

US EPA ARCHIVE DOCUMENT

**EPA Grant EI-96988501-0: 10/01/2006 to 09/30/2009**  
**Quarterly Innovation Grant Report for April, May and June 2009**

**State Innovation Grant Program:**  
**Arizona Department of Environmental Quality**  
**Grant ID: EI-96988501-0**

**Project Title:** Arizona Environmental Performance Track (AzEPT): Increasing Membership by Lowering Membership Hurdles, Building a Broader Base, and Improving Key Incentives.

**Applicant:** Arizona Department of Environmental Quality (ADEQ)

**Contact:** Henry Darwin, Administrative Counsel, AzEPT Project Manager  
Arizona Department of Environmental Quality  
1110 West Washington Street  
Phoenix, Arizona 85007  
Office: (602) 771-2328  
Fax: (602) 771- 2251  
E-mail: [Darwin.Henry@azdeq.gov](mailto:Darwin.Henry@azdeq.gov)

Ian D. Bingham, AzEPT Administrator  
[Bingham.Ian@azdeq.gov](mailto:Bingham.Ian@azdeq.gov)  
602-771-4322

Nina Kondos, AzEPT Support  
[Kondos.Nina@azdeq.gov](mailto:Kondos.Nina@azdeq.gov)  
(602) 771-4408

**Project Period:** September 29, 2006 to September 28, 2009 (3 years)

**Project Overview**

This project is intended to broaden the range of business sectors involved in Arizona's newly formed Performance Track Program through both existing and new initiatives designed specifically for small business, small communities and agricultural enterprises. Arizona proposes to develop guidance and templates for Small Community Environmental Protection Plans (very similar to EMS's) under a new ADEQ policy that is based on EPA's recently modified Small Community Policy. The project will also create an agricultural performance track. Arizona will partner with air quality departments of Maricopa, Pima, and Pinal Counties who have EPA delegation to implement Title V of the Clean Air Act. The project proposes to significantly reduce one of the burdens of applying for membership in Arizona's program and PT by developing comprehensive EMS guidance and templates (meeting standards set by Performance Track) with plans to make them generally available to the regulated community. The project also proposes to further develop incentives which streamline the permitting process and reduce reporting obligations.

## Section 1 – Summary of Activities

(Narrative text, short summary of grant activities that have taken place during the quarter)

On April 9, 2009, ADEQ successfully hosted its 2009 Arizona Environmental Performance Track (AzEPT) Spring Conference. ADEQ reaffirmed its commitment to performance-based programs and reassured existing and potential members that the AzEPT Program would continue to move forward, despite the termination of the National Program. The Spring Conference specifically addressed the termination of the National Program and any logistical information that was known to date; discussed the direction of the AzEPT Program; and Tom Kelly from EPA led a discussion on establishing future commitments, including challenge commitments. Lastly, three AzEPT members gave presentations on Best Management Practices (BMPs) that are being implemented at their respective facilities (**attached**). Frito-Lay, which was in attendance at the Spring Conference, subsequently applied to become a member of the AzEPT Program.

Arizona's Performance Track Administrator continued to work with the Arizona Environmental Strategic Alliance on developing EMS training materials. Specifically, organizations have been asked to select one significant environmental impact that was identified during the development of their EMS and develop a PowerPoint presentation detailing how the organization developed objectives, targets, and goals related to the impact; and present any results they have achieved. We have also made two commitments to make EMS presentations during the summer months ([Arizona Technology Council](#) and [Southern Arizona Environmental Management Society](#)).

On June 17, 2009, Arizona's Performance Track Administrator met with a representative from the Arizona Department of Agriculture to continue discussions on developing an Ag component to AzEPT Program. During that meeting, it was decided that developing a Program specific to the AG community, but modeled after the AzEPT Program, would probably garner the best support from the community. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides tremendous assistance to Arizona's Ag community, for help in developing such a Program.

Arizona's Performance Track Administrator attended the Environmental Summit, held in San Francisco, in early May. His attendance solidified his nomination and subsequent appointment to the Subcommittee on Promoting Environmental Stewardship (SPES), which was formed under the National Advisory Council for Environmental Policy and Technology. The charge of the SPES is to advise EPA on how to promote broad, organization-wide environmental stewardship practices in the regulated community and other sectors, as appropriate, in order to enhance human health and environmental protection. The first meeting of the SPES was June 30 – July1, 2009.

