/26/08
Quantity	Description	Unit Price	Extension		
590.00	F-40 LAMPS FOR RECYCLING	0.32	188.80		
10.00	F-96 LAMPS FOR RECYCLING	0.64	6.40		
10.00	FB-40 LAMPS FOR RECYCLING	0.45	4.50		
98.00	HID LAMPS FOR RECYCLING	1.80	176.40		
52.00	BIAX LAMPS FOR RECYCLING	0.45	23.40		
102.00	LBS. LEAD ACID BATTERIES	0.95	96.90		
132.00	LBS. ALKALINE BATTERIES	0.95	125.40		
<p>ENTERED APR 8 2008</p> <p>Please sign invoice (s) signifying receipt of goods and approval for payment Return immediately to: ACCOUNTING DEPT. — ACCTS. PAYABLE</p>					

TOTAL INVOICE

621.80

Rm

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Anthony Casteneda Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/09

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Anthony Casteneda Date 11/09

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Candelario Diaz Employee Name Custodian Exact Position Title
Facilities Services Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, proactively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Candelario Diaz Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN**

PCC
District

SARAH FLORES
Employee Name

FACILITIES SUPERVISOR
Exact Position Title

FACILITIES SERVICES
Department/Location

7277
Telephone #

12mo/11mo/10mo/hrly
Work year length

Fiscal Year: 07/08

- Code 1 **Policies and Procedures:** Developing the necessary policies and procedures.
- Code 2 **Staff Training:** Training district staff on the requirements and implementation of the mandate.
- Code 3 **Plan Development:** Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
- Code 4 **Alternative Compliance:** In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													0
4	Alternative Compliance	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs

7-4/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

PCC
 District

Sarah Flores
 Employee Name

FACILITIES SUPERVISOR
 Exact Position Title

Facilities Services
 Department/Location

(426) 585-7278
 Telephone #

12mo/11mo/10mo/hrly
 Work year length

Fiscal Year: 02/00

- Code 5 College Coordinator: Coordination duties not specific to other activity codes.
- Code 6 Plan Implementation: Implementing the Plan other than specific source reduction, recycling and composting activities.
- Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
- Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
5	College Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	12
6	Plan Implementation See IWM 1.6 B-3	1	1	1	1	1	1	1	1	1	1	1	1	12
7	Accounting System.	1	1	1	1	1	1	1	1	1	1	1	1	12
8	Annual Report	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Sarah Flores Date 11/00

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District LUCA GALVAN Employee Name Custodian Exact Position Title
Facilities Services Department/Location 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction													
6 B	Recycling	+	+	+	+	+	+	+	+	+	+	+	+	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Luca Galvan Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District George Garcia Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626)585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/00

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature George Garcia Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ed Glasscock Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 02/00

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ed Glasscock Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Raul Gomez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 02/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	21	21	21	21	21	21	21	21	21	21	21	21	252
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Raul Gomez Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District Bill Griffith Employee Name Gardener Exact Position Title
Facilities Services Department/Location (426) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Bill Griffith Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Rigoberto Hernandez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (726) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rigoberto Hernandez Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

District PCC Employee Name do-Marie Jennings Exact Position Title Custodian
 Department/Location Facilities Telephone # 565 7277 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	4	4	4	4	4	4	4	4	4	4	4	4	48
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature do-Marie Jennings Date 11/08

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC Mike Jennings Gardener
 District Employee Name Exact Position Title
Facilities Services (626) 585-7278 12mo/11mo/10mo/hrly Fiscal Year: 07/08
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Mike Jennings Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PC C District Benjamin, Ben Employee Name custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	64	64	64	64	64	64	64	64	64	64	64	64	768
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Benjamin Jennings Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Maria Jimenez Employee Name Custodian Exact Position Title
Facilities Services Department/Location (6226) 585-7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 02/09

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	40	40	40	40	40	40	40	40	40	40	40	40	480
6 C	Composting													0
6 D	Special Waste													0
6 E	Procurement Activities													0

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Maria Jimenez Date 11/09

If you have any questions, please contact _____, at _____

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC District Ronnie Littleton Employee Name Custodian Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 02/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	2	2	2	2	2	2	2	2	2	2	2	2	24
6 B	Recycling	8	8	8	8	8	8	8	8	8	8	8	8	96
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Ronnie Littleton Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC
District Gene Lopez Employee Name Gardener Exact Position Title
Facilities Services Department/Location (626) 585-7278 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Gene Lopez Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PCC JOSE LOPEZ Gardener
 District Employee Name Exact Position Title
Facilities Services (626)585-7278 12mo/11mo/10mo/hrly Fiscal Year: 02/08
 Department/Location Telephone # Work year length

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs

Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events

Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs

Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.

Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling													
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Jose Lopez Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

**Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD)
3. SOURCE REDUCTION, COMPOSTING, AND RECYCLING**

PC 9
 District PC 9 Employee Name Daryl Montgomery Exact Position Title Gardener
 Department/Location Facilities Services Telephone # (626) 585-7277 Work year length 12mo/11mo/10mo/hrly Fiscal Year: 07/00

Code 6A Source Reduction: Reusable cups, use of electronic forms and media, double-sided copying, property re-utilization, utilizing CalMAX, food exchange, salvage yards, grass-cycling, and other programs
Code 6B Recycling: Paper, cardboard, glass, plastics, scrap metal, special collection programs, clean-up events
Code 6C Composting: commercial pick-up of green waste, food waste composting, and other programs
Code 6D Special Waste: Concrete/rubble, concrete/asphalt, rendering/grease, tires, landfills, used oil/antifreeze, white and brown goods recycling, wood waste chipping/composting, batteries, paint, etc.
Code 6E Procurement Activities: State and College recycled content procurement policy, requiring recycled content product certification for all purchases, pro-actively working with recycled product supplies.

REPORT STAFF TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
6 A	Source Reduction	40	40	40	40	40	40	40	40	40	40	40	40	480
6 B	Recycling	2	2	2	2	2	2	2	2	2	2	2	2	24
6 C	Composting													
6 D	Special Waste													
6 E	Procurement Activities													

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature  Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

Employee Time Record Sheet for Mandated Programs
764/99 INTEGRATED WASTE MANAGEMENT (CCD) 1. ESTABLISHING THE PLAN

PCC District RICK VAN PELT Employee Name FACILITIES DIRECTOR Exact Position Title
FACILITIES SERVICES Department/Location 7277 Telephone # 12mo/11mo/10mo/hrly Work year length Fiscal Year: 07/08

- Code 1 Policies and Procedures: Developing the necessary policies and procedures.
 Code 2 Staff Training: Training district staff on the requirements and implementation of the mandate.
 Code 3 Plan Development: Developing and adopting a State Agency Model Integrated Waste Management Plan on or before July 15, 2000, and submitting the district's plan to the California Waste Management Board.
 Code 4 Alternative Compliance: In the event it is necessary to obtain one or more extensions of time to comply with the 25% and/or 50% minimum waste reduction requirements; presenting substantial evidence that the district is making a good faith effort to implement the plan and/or plan of correction.

REPORT TIME IN HOURS PER MONTH

Code	Reimbursable Activity	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Total
1	Policies and Procedures	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Staff Training	1	1	1	1	1	1	1	1	1	1	1	1	12
3	Plan Development													0
4	Alternative Compliance	4	4	4	4	4	4	4	4	4	4	4	4	48

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

Employee Signature Rick van Pelt (for) Date 11/08

If you have any questions, please contact _____, at _____.

PLEASE SUBMIT THIS INFORMATION BY _____; TO _____.

PLEASE RESPOND BY: December 18, 2008

We need the following staff PHRÆ™s:

Name	Title	2007-2008 PHR
Adriano, Mi	Intake Support College Assist	\$ 25.32
Benjamin, Ben Simenez, Ben	Custodian	\$ 29.29
Cardelas, Maria C.	Intake Support College Assist	\$ 16.-
Carter, Yvonne	College Assistant III	\$ 10.-
Casteneda, Anthony	Gardener Custodian	\$ 33.91
Galvan, Lucia	Custodian College Assist	\$ 12.-
Li, Grace	Intake Support College Assist	\$ 16.-
Littler, Jan	College Assistant III	\$ 10.-
Lopez, Jose	Gardener Custodian	\$ 29.57
McMyran, Grevork Maryan	Intake Support College Assist	\$ 12.-
Pallay, Lisa	Intake support College Assist	\$ 10.-
Salcedo, Tina	Intake Support College Assist	\$ 16.-
Smith, Tony Anthony C.	Intake support College Assist	\$ 23.-
Williams, Jarom Jarom	Intake support College Assist	\$ 16.-

Thank you

Sergio Perez

SMP:te

SixTen and Associates
858-514-8605

The weather's getting colder, but the movies are getting hotter. See Moviefone's holiday movie guide and get the Moviefone Toolbar today.

