

US EPA ARCHIVE DOCUMENT

INDUSTRIAL FOOTPRINT PROGRESS REPORT

Date: February 9, 2007
Recipient: Carolyn Gangmark, EPA Region 10
Cc: Kristina Heinemann, EPA Headquarters
Agreement Number: EI-96028401
Report Number: 3
Reporting Period: January 1, 2007 – February 2, 2007
Agreement Project Period: May 3, 2006 – April 1, 2009
Recipient Contact Person: Angela Fritz
Project Coordinator/Project Manager: Marc Crooks/Carol Kraege

I. Progress Achieved in Accomplishing Project Goals/Objectives, Outputs, and Outcomes:

Milestone/Task# 1:

Secure agency resources. Task 1 is 100% complete, as described in Quarterly Report Number 2.

Milestone/Task# 2:

Secure mill participation. See attached milestone/task chart to view changes made to the Project Schedule. Note: The terminology “participation agreement” has been modified to “participation letter”.

Planned:

Partner with 8 Pulp and Paper mills and secure participation.

Actual Work Completed:

Continued contact with mills underway. Participation letter drafted. Visited Boise Paper Solution’s Wallula Mill (Boise Wallula).

Output and/or Outcome Achieved:

Boise Wallula agreed to participate, participation letter not yet issued. Gray’s Harbor Paper Mill has tentatively agreed to participate, participation letter not yet issued. Task 2 is 25% complete

Unit Cost thus far to accomplish this goal/objective:

Approximately \$1300.00

Milestone/Task# 3:

Select sector indicators. See attached milestone/task chart to view changes made to the

Project Schedule.

Planned:

Develop draft sector indicators. Work with 8 mills and Northwest Pulp and Paper Association (NWPPA) to finalize sector indicators.

Actual Work Completed:

Draft sector indicators selected. NWPPA notified of draft sector indicator selections at the January 19, 2007 NWPPA meeting.

Output and/or Outcome Achieved:

Draft sector indicators include energy, air, water, waste, raw materials, community, and odors/nuisances/noise. Task 3 is 30% complete.

Unit Cost thus far to accomplish this goal/objective:

Approximately \$1600.00

Milestone/Task #4:

Conduct community outreach. See attached milestone/task chart to view changes made to the Project Schedule.

Planned:

Establish community contacts, create website, develop and implement community involvement plan

Actual Work Completed:

Webpage template selected. Webpage content under development.

Output and/or Outcome Achieved:

Ecology IT staff, Rupert Wild, on board for webpage programming. 60% of content developed, including background, footprint definition, purpose, objectives, and description of the Pulp and Paper industry selection and partnership. Work underway to deploy webpage on February 15, 2007. Task 4 is 20% complete.

Unit Cost thus far to accomplish this goal/objective:

Approximately \$1200.00

Milestone/Task #5:

Secure contractor support. See attached milestone/task chart to view changes made to the Project Schedule.

Planned:

Draft and issue RFP to procure contractor support of data analysis and public involvement. Award contract.

**Actual Work Completed:
RFP being developed.**

**Output and/or Outcome Achieved:
Draft RFP is almost completed. Scope of work under development. Estimated schedule of procurement activities also developed. Advertisement request instructions and Interested Party letter template secured. Task 5 is 17% complete.**

**Unit Cost thus far to accomplish this goal/objective:
Approximately \$1500.00**

**Milestone/Task #6:
Select indicators for 8 mills. See attached milestone/task chart to view changes made to the Project Schedule.**

**Planned:
Partner with 8 mills and 8 mill communities to develop mill specific indicators.**

**Actual Work Completed:
Partnership established with Boise Wallula to develop mill specific indicators.**

**Output and/or Outcome Achieved:
Boise Wallula has agreed to energy, air, water, waste, raw materials, community, and odors/nuisances/noise indicators. For Boise Wallula, waste indicators will be tackled first. Information/data sharing has begun. Task 6, as it pertains to indicator analysis, is 17% complete.**

**Unit Cost thus far to accomplish this goal/objective:
Approximately \$400.00**

**Milestone/Task# 7:
Amend the QAPP. See attached milestone/task chart to view changes made to the Project Schedule.**

**Planned:
Develop data quality objectives for 8 individual mill footprints.**

**Actual Work Completed:
None**

Output and/or Outcome Achieved:
None. Task 7 is 0% complete.

Unit Cost thus far to accomplish this goal/objective:
\$0.00

Milestone/Task #8:

Develop stakeholder involvement plan. See attached milestone/task chart to view changes made to the Project Schedule.

Planned:
Develop a community stakeholder involvement plan.

Actual Work Completed:
Stakeholder involvement plan development underway.

Output and/or Outcome Achieved:
Working with Ceres on development of a general plan template, including written roles and expectations of stakeholders. Establishing budgeting requirements for outreach and involvement. Identification of potential stakeholders for Boise Wallula underway. Task 8 is 10% complete

Unit Cost thus far to accomplish this goal/objective:
Approximately \$800.00

Milestone/Task #9:

Develop baseline footprints for 8 mills

Planned:
Collect and analyze data to complete 8 baseline footprints

Actual Work Completed:
None

Output and/or Outcome Achieved:
Will receive data from Boise Wallula once QAPP is amended.

II. Difficulties Encountered:

Milestone/Task# 1:

Secure agency resources. Completed as described in Quarterly Report 2.

Milestone/Task# 2:

Secure mill participation.

Problem(s):

Number of mills participating is lower then projected. Most of the major facilities continue to see this project as a burden that will not benefit them.