Since the National Program has been terminated, Arizona now has to take on the full responsibility of reviewing all new applications, annual progress reports, and renewal applications. Arizona had originally deferred to EPA's reviews, since there were insufficient resources to set up the infrastructure needed to perform such reviews. Arizona has been working with EPA, and truly appreciates EPA's efforts in making this transition as smooth as possible, on developing a Microsoft

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Excel version of the application, renewal, and annual progress reports for States to use. This new format should enable States to accept electronic submittals of the applications and annual reports. AzEPT will participate in the July 21, 2009 webinar demonstrating the Excel format for the new application form and annual report form.

Arizona's Performance Track Administrator held several meetings with ADEQ's Quality Manager to finalize the Quality Assurance Project Plan (QAPP) required for this Grant. ADEQ anticipates submitting the finalized QAPP to EPA for review by the end of July 2009.

## **Section 2 – Accomplishments/Problems**

(Narrative text, short summary of performance to date, major milestones, problems that have occurred or expected, and steps to resolve problems)

### **Accomplishments:**

On April 9, 2009, AzEPT hosted its second annual Spring Conference. The initial schedule included a full-day conference with an Environmental Management System (EMS) presentation during a working lunch. AzEPT and our partner, the Arizona Environmental Strategic Alliance, had invited guests who expressed an interest in developing an EMS with the goal of joining AzEPT. However, with the termination of the National Environmental Performance Track program, the conference was scaled back to half a day when the majority of invited guests withdrew from the conference. ADEQ Acting Director Patrick Cunningham opened the conference to specifically address the termination of the National Program and reaffirmed ADEQ's commitment to performance-based programs and reassured existing and potential members that the AzEPT Program would continue to move forward. After the Spring Conference, representatives from Frito Lay and Sturm Ruger Co., expressed an interest in AzEPT membership. Frito Lay, located in Case Grande, AZ, later submitted an application for membership in AzEPT. The application is currently under review by AzEPT.

Budget constraints and staff reductions have impacted completion of some Workplan projects. The AzEPT Administrator has expanded our partnership with the Arizona Environmental Strategic Alliance (Strategic Alliance) on developing new EMS training materials and scheduling presentations around the state. Many of the Strategic Alliance members are also members of AzEPT. Members are in the process of selecting one significant environmental impact identified during the development of their EMS and are developing a PowerPoint presentation detailing how the organization developed objectives, targets, and goals related to that impact and present any results they have achieved. We have also made two commitments to make EMS presentations during the summer months (Arizona Technology Council and Southern Arizona Environmental Management Society).

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AzEPT Administrator met with a representative from the Arizona Department of Agriculture to continue discussions on developing an Ag component to AzEPT Program. During that meeting, it was decided that developing a Program specific to the AG community, but modeled after the AzEPT Program, would probably garner the best support from the community. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides assistance to Arizona's Ag community, for help in developing such a Program.

AzEPT Administrator attended the May Environmental Summit in San Francisco and was later nominated and appointed to the Subcommittee on Promoting Environmental Stewardship (SPES), which was formed under the National Advisory Council for Environmental Policy and Technology. The charge of the SPES is to advise EPA on how to promote broad, organization-wide environmental stewardship practices in the regulated community and other sectors, as appropriate, in order to enhance human health and environmental protection. The first meeting of the SPES was June 30 – July 1, 2009.

After the announcement of the termination of the National Environmental Performance Track program, EPA provided AzEPT with a copy of their database with all Arizona member historical applications, renewals and annual reports. AzEPT is working with ADEQ Information Technology (IT) staff to adapt and expand the database. AzEPT and IT staff participated in a "sneak preview" of the new Excel application and annual reporting format under development by EPA for the states who will be continuing their performance based programs. AzEPT will be participating in the July 21, 2009 webinar demonstrating the completed Excel based format for applications and annual reports.

**Problems:**

AzEPT is waiting for EPA to finalize the compliance enforcement screening process. The States need EPA to provide a contact person at their Regional Office who can review Department of Justice records and advise the States on new applications for membership and renewal applications to ensure there are no pending enforcement actions.

Arizona's ongoing budget constraints and additional ADEQ staff reductions continue to significantly impact completion of some AzEPT Workplan projects. Consequently, AzEPT will be filing a request to extend this Innovation Grant. A request will be filed with the Grant Administrator by July 31, 2009.

