



## Commission for Environmental Cooperation

Three Countries. One Environment.

---

### **Hazardous Waste E-Learning Course – Request for Proposals**

This document will outline the requirements for an e-learning course proposed by the North American Group on Environmental Enforcement and Compliance Cooperation (EWG) working in accordance with the Commission for Environmental Cooperation's Trade and the Enforcement of Environmental Laws project. It will outline the course structure and the core technical requirements.

**Deadline:** August 1, 2008 at 3 p.m.

Please send your response to:

Marco Antonio Heredia Fragoso  
Project Manager, Law and Policy  
[maheredia@cec.org](mailto:maheredia@cec.org)

Please direct technical questions to:

Keith Powell  
Manager, Information Services  
(514) 350-4324  
[kpowell@cec.org](mailto:kpowell@cec.org)

Please direct content-related questions to:

Marco Antonio Heredia Fragoso  
Project Manager, Law and Policy  
(514) 465-2726  
[maheredia@cec.org](mailto:maheredia@cec.org)

Please allow two days to receive a response.

### **About the Commission**

The Commission for Environmental Cooperation (CEC) is an international organization created by Canada, Mexico and the United States under the *North American Agreement on Environmental Cooperation* (NAAEC). The CEC was established to address regional environmental concerns, help prevent potential trade and environmental conflicts, and to promote the effective enforcement of environmental law. The Agreement complements the environmental provisions of the *North American Free Trade Agreement* (NAFTA).

## Background

The CEC operational program for 2008 determines the activities and projects to be undertaken by the parties with the support of the CEC Secretariat. Its project number 6 Trade and the **Enforcement of Environmental Laws** establishes the activities to be performed by the North American Group on Environmental Enforcement and Compliance Cooperation (EWG), with the following main objectives:

- To expedite and facilitate the movement of legal materials across borders, including support for the trinational efforts of the Parties to implement the Smart Borders plan—and related initiatives—to expedite the cross-border movement of goods and services;
- To stop, in advance and at borders, illegal shipments of hazardous waste and materials, ozone-depleting substances, protected species and wildlife, and other illegal materials that could threaten human health or the environment in the territories of the NAFTA Parties; and
- To improve enforcement capacity to ensure that persons or entities that ship or attempt to ship such illegal materials are appropriately penalized, and to promote sound management of hazardous waste

The project will help remove materials harmful to human health and the environment from commerce, and allow for their appropriate management. It will also help create a “level playing field” for business across all three countries by helping to ensure successful prosecution of violations of environmental laws. The project will also help eliminate the potential for unfair advantages from lack of effective enforcement of environmental laws.

The direct outcome of this component will be the increased awareness and knowledge of the import and export requirements for hazardous waste and ozone-depleting substances by government inspectors and officials. The final outcome is governments that are better able to respond to import and export violations while facilitating legal trade. The intended outcome will be achieved once the courses are devised and handed over to the governments, which will administer and develop any necessary performance indicators waste shipments, and it has hosted a number of international symposia on judicial and legal practices across North America.

Project number 6 of the operation plan has five tasks; from them, task 3, is directed to develop training material for customs and other law enforcement officials, this will help support the trade and environment and the capacity building portions of the strategic plan by helping to ensure safe, expeditious, and compliant trade in environmentally regulated materials that can legally cross borders. It will also help prevent illegal trade in environmentally regulated materials that cannot legally cross borders.

This will be accomplished by providing an on line training course directed to the general public and main stakeholders and also to each party’s customs and other law enforcement officials to detect, identify, analyze, and enforce against illegal shipments of hazardous waste and materials and other illegal substances that could threaten human health or the environment.

So the request is to receive proposals from the North American public to develop and deliver to the CEC secretariat an on line training course under the present guidelines.

## **CEC's Software Environment**

The CEC uses Windows software primarily. However, our website runs on the Cold Fusion 7 application server. The use of Cold Fusion is not a requirement but it is available if needed. Our database server is MS SQL 2005 Standard Edition and Web server is Windows 2003.

## **Core Requirements**

There are two modules for the course:

- Module 1: Hazardous Waste Policy and Legislation. Directed at members of the public
- Module 2: Enforcing Import-Export Requirements. Directed at members of environmental enforcement agencies (ex. border inspectors)

### **Module 1: Hazardous Waste Policy and Legislation**

- This section will be divided by country, with the content created in English, French and Spanish. Translations will be provided.
- On the splash screen the user will be able to select their country and language.
- This module has six lessons, broken down into mini lessons inside of each section. At the end of each lesson will be a quiz. This could be multiple choice, drag and drop, or other method. The questions and answers will be provided.
- Lessons will not be completely identical for each country. There will be a section on each country's import-export requirements that is unique to that country. See lessons 1.4, 1.5, 1.6 in the timeline page of this document.

