Pollution Prevention (P2) Plan Annual Progress Report

DUE by JULY 1 for Prior Calendar Year Reductions

Please follow these instructions to complete your annual P2 Plan (Plan) Progress Report (PR) due by July 1st. The PR is the reporting part of the annual Toxic Data Report (TDR) and is used to provide the status of open goals. **To assist you in complying with Arizona Revised Statute (A.R.S.) §49.963(L), ADEQ will email a pre-filled form for each open goal that should be reported by your facility in April or May. If you would like a copy of your pre-filled PR forms before April/May or you need additional goal sheets, please contact your assigned P2 Program staff.**

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

The preferred method of submission of the completed TDRs is to email them to your assigned P2 Program staff. Or, you can mail them to your assigned staff at the following address:

ADEQ Permits Section
Sustainability Programs Unit
Attn: (Insert Name of Assigned Staff)
1110 W. Washington St.
Phoenix, AZ 85007

Your PR consists of a facility information cover sheet and a copy of each open goal sheet. Please fill in the appropriate boxes that were left blank and make any other necessary changes to update the information. Specific instructions for the various parts are provided below.

PROGRESS REPORT COVER SHEET

Your PR cover sheet will show general facility information. If the information on the cover sheet is not correct, please correct it in the spaces provided. Please verify that the P2 technical contact name, telephone number and e-mail address are updated as well. In addition, ensure that the management official contact information is updated and that they have signed and dated the cover sheet.

PROGRESS REPORT GOAL SHEETS

Your PR includes goal sheets for each open goal specific to your facility. You must report yearly progress for each goal from Section 4 of your Plan and/or Amendment that has not been completed or dropped in a prior year. ADEQ will provide the open goal forms to your facility during April/May. You may contact your assigned P2 Program staff if you need additional goal forms. Please ensure that all open goals from your Plan or Amendment are included in the PR submittal. Do not leave any boxes blank. Mark N/A if the information requested is not relevant for the reporting year.

Your PR should provide the prior year status for your facility's open goals For example, if the goal was previously marked as "delayed" or "on schedule," an update on the status of this goal should be provided. If reduction quantities are available for your goals, update boxes 10 and 11. Refer to specific instructions for each of those boxes on the following pages. Some goals such as training do not have a reduction quantity. If a goal sheet was not provided for a goal that you believe should be reported on, contact your P2 Program staff.

Each box on the goal sheet should be completed as follows: (Please remember that if you need additional space for responses in boxes 6 and 7, you may attach additional pages.)

Box 1: Goal Statement from Plan and/or Amendment
This box is pre-filled in the copy that you receive. Goal statements should be in the form of: *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%." Verify that the information is correct in box 1. If not, please contact your P2 Program staff.

Box 2: Scheduled Completion Date
This box is pre-filled in the copy that you receive and reflects the original date the goal was scheduled to be completed. This box may include up to four dates if the goal was delayed or extended 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 a reason for the delay in box 6.

Box 3: Completion Status
Please 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, select "OS." If the goal is delayed, select "D," and provide an explanation why it was delayed in box 6 (or an additional sheet), and include a new scheduled completion date in box 2. If completed, select "C" and include the amount reduced in box 10 and the corresponding information in boxes 11-14. If dropped, select "DR" and provide an explanation why it was dropped in box 6. For goals with action items, please report the status of each action item in box 7 (or add additional sheets). If the action item has been delayed, provide an explanation in box 6. ***NOTE**: Box 3 should reflect the prior calendar year's activities only. For example, the PR submitted by July 1, 2016 should include the status of the goal at the end of the prior calendar year (2015).*

Special Note regarding the goal sheet pertaining to training: You will fit into one of the following scenarios.

(1) If you have completed your "initial training" goal, choose "C" in box 3. However, if it has been delayed during the reporting year, choose "D," provide an explanation in box 6, and a new scheduled completion date in box 2.

(2) In order for the "continuous training" goal sheet to pre-fill correctly, choose "OS" in box 3 if the P2 training has been completed during your reporting year. However, if it has been delayed during the reporting year, choose "D," provide an explanation in box 6, and a new scheduled completion date in box 2.