Retirements and resignations resulted in no staff in the ADEQ's Pollution Prevention Unit (P2). Other units are attempting to cover P2 responsibilities. At this time, there are no P2 staff to conduct EMS workshops for the regulated community or for small communities and special districts on developing and implementing a Small Community Compliance Assistance Plan SCEPP (a less "robust" EMS) With no staff to conduct EMS workshops or to introduce and train the regulated community on using the Four-Modules (Templates) for developing an EMS, AzEPT has partnered with the Arizona Environmental Strategic Alliance to provide EMS workshops for the regulated community. AzEPT Administrator continues to provide support for the small communities and special districts.

Despite the staff reductions, AzEPT is committed to continue to provide support the Community Liaisons for the Small Community Compliance Assistance Project in developing a Small Community Protection Plan (SCEPP); to work with the

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Arizona Environmental Strategic Alliance to develop EMS training materials and schedule workshops to assist the regulated community in developing an EMS; and promoting the use of the Four EMS Modules (templates) created by ADEQ and posted on our web site.

**Section 3 – Schedules**

(Compare completed milestones against agreed project schedule, explain discrepancies)

**NOTE:** Dates in the *Key Activities, Milestones and Outcomes* reflects revised dates in the Workplan/Project Schedule to meet the three-year Grant dates beginning October 1, 2006 and ending September 30, 2009.

**Key Activities, Milestones and Outcomes**

Workplan: Task - Description	Start	End	Status	Comments/Outcome
<b>General</b>				
Develop Quality Assurance Project Plan (QAPP) with performance measures (to be modified continuously as additional performance measures are identified)	10/01/06	12/01/06	In Process	<b>JULY 2009 - QAPP COMPLETED</b> Arizona's Performance Track Administrator held several meetings with ADEQ's Quality Manager to finalize the Quality Assurance Project Plan (QAPP) required for this Grant. ADEQ anticipates submitting the finalized QAPP to EPA for review by the end of July.
Submit Revised Workplan for EPA Approval	10/01/06	12/01/06	Completed	Resolved

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
Finalize MOA between ADEQ, EPA, and the air quality departments of Maricopa, Pima, and Pinal Counties regarding Arizona Environmental Performance Track	10/2006	01/2007	In Process  MOA Signed 12/11/2008 In Phoenix	<p><b>MOA signed by EPA and ADEQ on 12/11/2008.</b>                      Budget deficits have impacted all state agencies as well as all levels of government including the counties.</p> <p>After the Performance Track MOA was signed by EPA and ADEQ, AzEPT attempted to schedule meetings with the county participating air quality departments and other Arizona regulatory agencies to discuss entering into an MOA or MOU.</p> <p>Like ADEQ, senior management from other state agencies and county governments were unavailable to meet to discuss AzEPT. Each had to focus on their budget issues.</p> <p>AzEPT will continue to pursue formal discussions with our three participating AQ counties and other regulatory agencies to discuss the Ptrack program and attempt to gain a commitment to develop incentives.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
Adoption of federal performance track incentives for MACT.	10/2006	11/2007	In Process	<p><b>Second Quarter 2009:</b>                      EPA's decision to rescind all incentives that had been approved for the National Environmental Performance Track members requires ADEQ to also rescind those incentives that were adopted by Arizona.</p> <p>AzEPT is working to revise all incentives previously adopted and granted to members. All AzEPT program brochures and the web page are being revised.</p>
<p><b>NEW Report Format 4<sup>th</sup> Quarter 2008:</b></p> <p>Quarterly review and report to EPA on the project status.</p>	01/2007	09/2009	<p>Completed</p> <p>Quarterly Report Format Revised 12/31/08</p>	<p><b>November 19, 2008</b> Teleconference Call with Tom Kelly, EPA Region IX</p> <p>Reporting format changed to add a <u>GRANT WORKPLAN GOALS SECTION</u> to provide a section that tracks all grant accomplishments to date. A <u>STATUS COLUMN</u> was added to track progress of Grant Workplan Goals.</p> <p>All Quarterly Reports including Financial Reports are up-to-date and filed with EPA.</p>
Annual member, partnership and agency staff survey followed by an annual conference with Performance Track members and collaborative partnership agencies and trade associations to evaluate the effectiveness of the program and discuss future incentives designed to benefit existing and future members and to encourage mentoring programs	10/2006	04/2009	<p>Spring Conference 04/09/2009 Completed</p> <p>Completed Member</p>	<p><b>April 9, 2009</b>, ADEQ successfully hosted its 2009 Arizona Environmental Performance Track (AzEPT) Spring Conference. ADEQ reaffirmed its commitment to performance-based programs and reassured existing and potential members that the AzEPT Program would continue to move forward, despite the termination of the</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
			Survey and Member Conference 09/10/08	<p>National Program.</p> <p>The Spring Conference specifically addressed the termination of the National Program and any logistical information that was known to date; discussed the direction of the AzEPT Program; and Tom Kelly from EPA led a discussion on establishing future commitments, including challenge commitments.</p> <p>Three AzEPT members gave presentations on Best Management Practices (BMPs) that are being implemented at their respective facilities. <b>Frito Lay</b>, which was in attendance at the Spring Conference, later applied to become a member of the AzEPT Program.</p>
<p>Develop and track quarterly performance measures for Performance Track.</p> <p>ADEQ Quality Assurance Project Plan (QAPP)</p>	10/2006	09/2009	In Process	<p><b>JULY 2009 - QAPP Completed</b></p> <p>Arizona's Performance Track Administrator held several meetings with ADEQ's Quality Manager to finalize the Quality Assurance Project Plan (QAPP) required for this Grant. ADEQ anticipates submitting the finalized QAPP to EPA for review by the end of July.</p>
<b>Grant Workplan Goals</b>	<b>10/2006</b>	<b>09/2009</b>	<b>12/31/08</b>	<b>NEW REPORTING SECTION</b> <b>4<sup>th</sup> Quarter 2008</b>

