

INSTRUCTIONS FOR COMPLETING THE POLLUTION PREVENTION(P₂) PLAN ANNUAL PROGRESS REPORT for July 1 Reporting

Please follow these instructions to complete your annual P2 Plan (Plan) Progress Report due July 1st. The Progress Report is one part of the annual Toxic Data Report (TDR). This Progress Report should reflect the status of Plan goals for the previous calendar year. **To assist with your compliance with this reporting requirement (A.R.S. §49.963.L), ADEQ will usually provide a preprinted form for each open goal that will be reported by your facility. To create your own information, copy the open goals from your plan.** *Note: An updated P2 analysis and Plan guidance manual and a copy of blank Plan and goal forms are located at:*

<http://www.azdeq.gov/function/forms/appswaste.html#p2>

COMPLIANCE ASSISTANCE IS AVAILABLE

For assistance in completing this report or in P2 planning, call or e-mail P2 Program staff:

Jeanine Inman - ji1@azdeq.gov or 602-771-2351

Farah Mohammadesmaeili - fm4@azdeq.gov or 602-771-2350

Linneth Lopez - lal@azdeq.gov or 602-771-4739

SEND THE COMPLETED ANNUAL PLAN PROGRESS REPORT TO YOUR ASSIGNED P₂ STAFF MEMBER VIA E-MAIL OR BY MAIL (ADDRESSED TO YOUR ASSIGNED P₂ STAFF MEMBER) TO THE FOLLOWING ADDRESS:

Arizona Department of Environmental Quality
Sustainability Programs
Pollution Prevention
1110 W. Washington St.
Phoenix, AZ 85007

WHAT FORM SHOULD I USE TO REPORT ANNUAL PROGRESS?

The Progress Report consists of a facility information cover sheet and a copy of each open goal form or goal sheet for each goal that was not yet reported as complete. These forms will usually be e-mailed to you by a P2 staff member in April/May. Please fill in the appropriate boxes that were left blank and make any other necessary changes to update the information. Additional instructions are provided on the following pages.

INSTRUCTIONS FOR THE PROGRESS REPORT COVER SHEET

The Progress Report cover sheet provides general facility information. If the information on the cover sheet is not correct, please correct it. ADEQ may contact your facility's P2 technical contact when questions arise during ADEQ's review, so please provide a P2 contact name, telephone number and e-mail address. Using a pen, please print the name and title of the person certifying the Progress Report. Sign and date the certification. Check to be sure that both the facility's EPA ID number and the P2 ID number (i.e. 200xxx) are on the cover sheet and the P2 ID number is on each goal sheet. Make any updates or revisions to the cover sheet by marking with a pen.

INSTRUCTIONS FOR EACH GOAL FORM

The annual Progress Report includes a cover signature sheet and the goal forms for each open goal from the facility Plan or Amendment. Each goal from Section 7 of your Plan and/or Amendment that has not been completed or dropped in a prior year will be provided to you by ADEQ. However, you can create your own Progress Report by copying the open goal sheets from your Plan or Amendment and adding a copy of a report cover page from the previous year (updated with any corrections). Please make sure that all the open goals from your Plan are included in the Progress Report submittal whether or not received from ADEQ. When completing each goal form, do not leave any boxes blank. Place N/A in the space if the information requested is not appropriate for the reporting year.

The ADEQ goal forms should be completed using a pen so they can be clearly read. The annual Progress Report should provide the status of the facility's open goals. If a goal was reported as completed and the reduction quantity was submitted in a previous Progress Report, that goal should not be included in this Progress Report. If a goal was completed, but a reduction quantity was not submitted in a previous Progress Report, the goal is still open, so please add a goal form for that item to the Progress Report and include the reduction quantity. Of course some goals (like training) do not have a reduction quantity. If a goal form was not provided for a goal that you believe should be reported on, contact your P2 staff member or add an extra form with the report.

Each box on the goal form should be completed as follows:

Box 1: Goal Statement from Plan and/or Amendment

This box should already be filled in the copy that you receive. Goal statements should be in the form of this formula: An Action Verb + Target Chemical or Waste Stream used for/in a Process. Use action verbs such as "Reduce" or "Eliminate." For example: "Reduce MEK solvent used for degreasing by 80%." Please verify that the Box 1 information is acceptable. If not acceptable, please restate the goal in this box or attach additional information as needed. Goals are numbered consecutively from the initial goal. New goals are added with an accompanying analysis using the Plan amendment forms but not using the Progress Report.

Box 2: Scheduled Completion Date

This box is pre-filled in the copy that you receive and gives the original date the goal was scheduled to be completed. This box may include up to four dates if the goal was delayed in past years. Box 2 must contain the latest scheduled completion date. If the goal has been delayed, provide the new scheduled completion date in Box 2 and then provide an explanation (reason for) for the delay on Line 6 or in the page bottom margin or attach an additional page with the explanation.