Box 4: Name of Toxic Substance(s) or Waste Stream(s)
This box is pre-filled in the copy you receive. The toxic substance, waste or other item that is being reduced in the goal statement will be listed in this box. If this information is incorrect, please contact your P2 Program staff. The box may also include as a topic "Training" or "EMS" when a chemical or waste name is not applicable.

Box 5: State Volatile Organic Compound (VOC) or Ozone Depleting Chemical (ODC), BOTH, or N/A
Please fill in this box if not pre-filled. If the substances in box 4 are known volatile organic compounds "VOCs" or ozone depleting chemicals "ODCs," or both "VOC/ODC", please update this box. If neither applies write "N/A".

Box 6: Explanation if Goal has been Delayed or Dropped
If you answered "delayed" or "dropped" in box 3, provide an explanation in this box. Attach a separate page if necessary. **NOTE:** *If the new projected completion date in box 2 is beyond the timeframe of your Plan, provide an action plan that outlines the steps that have been achieved and the remaining steps needed to accomplish the goal (in box 7 or on additional pages). Also, add a note that you request the Plan timeframe to be extended and include the revised expected completion date in box 2.*

Box 7: Actions Needed to Implement the Goal
This box is pre-filled. This should state what actions you will take to implement the goal statement. Please ensure the information contained in box 7 is correct and update any incorrect or missing information. If a goal extends more than two years, include a list of yearly action items to be completed. (Use additional sheets if necessary.) In addition, if you have more detailed or specific information to describe how you achieved the goal (including names of chemical replacements), provide this information or attach another page. For example: "*Install a gel coat spray booth to reduce emissions of styrene".* By providing this information, other Arizona facilities could benefit from your knowledge.

Box 8: Baseline Year
This box may be filled in if you previously provided the information to ADEQ. If blank or incomplete, please include the correct information. The baseline year is the year before you start measuring any reductions. A baseline year is needed for each goal that can be measured.

Box 9: Baseline Quantity (Starting Amount)
This box is completed if you previously provided this information to ADEQ. If blank or incorrect, please update the information. Convert your baseline quantity to one 12-month measurement using gallons, pounds, kilowatt hours (kWh) or therms. Only these units of measurement can be entered into ADEQ's measurement tracking system. If your baseline quantity has not been determined yet, please record "TBD" in this box 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 "No measure".

Box 10: How much was reduced or eliminated
Complete this box if you have reduction data for the reporting period even if your goal is not completed. In order to identify your reporting period, look at the header on your progress report cover page. If the top of this form says "2015," include reductions for any goals that were accomplished in 2015. For example, if one of your goals has a baseline year of 2012 and extends over three years, and you are currently reporting reductions for the '2013' year, include the reductions for 2013 only in box 10. Similarly, if you are reporting reductions for the '2014' year on the same goal, then you will provide reductions for 2014 only. Do not provide more than one year's worth of reduction data. 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. Provide the quantity of the toxic substance, waste stream, water reduced or energy use reduced during the reporting period. Report the reduction only in gallons, pounds, kilowatt-hour (kWh) or therms as your unit of measurement. If the reduction activity is not measurable, update box 10 with "NA."

Box 11: Year Measured
Provide the year in which the reduction quantity in box 10 was measured.

Box 12: How much money (US $) was saved by this goal?
If you can provide how much money was saved by the reduction/elimination in box 10, include the dollar amount.

Box 13: Reduction Quantity is Adjusted for Production
If the reduction quantity provided in box 10 has been adjusted for production, check "Yes." If not, select "No."

Box 14: Production Ratio
If you answered "Yes" in Box 13, provide the production ratio used. The production ratio represents a ratio of your current year to your prior year production. (Current Year # divided by Previous Year # = Ratio.) For example, if you are manufacturing circuit boards and you manufactured 50,000 in your current year and 40,000 in the prior year, your production ratio would be 50,000/40,000 = 1.25. Production ratios greater than 1 indicate that production has increased.