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<b>EPA/ADEQ Innovation Grant Cooperative Agreement</b>	10/2006	11/06/06	Completed 11/06/2006	The MOA <i>Cooperative Agreement</i> between EPA and ADEQ was finalized November 6, 2006.
<b>AZ PERFORMANCE TRACK MEMBERS:</b>	10/2006	09/2009	As of 03/31/2009  Ongoing	<p><b><u>Second Quarter 2009 NEW Member Application:</u></b>                      Frito-Lay submitted an application for AzEPT membership. The application is under review by AzEPT.</p> <p><b>EPA to provide a DOJ contact person for state programs to ask if any enforcement actions are pending against a prospective AzEPT member that would disqualify membership.</b></p>
1) PING, Inc.	05/11/06			
2) City of Scottsdale	05/11/06			
3) Intel Arizona – Ocotillo Campus	05/11/06			
4) Xanterra South Rim, LLC	02/06/07			
5) Mormon Lake Lodge	06/10/08			
6) Freescale Semiconductor, Inc. - Chandler	08/08/08			
7) Freescale Semiconductor, Inc. - Tempe	08/09/08			
8) Forever Resorts at Grand Canyon Lodge, North Rim	01/20/09			
<b>9) Frito-Lay</b>				<b>Application Under Review</b>
<b>AZ Small Community Compliance Assistance Project – Participating Communities:</b>	01/2008	09/2009	As of 06/30/2009  Ongoing Project	<p>Project officially began November 2005. The SCEPP Guidance Manual was completed 12/2007, and the SCEPP Template in 12/2008, under this Innovation Grant. Once accepted into the program, ADEQ issues a Certificate to the community.</p> <p>Participating Members <b><i>must</i></b> develop a SCEPP and provide a copy to ADEQ no later than one-year after acceptance into the program.</p>
1) City of Willcox	04/14/08			Formal Certificate Issued