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		06-07	
CARLSON, PAUL	CUSTODIAN	\$ 28.20	\$ 32.60
CLIFFORD, SUSAN	ASSOCIATE DEAN	\$ 79.16	RETIRED
CORTEZ, LORI	HUMAN RESOURCES TECHNICIAN II	\$ 41.84	\$ 43.93
COSIO, EUNICE	HOURLY SUPPORT	\$ 16.00	\$ -
CRUTCHFIELD, KAYLA	HOURLY SUPPORT	\$ 16.00	\$ -
DAO, HAN	F.A. INTERVIEWER	\$ 38.88	\$ 41.82
DESCALZO, MARIA	ACCOUNTING SUPERVISOR	\$ 48.42	\$ 52.13
DIAZ, CANDELARIO	CUSTODIAN	\$ 25.58	\$ 28.48
ESPARAZA, ABRAN	HOURLY SUPPORT		\$ 12.00
FLORES, SARAH	GROUNDS SUPERVISOR	\$ 50.85	\$ 53.40
GARCIA, GEORGE	GARDNER	\$ 25.92	\$ 27.22
GLASSCOCK, ED	GARDNER	\$ 28.20	\$ 31.51
GOMEZ, RAUL	CUSTODIAN	\$ 24.97	\$ 27.90
GREEN, ALICIA	HOURLY SUPPORT		\$ 19.00
GRIFFITH, BILL	GARDNER	\$ 28.91	\$ 32.30
GUARDADO, ROBERTO	SKILLED TRADES WORKER		\$ 33.91
HARSHA, RICHARD	SKILLED TRADES WORKER	\$ 40.21	\$ 43.28
HASSAN, SHERRY	DIRECTOR, BUSINESS SERVICES	\$ 77.01	\$ 80.86
HELLEM, DAVE	SKILLED TRADES WORKER	\$ 38.30	\$ 40.21

Six Ten and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		06-07	
HERNANDEZ, RIGOBERTO	CUSTODIAN	\$ 25.58	\$ 28.58
HOLCOMB, META	ADMINISTRATIVE ASSISTANT II	\$ 52.13	RETIRED
JACOBS, JACKIE	VP INSTRUCTION	\$ 117.62	\$ 124.35
JALTOROSSIAN, ROSETTE	ACCOUNTANT	\$ 37.93	\$ 39.83
JENNINGS, JO-MARIE	CUSTODIAN	\$ 26.57	\$ 27.90
JENNINGS, MICHAEL	POWER SWEEPER OPERATOR	\$ 30.35	\$ 33.91
JIMENEZ, BENJAMIN	CUSTODIAN	\$ 27.53	\$ 30.76
JIMENEZ, MARIA	CUSTODIAN	\$ 24.97	\$ 27.90
KEEP, TERESA	ADJUNCT FACULTY	\$ 10.00	\$ 54.37
KRAUSE, PAT	INTERMEDIATE CLERK II	\$ 34.41	\$ 36.13
LAM, DOUG	SKILLED TRADES WORKER	\$ 35.14	\$ 39.26
LAUN, MARY ANN	ASSISTANT DEAN, LIBRARY	\$ 84.49	\$ 88.72
LeCLAIRE, DAVID	ASSISTANT DIRECTOR		\$ 40.84
LIAO, I CHEN	HOURLY SUPPORT		\$ 16.00
LITTLETON, RONNIE	CUSTODIAN	\$ 26.86	\$ 28.58
LOPEZ, EUGENE	GARDNER	\$ 31.09	\$ 34.74
MAGEE, LINDA	ADMINISTRATIVE ASSISTANT I	\$ 45.03	\$ 47.28
MALAGON, APOLLO	GARDNER	\$ 28.20	RETIRED
MATTHEWS, LILLIAN	F.A. INTERVIEWER	\$ 40.83	\$ 42.87