Box 3: Completion Status

Please write in or check the correct completion status. In order to complete a goal, reduction measurements must be provided for the measurable goals. If the goal is on schedule, but not completed, place an "OS" in the box. If completed but the reduction measurement is not completed, place an "OS" in the box and make a note in the box "needs measurement". If delayed, place a "D" in the box provided on line 6 and provide an explanation why it was delayed (or you may attach another page) and include a new completion date in box 3. If completed and the amount reduced has been calculated and provided, place a "C" in the box. If dropped, place a "DR" in the box and provide on Line 6 an explanation why it was dropped (you may also attach another explanation page). For goals with sub-action items, please report the status of each sub-action item (you may attach another page). If the action item has been delayed, provide an explanation in line 6 (or you may attach another page). **NOTE:** *Keep in mind that box 3 should reflect the calendar year's activities only. For example, the Progress Report submitted by July 1, 2013 would include the status of the goal at the end of the previous calendar year for December 2012.*

In addition, all baseline and reduction quantities in ADEQ's system are based on a 12-month period. Therefore, only one 12-month measurement is recorded in ADEQ's system when the goal is marked as completed. ADEQ understands that many of your reduction efforts go on into the future (ongoing), and that you continue to reduce the amount of toxic substances used and hazardous waste generated each year. Nevertheless, ADEQ will collect one 12-month reduction measurement and one reduction measurement for each goal. Once the goal has closed there is no requirement to report reduction quantities each year.

Box 4: Name of Toxic Substance(s) or Waste Stream(s)

This box should already be filled in the copy that you receive. The substance or waste or other item that is being reduced in the goal statement will be listed in this box. Please update the goal form if this item is incorrect or incomplete. Due to space limitations, the goal sheet will typically include one or two goal topics in this box. The box may also include as a topic "Training" or "EMS" when a chemical or waste name is not applicable. ADEQ uses a table of descriptive chemical names, but it cannot contain every chemical. If your specific chemical name is not included, we will have used a generic name (solvent, water, hazardous waste (HW), solid waste (SW), etc). If the description is not appropriate, please update box 4.

Box 5: State Volatile Organic Compound (VOC) or Ozone Depleting Chemical (ODC), Both, or N/A

Please fill in this box, if not filled in already. If the substances in box 4 are known volatile organic compounds "VOCs" or ozone depleting chemicals "ODCs," or both "VOC/ODC", please write that in the box. If neither applies, write in "N/A".

Item or Line 6: If you answered "delayed" or "dropped" in box 3 provide an explanation and include a new estimated completion date. Include a new projected completion date for any delayed goal on line 6 (and in box 3). Attach a separate page if necessary. **NOTE:** If this delay date is beyond the timeframe of your Plan, please provide (on a separate page) an action plan that outlines the steps that have been achieved and the remaining steps needed to accomplish the goal. Also, add a note that you request the Plan timeframe to be extended until (and include) the goal expected completion date in box 3.

Box 7: Actions Needed to Implement the Goal

This box should be filled in. This should state what actions you will take to implement the goal statement. Please make sure the information contained in Box 7 is correct and not missing. If incorrect

or missing, please provide the information. In addition, if you have more detailed or specific information to describe how you achieved the goal (including names of chemical replacements), please provide this information or attach another page. For example: By installing a gel coat spray booth you reduced emissions of styrene. By replacing 1,1,1 Trichloroethane vapor degreasing with the Brulin 815 GD aqueous cleaning method you eliminated the use of 1,1,1 TCA. If you provided this information, other Arizona facilities could benefit from your knowledge.

Box 8: Baseline Quantity (Starting Amount)

This box may be filled in if you previously provided the information to ADEQ. If blank or incomplete, please write in the correct information. Please convert your baseline quantity to one 12-month measurement using gallons, pounds, KWH (electricity) or therms (natural gas). Only these units of measurement can be entered in ADEQ's measurement tracking system. If your baseline quantity has not been determined yet, please record this information in this box as "not yet measured" and send the information to ADEQ as soon as it becomes available. If your baseline quantity cannot be measured in one of the four listed units select the box that says "No measure."

Box 9: Baseline Year

This box is completed if you previously provided this information to ADEQ. If blank or incorrect, please add the information. The baseline year is the year you are using to measure your future reduction. A baseline year is needed for each goal.

Box 10: How much was reduced or eliminated

Complete this box when you report the goal as being complete and measured. The reduction quantity is the amount of the waste stream or toxic substance that was actually reduced or eliminated. It is not the current amount of the waste generation or substance remaining after the reduction. The goal cannot be recorded as completed (Box 3) until the reduction quantity has been provided for a goal that is measurable. Provide the quantity of the toxic substance, waste stream, water reduced or energy use reduced for one 12-month period. Report the reduction only in gallons, pounds, kilowatt-hour (kWh) or therms as your unit of measurement. If the reduction goal is completed, but has not been measured, then put "OS in Box 3 and "Not Yet Measured" or "NA" in Box 8. If the reduction activity is not measurable (like a training goal), place an "N/A" in Box 10.

Box 11: Month and Year Measured

Provide the month and year in which the reduction quantity in Box 10 was measured. If the goal is on schedule and you have a 12 month reduction amount you can include this information in box 11.

Box 12: How much money (US \$) was saved by this goal?

If you can quantify how much money was saved by the reduction/elimination provided in box 10, update this box to include this information.

Box 13: Reduction Quantity is Adjusted for Production

If the reduction quantity provided in Box 10 has been adjusted for production, check "Yes."

Box 14: Production Ratio

If you answered "Yes" in Box 13, provide the production ratio used.