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2) City of Safford	04/18/08			Formal Certificate Issued
3) Town of Pima	04/18/08			Formal Certificate Issued
4) Town of Springerville	06/18/08			Formal Certificate Issued
5) City of Winslow	08/18/08			Formal Certificate Issued
6) Town of Miami	08/25/08			Formal Certificate Issued
<b>NEW Guidance &amp; Training Materials:</b>	10/2006	09/2009	As of 06/30/2009	Guidance created by ADEQ Ptrack support staff.
<p><i>PowerPoint Presentations:</i></p> <p>Environmental Management Systems (EMS), and EMS and Enforcement</p> <p><i>Copies were provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		<p>Training Dates</p> <p>09/2005 08/27/08 03/18/09 09/23/09</p>	<p>Annual Internal Staff Training</p>	<p><b>September 23, 2009</b> Next Scheduled Training for ADEQ staff. Participating County Air Quality staff will also be invited.</p> <p>Two PowerPoint Presentations were created for ADEQ staff training. The training focuses on the elements of an EMS; ADEQ guidance documents, templates and checklists for development of an EMS; and how to effectively incorporate EMS language into administrative and civil consent orders.</p>
<p><i>Click on the Link to view the EMS Modules/Template:</i></p> <p><a href="#">ADEQ Environmental Management System (EMS) Modules</a></p> <ul style="list-style-type: none"> <li>- Module One: <a href="#">Launching an EMS</a></li> <li>- Module Two: <a href="#">Developing an EMS</a></li> <li>- Module Three: <a href="#">EMS Implementation</a></li> <li>- Module Four: <a href="#">EMS Feedback</a></li> </ul>		<p>Module Completion Dates</p> <p>07/26/05 07/26/05 12/28/06 04/03/07</p>	<p>All Completed &amp; Posted to Website 4<sup>th</sup> Quarter 2007</p>	<p>All Four Modules (templates) are now completed and posted to ADEQ's website. The END dates listed are the completion dates for each module.</p> <p>AZ Performance Track staff completed a review of the EMS templates to ensure compliance with EPA program requirements.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p><i>ADEQ Performance Track and EMS Internal Training PPT:</i></p> <p>What Is Arizona Environmental Performance Track?</p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		<p>Training Dates</p> <p>05/16/07 08/27/08 03/18/09 09/23/09</p>	<p>Annual Internal Staff Training</p>	<p><b>September 23, 2009</b> Next Scheduled Training for ADEQ staff. Participating County Air Quality staff will also be invited.</p> <p>Developed to introduce ADEQ staff to the EPA and AZ Environmental Performance Track Programs and the importance of developing an Environmental Management System.</p>
<p><i>Click on the Link to view the SCEPP:</i></p> <p><a href="#">A Guide for Developing and Implementing a Small Community Environmental Protection Plan (SCEPP)</a></p> <p>A SCEPP is a "less robust" EMS.</p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		<p>12/2007</p>	<p>Completed &amp; Posted To Website 12/12/2007</p>	<p>This manual was originally written to be used by small communities and special districts in identifying, prioritizing, correcting, and preventing future environmental compliance problems by addressing all levels of infrastructure.</p> <p>The manual is being used by both the regulated community in general, and ADEQ staff, since it covers ADEQ's regulatory authority.</p>
<p><i>Click on the Link to view the PPT:</i></p> <p><a href="#">SCEPP Presentation</a></p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		<p>02/20/08</p>	<p>Completed &amp; Posted To Website 02/20/2008</p>	<p>A <i>Quick Reference</i> to the SCEPP as part of the <a href="#">AZ Small Community Policy</a> to promote the development of management tools to be used to identify, prioritize, correct and prevent future environmental problems.</p>

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<p><i>ADEQ Training PPT:</i></p> <p>Arizona's Small Community Environmental Compliance Assistance Project – SCEPP Template</p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		<p>06/23/08 03/02/09</p>	<p>Specialized Training</p> <p>Ongoing Support</p>	<p>Specialized Training for ADEQ's Community Liaisons and the Director's Office staff on the SCEPP Appendix B Template released in the 4<sup>th</sup> Quarter 2008.</p> <p>Refresher Training 03/02/2009</p>
<p><i>ADEQ Performance Track Member Survey:</i></p> <p>2008 Members Survey</p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>	06/24/08	07/31/08	Completed 07/31/2008	<p>The results of this survey were used to improve the benefits and services for our members and assist us in identifying new benefits. The results of this survey were presented at the upcoming <u>2008 Arizona Environmental Performance Track Annual Members Conference</u> on September 10, 2008.</p>
<p><i>ADEQ Performance Track Member Conference PPT:</i></p> <p><u>First Annual</u> Arizona Environmental Performance Track Member Conference</p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		09/10/08	Completed 09/10/2008	<p>ADEQ hosted the first annual member conference. Tom Kelly, Region IX represented EPA at the conference.</p>

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<p><i>Click on the Link to view the Template:</i></p> <p><a href="#">Appendix B Template Small Community Environmental Protection Plan Instructions, Examples, &amp; Forms</a></p> <p><i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i></p>		11/11/08	Completed & Posted To Website 11/11/2008	<p>The <a href="#">Appendix B Template</a> is a part of <a href="#">A Guide for Developing and Implementing a Small Community Environmental Protection Plan (SCEPP)</a> Manual. The template provides instructions on developing procedures, and includes completed examples, flow diagrams and corresponding blank forms, to aid in the development and implementation of a Small Community Environmental Protection Plan (SCEPP) (a "less robust" EMS).</p>
<p><u>Second Annual</u> Arizona Environmental Performance Track Member Conference</p> <p><b>PING, INC.'S ENERGY PROGRAM Hitting the Green in Regulation</b></p> <p><i>Copy was provided to EPA with 2<sup>nd</sup> Quarter 2009 Report</i></p>	04/09/09	04/09/09	Completed 04/09/09	<p>AzEPT 2009 Spring Conference member presentation.</p> <p>Ping, Inc. on Best Management Practices.</p>
<p><u>Second Annual</u> Arizona Environmental Performance Track Member Conference</p> <p><b>INTEL CORP Sustainable Manufacturing in Consumer Electronics Sector</b></p> <p><i>Copy was provided to EPA with 2<sup>nd</sup> Quarter 2009 Report</i></p>	04/09/09	04/09/09	Completed 04/09/09	<p>AzEPT 2009 Spring Conference member presentation.</p> <p>INTEL, Corp. on Best Management Practices</p>