.Resolution/Corrective Action Plan and Schedule:

Securing participation is likely to be an iterative process. We will proceed with those mills that have agreed to participate and continue to pursue others. We expect the more reluctant mills will become more interested as our efforts to integrate the footprint project with ongoing agency incentives work continues. A future update of the project progress will be sent to all mills, in order to encourage participation and for the purposes of informing participating mills of what the others are doing.

Milestone/Task# 3:

Select sector indicators.

Problem(s):

Sector indicators selected are largely environmental.

.Resolution/Corrective Action Plan and Schedule:

Select/define economic and social indicators.

Milestone/Task #4:

Conduct community outreach.

Problem(s):

The contractor responsible for the development of the community involvement plan has not yet been selected.

.Resolution/Corrective Action Plan and Schedule:

Contractor will be in place May 2007, and a community involvement plan will be developed and instituted after that time.

Milestone/Task #5:

Secure contractor support.

Problem(s):

Due to lack of staffing on the project, development of an RFP did not occur and contractor support was not secured according to the original project schedule. The project schedule has been updated to reflect a new time frame of January 2007 – April 2007 for this milestone/task.

Resolution/Corrective Action Plan and Schedule:

Contractor support will be secured by May 2007.

Milestone/Task #6:

Select indicators for 8 mills.

Problem(s):

Number of mills participating is lower than projected.

Resolution/Corrective Action Plan and Schedule:

Mill specific indicators will be developed as each new mill agrees to participate. We continue work to secure mill participation. Pursue contact with Gray's Harbor Paper Mill, as they have expressed interest. A future update of the project progress will be sent to all mills, in order to encourage participation and for the purposes of informing participating mills of what the others are doing.

Milestone/Task# 7:

Amend QAPP.

Problem(s):

No work has occurred for this portion of the project. The original project schedule required approval of the QAPP updates/amendments for the energy challenge and the sector footprint during this reporting time frame. Due to lack of staffing on the project, the QAPP milestone dates have been changed and reorganized. Reorganization of the original order has also taken place, in response to mill participation being lower than projected. Milestone/task "initiate energy challenge" has also been moved further out in the timeline, also, due to the afore mentioned previous lack of staffing to complete other tasks necessary to its initiation(i.e. secure contractor support, secure mill participation, selection of sector indicators, etc).. Due to this reorganization of project scheduling, the QAPP update/amendment to reflect the individual mill footprint will occur first.

Resolution/Corrective Action Plan and Schedule:

QAPP will be updated/amended to reflect quality objectives for individual mill footprint by the next quarterly report (May 2007).

Milestone/Task #8:

Develop stakeholder involvement plan.

Problem(s):

None.

Resolution/Corrective Action Plan and Schedule:

None.

Milestone/Task #9:

Develop baseline footprints for 8 mills

Problem(s):

Number of mills participating is lower than projected.

Resolution/Corrective Action Plan and Schedule:

Continue work to secure mill participation. A future update of the project progress will be sent to all mills, in order to encourage participation and for the purposes of informing participating mills of what the others are doing.

III. Activity Anticipated During Next Reporting Period:

Milestone/Task # 1: Task 1 complete, as described in Quarterly Report Number 2.

Milestone/Task# 2: Continue to secure mill participation. Invitation to participate and project updates will be sent to Gray's Harbor Paper (Hoquiam), Kimberly-Clark (Everett), Nippon Paper Industries (Port Angeles), Simpson Tacoma Kraft Co., Georgia Pacific West (Bellingham), Georgia Pacific (Camas), Port Townsend Paper, Sonoco (Sumner), Weyerhaeuser (Longview), and Longview Fiber Paper and Packaging.

Milestone/Task# 3: Refine draft environmental indicators. Draft social and economic indicators.

Milestone/Task #4: Conduct community outreach. During the next quarter, the webpage will be deployed and updated as necessary. Send update of project progress to all mills, in order to encourage participation and for the purposes of informing participating mills of what the others are doing.

Milestone/Task #5: RFP process will be completed by May 2007. Timeline for the process is as follows: Final RFP complete February 23, 2007; Advertisement period complete March 2, 2007; Issuance of RFP and question and answer period complete March 16, 2007;

Pre-proposal selection complete March 23, 2007; Proposals due March 30, 2007; Proposal evaluation complete April 6, 2007; Oral interviews with finalists complete April 13, 2007; Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful Consultants by April 20, 2007; Negotiate contract April 23, 2007 – April 27, 2007; File contract with OFM April 27, 2007; Begin contract work May 14, 2007.

Milestone/Task #6: Select indicators for mills. Once QAPP is amended, work with participating mills on data selection. Start with Boise Wallula waste indicator and follow what seems most logical from there. Should Gray’s Harbor Paper and other mills choose to participate, select their indicators.

Milestone/Task# 7: amend QAPP. The QAPP will be amended to include individual mill indicators, using the indicators selected for Boise as a starting point.

Milestone/Task #8: Develop stakeholder involvement plan. With CERES guidance, establish written roles and expectations of stakeholder group. Determine budget and timeline for meetings. (Meetings will vary between public meetings, focus groups, and workshops.)

Milestone/Task #9: Waste indicator portion of Boise Wallula footprint complete. Next indicator selected.

Future Quarterly Report due dates:

May 10, 2007
August 10, 2007
November 10, 2007
February 10, 2008
May 10, 2008
August 10, 2008
November 10, 2008
February 10, 2009
Close-out - April 4, 2009

IV. Financial Report

Financial Information removed by EPA as confidential business information.

Signature (Recipient Authorized Official): _____ Carol Kraege _____

Date: _____ February 9, 2007 _____

(If progress report is transmitted by e-mail, please save the e-mail as part of the official project file).

Note: Upon receipt of progress report, the EPA project officer should make a notation on report as to whether it is acceptable or not and provide guidance to the grantee on changes that will be required for subsequent reports and amendment to the current report.