

## **CO-SPONSORSHIP AGREEMENT for the P2U Training Series**

Between the U.S. Environmental Protection Agency Region 4 and the  
National Pollution Prevention Roundtable

*The U.S. Environmental Protection Agency (EPA) Region 4 and the National Pollution Prevention Roundtable (NPPR) agree to co-sponsor the P2U (Pollution Prevention University) Training Series according to the terms expressed below:*

### 1. Background

The P2U Training Series consists of three webinars, planned to be held once a month in September, October and December 2020. It is an opportunity to invite pollution prevention (P2) practitioners to participate in a series of virtual meetings and webinars to share information and network among peers. The purpose of the series will be to provide technical assistance and share best practices for integrating P2 and sustainability in day to day operations that could reduce costs and resources use and employ effective strategies for sustainable manufacturing and business practices.

*National Pollution Prevention Roundtable:* The NPPR is a membership-based non-profit organization that facilitates the exchange of technical knowledge and best practices on pollution prevention and sustainability among the public and private sectors. The NPPR goals include the advancement of pollution prevention by maintaining and improving opportunities for exchanging ideas and facilitating coordination of efforts; promoting education and awareness of pollution prevention concepts, programs, methods, accomplishments, and benefits; and, fostering constructive, mutually beneficial relationships with other organizations which have related missions.

*EPA Region 4:* For years, state and university P2 technical assistance providers (TAPs) have been leaders on sustainable development and environmental stewardship. The EPA technical assistance and education resources help TAPs continue their important work. Together, these organizations can share information and discover new ways to conserve energy, reduce hazardous waste and pollution, and conserve water.

Both the EPA Region 4 and NPPR have a mutual interest in collaborating on the P2U Training Series as both organizations work on P2 and sustainability issues with manufacturers and businesses. Each co-sponsoring organization has unique relationships with public and private sector P2 practitioners and together can attract a diverse and broad-based audience to the virtual meetings and webinars.

### 2. Responsibilities for Developing the Event

All events will be virtual and the NPPR will provide the online platform. The NPPR will manage registration for the series, including hosting a webpage for on-line registration.

Each co-sponsor will be responsible for conducting awareness about the P2U Training Series and working together on the agenda. The co-sponsors will agree on the series logo and other branding templates or products, and original files will be provided to each co-sponsor. The co-sponsors agree on the official title, "The P2U Training Series brought to you by the NPPR and

EPA Region 4.” Press releases will be jointly written by the co-sponsors and published under the series name.

### 3. Registration Fees and Other Charges

Registration will be free for attendees and no other charges are planned.

### 4. Promotional Activity

The NPPR will not use the series primarily as a vehicle to sell or promote products or services. The NPPR will take reasonable steps to ensure that any incidental promotional activity does not imply that the EPA endorses any products or services. The EPA Region 4 and NPPR will make reasonable efforts to segregate any incidental promotional activity from the main activities of the series.

### 5. Publicity and Endorsements

The co-sponsor will not use the name of the EPA or any of its components, except in factual publicity for the specific event, to imply any endorsement of its activities or events. Factual publicity includes dates, times, locations, purposes, agendas, fees, and speakers involved with the event. Such factual publicity shall not imply that the involvement of the EPA in the event serves as an endorsement of the general policies, activities, or products of any co-sponsor; all publicity should be accompanied by a disclaimer to the effect that no endorsement by the EPA is intended or implied. The EPA Region 4 and NPPR shall work collaboratively to approve all outreach and marketing materials or other solicitations regarding the event. No co-sponsor shall be able to use the name or logo of the other co-sponsor without that co-sponsor's consent. With respect to use of the name and logo of the EPA, all publicity materials for the series shall be cleared by the EPA Region 4 Outreach and External Engagement Office to ensure compliance with applicable policy.

### 6. Records

Records concerning the events shall account fully and accurately for any financial commitments, contractual obligations, and expenditures of the EPA and NPPR. Such records shall reflect, at a minimum, the amounts, sources, and uses of all funds.

### 7. Public Availability

This co-sponsorship agreement, as well as the financial records described in paragraph 6, shall be publicly available.

### 8. Printing

No printing under this agreement can be accomplished by the EPA itself, or as a form of in-kind assistance, unless procured through the EPA Headquarters Document Production Team. If the item is being printed by a co-sponsor with its own funds, or with EPA financial assistance, then a statement must be added to the document that states “Printing provided by (name of co-

*sponsor*)”, where the name of the appropriate person and/or organization is supplied to complete the sentence (i.e., “Printing provided by XYZ printing”). This statement will make it clear that the EPA did not print this document in case issues regarding things such as multi-color printing and/or recycled content in the paper later arise.

The EPA’s position regarding printing is that the recycled paper specifications be met for all printed documents, regardless of who is providing the printing services.

#### 9. Co-Sponsorship Guidance

The EPA Region 4 and NPPR will abide by the October 1996 Guidance on Co-Sponsoring Conferences contained in EPA Ethics Advisory 96-15. EPA Ethics Advisory is available at: <http://intranet.epa.gov/ogc/ethics/96-15.pdf>.

#### 10. Costs

All activities undertaken by the EPA Region 4 under this co-sponsorship agreement are subject to the availability of appropriations. Each party to this co-sponsorship agreement will bear its own costs, unless the EPA Region 4 and the co-sponsor have entered into a separate transaction such as a grant, cooperative agreement or contract. This co-sponsorship does not alter any authorities, policies and procedures applicable to the separate transaction. The NPPR agrees not to submit a claim for compensation to the EPA Region 4 for services performed in connection with this co-sponsorship agreement, except to the extent that the costs are allowable under a separate transaction.

#### 11. Term

This agreement shall relate to the P2U Training Series webinars to be held during national P2 Week (the week of September 21, 2020) and subsequent P2U Training Series events through December 31, 2020. The NPPR agrees to add appropriate disclaimers, as determined by the EPA Region 4. The EPA Region 4 acknowledges that NPPR will continue hosting the P2U Training Series webinars independently after December 31, 2020.

We agree to the aforementioned terms and provisions:

For the U.S. Environmental Protection Agency

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*Signature*

*Date*

Mary S. Walker  
Regional Administrator  
EPA Region 4

For the National Pollution Prevention Roundtable

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*Signature*

*Date*

Laura Henne  
Board Chair  
NPPR