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<p><u>Second Annual</u>                      Arizona Environmental Performance Track                      Member Conference</p> <p><b>FREESCALE Semiconductor</b>  <b>Go Green, Live Healthy, Be Safe</b></p> <p><i>Copy was provided to EPA with 2<sup>nd</sup> Quarter                      2009 Report</i></p>	04/09/09	04/09/09	Completed 04/09/09	<p>AzEPT 2009 Spring Conference                      member presentation.</p> <p>Freescale Semiconductor, Tempe and                      Chandler facilities on Best                      Management Practices</p>
<p><b>OUTREACH:</b>  <b>Internal &amp; External Outreach</b>  <b>All Outreach To Date</b></p>	10/2006	09/2009	06/30/2009	<p><b>ALL OUTREACH TO DATE</b></p> <p><b>NOTE:</b> ADEQ did not hire an AZ                      Performance Track Program                      Administrator until April 3, 2007. All                      ongoing projects were directed by                      Henry Darwin, ADEQ Administrative                      Counsel and assigned to support staff.</p>
<p><b>INTERNAL OUTREACH:</b></p>	10/2006	09/2009	06/30/2009	Ongoing
<p><i>PowerPoint (PPT) Presentations:</i></p> <p>Environmental Management Systems (EMS),                      and EMS and Enforcement</p> <p><i>Copies were provided to EPA with 4<sup>th</sup> Quarter                      2008 Report</i></p>	09/2005	Training Dates  09/2005 08/27/08 09/23/09	Annual Internal Staff Training	<p><b>September 23, 2009</b> Next Scheduled                      Training for ADEQ staff. Participating                      County Air Quality staff will also be                      invited.</p> <p>Three PPTs were created and updated                      for ADEQ staff training. The training                      focuses on the elements of an EMS;                      ADEQ guidance documents, templates                      and checklists for development of an                      EMS; and how to effectively                      incorporate EMS language into                      administrative and civil orders.</p>

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EPA Performance Track Site Visit Training	10/24/06	10/26/06	Completed	October 24, 25, & 26, 2006 ADEQ hosted EPA Site Visit Staff Training.
EPA/ADEQ Joint Site Visit to PING, Inc.	10/26/06	10/26/06	Completed	Official Site Visit & ADEQ Staff Training.
<i>ADEQ Performance Track and EMS Internal Training PPT:</i>  What Is Arizona Environmental Performance Track?  <i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i>	05/16/07	Training Dates 05/16/07 08/27/08 03/18/09 09/23/09	Annual Internal Staff Training	<b>September 23, 2009</b> Next Scheduled Training for ADEQ staff. Participating County Air Quality staff will also be invited.  Developed to introduce ADEQ staff to the EPA and AZ Environmental Performance Track Programs and the importance of developing an Environmental Management System.
Flexible Air Permitting Teleconference	11/12/07	11/12/07	Completed 11/12/2007	AZ Ptrack hosted the Teleconference for ADEQ Air Permits Section Manager and staff. AZ Ptrack provided copies of the White Papers and other training materials. ADEQ is working with our Air Permits staff to develop flexible air permitting as a Ptrack member incentive.
Small Community Compliance Assistance Project – P2 Webinar Presentation AZ Performance Track Support	11/29/07	11/29/07	Completed 11/29/2007	Byron James, ADEQ Community Liaison, P2 webinar presentation on <a href="#">A Guide for Developing and Implementing a Small Community Environmental Protection Plan (SCEPP)</a> which was completed and posted to our website 12/12/07. ADEQ hosted the live webinar for ADEQ staff.