### **Module 2: Enforcing Import-Export Requirements**

- This section will be divided by country, with the content created in English, French and Spanish. Translations will be provided.
- On the splash screen the user will be able to select their country and language
- Security of the information contained in this module is important. Pages will be encrypted using an SSL certificate. Learners will be required to register for the course with their name and e-mail address. The system will check their e-mail address against a list of acceptable domains or IP addresses. If verified, they will be sent an e-mail message with a password and a link to the course. If not, they will receive a message saying that they need to contact their supervisor or other specified contact. The system will log the IP addresses of unsuccessful registrations.
- The user will be led through the lessons using interactive elements such as Flash or AJAX widgets or other technology that will give a user an interactive learning experience. The interactive elements will be mapped out by the content developers. Graphics and other images will be supplied.

- At the end of each lesson will be a quiz. This could be multiple choice, drag and drop, or other method. The questions and answers will be provided.
- Content for Module 2 will need to be transportable. That is, easily installed and run in more than one location on more than one server.

## Timeline

The project will commence on August 8<sup>th</sup> and be completed at the end of December, 2008. Lessons will be supplied as they are completed for both modules. Timelines are outlined below. Draft content means that you will receive the content as received by the content developers so you can get an idea of the structure of the content. This is also the date where the content is sent to representatives from the three countries for review. The final content will be delivered after the review process.

There will be a checkpoint meeting on September 8, 2008 to re-assess the dates for Module 2.

Module 1: Hazardous Waste Policy and Legislation		Draft Content Delivered	Final Content Delivered
<b>Lesson 1.1</b>	The Importance of Hazardous Waste Regulation	August 8	August 30
1.1.1	General Characteristics of Hazardous Waste		
1.1.2	Potential Harm Caused by Hazardous Waste		
1.1.3	General Overview of HW Law and Regulations		
1.1.4	Recycling Hazardous Material		
<b>Lesson 1.2</b>	The International Trade in Hazardous Waste	August 8	August 30
1.2.1	The International Trade		
1.2.2	The North American Trade		
<b>Lesson 1.3</b>	International Agreements	August 8	August 30
<b>Lesson 1.4</b>	Canada: Import-Export Requirements	September 5	September 26
<b>Lesson 1.5</b>	Mexico: Import-Export Requirements	September 5	September 26
<b>Lesson 1.6</b>	United States: Import-Export Requirements	September 5	September 26

<b>Module 2: Enforcing Import-Export Requirements</b>		<b>Draft Content Delivered</b>	<b>Final Content Delivered</b>
<b>Lesson 2.1</b>	Compliance Monitoring at the Ports	October 10	October 31
2.1.1	Role of the Inspector		
2.1.2	Role of Other Agencies and Players		
<b>Lesson 2.2</b>	The Hazardous Waste Business in North America	October 10	October 31
2.2.1	Businesses and Companies Involved		
2.2.2	Trade Patterns and Routes		
2.2.3	Motives and Reasons for Mishandling HW		
<b>Lesson 2.3</b>	Manifest, Vehicle and Container Requirements	October 10	October 31
2.3.1	Shipment Identification Requirements		
2.3.2	Shipping Papers		
2.3.3	Vehicle Placards		
2.3.4	Containers Labels and Markings		
<b>Lesson 2.4</b>	Types of Transport Vehicles and Containers	October 10	October 31
2.4.1	Types of Transport Vehicles		
2.4.2	Types of Containers		
<b>Lesson 2.5</b>	Detection mechanism - Declared Shipments of HW	November 14	December 5
2.5.1	How to Examine the Shipment, Paperwork, Driver, Truck Vehicles, Need to Insert Rail and Shipment Information, Placarding, Drums and Containers		
<b>Lesson 2.6</b>	What to Do When an Exemption is Claimed	November 14	December 5
<b>Lesson 2.7</b>	Detection mechanism - Undeclared Shipments of HW	November 14	December 5
<b>Lesson 2.8</b>	Personal Safety	November 14	December 5
<b>Lesson 2.9</b>	Inspection Checklist	November 14	December 5

**Desired delivery date: Late December 2008**

The proposal must include four sections:

Section I: Project proposal and timeline for activities starting August ending in December 2008  
(Not to exceed 5 pages)

- Breakdown of the project and estimated milestones
- Breakdown and timeline of discovery and development processes
- Technical requirements
- Detailed breakdown of cost per module
- Software licensing costs (if any)

## Section II: Company information

- Provide company name and locations
- Provide background of the establishment of the company and its history of developing Internet applications and e-learning programs
- Provide number of staff and range of expertise
- Provide three examples of your work with Internet applications and e-learning programs
- Discuss your policies toward bug fixing and other support issues
- Provide average support response time
- Provide a list of three customers we may contact as references