Six Ten and Associates

MANDATE REIMBURSEMENT SERVICES

Name	Title	Fiscal Years:	
		06-07	
MILES, KIM	ASSISTANT DEAN	\$ 69.20	\$ 72.66
MILLER, SUSAN	ADMINISTRATIVE ASSISTANT I	\$ 46.13	\$ 48.43
MITCHELL, FELISIA R	DATA TECHNICIAN	\$ 35.27	\$ 37.03
MONTGOMERY, DARYL	GARDNER	\$ 26.86	\$ 30.78
NANDKISHORE, EDGAR	DIRECTOR, PURCHASING DEPARTMENT	\$ 71.56	\$ 75.14
NGUYEN, LYNN	HOURLY SUPPORT		\$ 16.00
NORSWORTHY, BRIGITTE	PRINCIPAL ACCOUNTANT	\$ 45.01	\$ 47.26
PASTIS, LEAH	INTERMEDIATE CLERK II	\$ 31.21	\$ 32.77
PEREZ, YURI	HUMAN RESOURCES TECHNICIAN II	\$ 38.90	\$ 40.84
PINEDA, ESTHER	INTERMEDIATE CLERK II	\$ 34.41	\$ 36.13
POLO, MELINDA	COORDINATOR, HUMAN RESOURCES	\$ 57.47	\$ 60.34
QUEZADA, LORENA	DATA TECHNICIAN		\$ 29.01
RAMEY, MARGARET	ASSOCIATE DEAN OF ADMISSIONS	\$ 86.01	\$ 90.32
RAMIREZ, ANA	COLLEGE ASSISTANT	\$ 16.00	\$ 16.00
RAMIREZ, JUAN	SKILLED TRADES WORKER	\$ 40.21	\$ 42.22
RAMIREZ, VERENICE	COLLEGE ASSISTANT V	\$ 12.00	\$ 12.00
RAYYISS, CHARLES	HOURLY SUPPORT	\$ 23.00	\$ 23.00
RAYYISS, RONALD	HOURLY SUPPORT	\$ 23.00	\$ 23.00
RIVAS-PLATA, JORGE	INTERMEDIATE CLERK II	\$ 32.77	\$ 34.41

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

Fiscal Years:

Name	Title	06-07	
RODARTE, KATHLEEN	ASSISTANT DEAN, EOP	\$ 82.31	\$ 86.42
SAGHDEJIAN, JANINE	COLLEGE ASSISTANT		\$ 16.00
SCHARLER, GRACE	SECRETARY		\$ 29.72
SERRANO, FERNANDO	HOURLY SUPPORT		\$ 16.00
SMITH, CINDY	ADMINISTRATIVE ASSISTANT II	\$ 43.93	\$ 46.13
SUGIMOTO, LISA	VP STUDENT SERVICES	\$ 115.96	\$ 122.60
SUM, ANITA	F.A. INTERVIEWER	\$ 39.83	\$ 41.82
TORRES, CHRISTINE	HOURLY SUPPORT		\$ 19.00
TORRES, GONZALO	HOURLY SUPPORT		\$ 12.00
TRAN, LUCINDA	HOURLY SUPPORT		\$ 12.00
TROUNG, ERICA	HOURLY SUPPORT		\$ 16.00
TSE, ROSIE	INTERMEDIATE CLERK II	\$ 31.21	\$ 32.77
TUCKER, SANDRA	RECYCLER	\$ 11.00	\$ 11.00
ULMER, AMY	DIVISION DEAN, ENGLISH DEPT.	\$ 74.60	\$ 78.33
VAN PELT, RICK	DIRECTOR, FACILITIES SERVICES	\$ 84.91	\$ 89.15
VISICK, PAUL F.	SENIOR PROGRAMMER ANALYST	\$ 60.32	\$ 63.34
WALKER, ODESSA	DIRECTOR, FISCAL SERVICES	\$ 78.89	\$ 82.84
WILCOX, STUART	DEAN, INSTITUTIONAL SUPPORT	\$ 100.48	\$ 105.50
WRIGHT, DAMIAN	HOURLY SUPPORT	\$ 16.00	\$ 16.00

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Solano and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On April 9, 2014, I served the:

New IRC Filing; and Notice of Complete Filing and Schedule for Comments

Incorrect Reduction Claim

Integrated Waste Management, 13-0007-I-01

Public Resources Code Section 40418, 40196.3, 42920-42928;

Public Contract Code Section 12167 and 12167.1

Statutes 1992, Chapter 1116 (AB 3521); Statutes 1999, Chapter 764 (AB 75)

Fiscal Years: 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008

Pasadena Area Community College District, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on April 9, 2014 at Sacramento, California.



Heidi J. Palchik
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 4/9/14

Claim Number: 13-0007-I-01

Matter: Integrated Waste Management

Claimant: Pasadena Area Community College District

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.2.)

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