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
AZ Performance Track Program EMS Requirement for ADEQ Community Liaisons	12/13/07	12/13/07	Completed 12/13/2007  Refresher Training 03/03/09	Presentation to ADEQ's Community Liaisons who have the lead on the ADEQ Small Community Compliance Assistance program.  Refresher Training March 2, 2009
<i>ADEQ Training PPT:</i>  Arizona's Small Community Environmental Compliance Assistance Project – SCEPP Template  <i>Copy was provided to EPA with 4<sup>th</sup> Quarter 2008 Report</i>		06/23/08	Specialized Training  Completed 06/24/2008	Specialized Training for ADEQ's Community Liaisons and Director's Office staff only on the <i>final draft</i> of the <i>SCEPP Appendix B Template</i> released in the 4 <sup>th</sup> Quarter 2008.  Refresher Training 03/02/2009
<i>Requested by Brian Davidson, Ombudsman:</i>  ADEQ Community Liaison Meeting SCEPP Appendix B Template		03/02/09	03/02/09	Address questions from the Community Liaisons on the 12/2008 release of the SCEPP  <a href="#">Appendix B Template Small Community Environmental Protection Plan Instructions, Examples, &amp; Forms</a> The Liaisons have the lead on working with their communities on this project.
<i>Strategy Session</i> Developing an Agricultural Component To AZ Performance Track Program	12/16/08	12/16/08	Completed 12/16/08	Meeting with ADEQ staff that work with the Agricultural Community to discuss contacts and strategies to determine if an Ag component can be developed. Prior to this meeting, ADEQ had received a mixed response from the AZ AG community.
<b>EXTERNAL OUTREACH:</b>				

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<b>Workplan: Task - Description</b>	<b>Start</b>	<b>End</b>	<b>Status</b>	<b>Comments/Outcome</b>
<i>EPA Site Visit –</i> Motorola, Ocotillo Campus (David Guest & Larry Woods)	10/04/05	10/04/05	Completed 10/04/2005	Henry Darwin, ADEQ Administrative Counsel and Nina Kondos, AZ Ptrack Support invited to accompany EPA on Site Visit to National EPA Ptrack Member Facilities.
<i>EPA Site Visit –</i> Xanterra South Rim, L.L.C. (David Guest & Larry Woods)	10/05/05	10/05/05	Completed 10/05/2005	Henry Darwin, ADEQ Administrative Counsel and Nina Kondos, AZ Ptrack Support invited to accompany EPA on Site Visit to National EPA Ptrack Member Facilities.
<i>EPA Site Visit –</i> Vankamps, Inc. (David Guest & Larry Woods)	10/05/05	10/05/05	Completed 10/05/2005	Nina Kondos, AZ Ptrack Support invited to accompany EPA on Site Visit to National EPA Ptrack Member Facilities.
<i>EPA Site Visit –</i> Grand Canyon National Park – South Rim (David Guest & Larry Woods)	10/06/05	10/06/05	Completed 10/06/2005	Nina Kondos, AZ Ptrack Support invited to accompany EPA on Site Visit to National EPA Ptrack Member Facilities.
<i>EPA &amp; ADEQ Site Visit –</i> Intel Arizona	02/03/09	02/03/09	Completed 02/03/09	Intel Arizona site visit with EPA as part of the review of their Corporate Leader application.

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<b>Workplan: Task - Description</b>	<b>Start</b>	<b>End</b>	<b>Status</b>	<b>Comments/Outcome</b>
AZ Performance Track Program: FREE EMS Seminar & Luncheon	04/03/07	04/03/07	Completed 04/03/2007	Presented jointly by AZ Ptrack and AZ Strategic Alliance. Ptrack member City of Scottsdale hosted the seminar. Free Seminar and Luncheon promoting EPA and AZ Performance Track. Guest speakers: Wayne Natri from EPA and Stephen Owens, ADEQ Director. Focus to inform Small Businesses on Performance Track and of benefits and the value of an EMS and to gain information on development hurdles.
Kitchell Construction - One-on-One Presentation	08/16/07	08/16/07	Completed 08/16/07	Discuss possible Ptrack membership.
AZ Environmental Performance Track Seminar for City and County Staff	08/23/07	08/23/07	Completed 08/23/2007	ADEQ hosted representatives from approximately 15 municipalities. Each representative expressed a strong desire to pursue membership. Since most did not have a formal EMS in place, ADEQ will set up workshops to assist the municipalities in developing and implementing an EMS.  ADEQ's P2 program staff has agreed to assist those interested city and county departments in developing their individual EMSs through a series of quarterly workshops.
Calculating Emissions Reductions Seminar	08/30/07	08/30/07	Completed 08/30/07	Networking: attended this educational seminar.

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U-Haul - One-on-One Presentation	09/05/07	09/05/07	Completed 09/05/07	Discuss possible Ptrack membership.
Pima County AZ Wastewater One-on-One Presentations	09/11/07	09/11/07	Completed 09/11/07	Discuss possible Ptrack membership.
Brown & Caldwell Consulting - One-on-One Presentation	11/07/07	11/07/07	Completed 11/07/07	Discuss possible Ptrack membership.
Negotiated AQ Permit Flexibility with Maricopa County AQ Department	06/2008	09/2008	Completed 09/2008	In the absence of a formal MOA with Maricopa County AQ Department, ADEQ successfully negotiated AQ Permit Flexibility for new AZ Ptrack members Freescale Semiconductor, Inc. for their Chandler and Tempe facilities.  Maricopa County agreed to review AQ Permit Flexibility on a case-by-case basis.
EMS Webcast for Local Governments	09/20/08	09/20/08	Completed 09/20/08	Co-hosted an EMS Webcast for local governments at ADEQ.
City of Tucson - One-on-One Presentation	09/25/08	09/25/08	Completed 09/25/08	Discuss possible Ptrack membership.
AZ Performance Track Presentation For Arizona State University (ASU) Tempe, AZ Campus for RCRA Seminars	11/21/07 09/19/08 01/14/09	11/21/07 09/19/08 01/14/09	Ongoing	Invited to regularly scheduled RCRA Seminars to give a presentation on EPA and AZ Ptrack Programs and the importance of developing an EMS.
Town of Buckeye – EMS Cabinet meeting One-on-One Presentation	10/01/08	10/01/08	Completed 10/01/08	Discuss possible Ptrack Membership

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Arlington Valley Energy Facility One-on-One Presentation	10/22/08	10/22/08	Completed 10/22/08	Discuss possible Ptrack Membership
Coe & Van Loo Engineering Consultants One-on-One Presentation – Firm was at the Town of Buckeye Presentation on 10/01/2008 and requested a presentation For their staff.	11/11/08	11/11/08	Completed 11/11/08	Discuss possible Ptrack Membership
Maricopa County Air Quality Director Meeting with Lawrence Odle, NEW Director	12/08/08	12/08/08	Completed 12/08/08	Henry Darwin, ADEQ Administrative Counsel and Ian Bingham, AZ Ptrack Program Administrator with Lawrence Odle, the new Director effective September 2008. Meeting: to meet & greet and discuss the AZ Ptrack program.
EPA/ADEQ Performance Track MOA Signing Ceremony	12/11/08	12/11/08	Completed 12/11/2008	<b>MOA Approved</b> – Signing Ceremony held at ADEQ on December 11, 2008.  Press Advisory issued. ADEQ Director Steve Owens and Wayne Nastri, Director, EPA Region IX, Lawrence Odle, Maricopa AQ Director. <i>Invitees:</i> AZ Ptrack Members and AZ Environmental Strategic Alliance Members. Also a photo opportunity for members and guests. Press release issued following the signing ceremony.  <i>Charter Member</i> Certificates given to each AZ Ptrack Member.

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p><i>(Attached to 1<sup>st</sup> Quarter 2009 Report)</i></p> <p><u>EMS Survey</u>                      For distribution by ADEQ Inspectors</p>	04/2007	06/2007	Completed  Survey Card Completed  Field Inspectors Trained 1st Quarter 2009	<p><u>EMS Survey Completed</u> late in the 4<sup>th</sup> Quarter 2008 and approved for distribution in the 1<sup>st</sup> Quarter 2009.</p> <p><b>ADEQ Inspector Training:</b> March 18, 2009. Inspectors are distributing the EMS Survey Cards as part of a facility inspection.</p>
<p><u>Agricultural Community</u></p> <p>Concentrated Animal Feeding Operations (CAFO), Department of Agriculture</p>	01/14/09	01/14/09	Ongoing	ADEQ's first outreach meeting with the Agricultural Community about the potential of developing an AG Performance Track Program for that community. The presentation was well received and ADEQ will continue to dialog with the AG community.
<p>Intel Arizona                      EPA/ADEQ Site Visit Intel's Corporate Leadership Application</p>	02/03/09	02/03/09	Completed 02/03/09	Intel Arizona site visit with EPA as part of the review of their Corporate Leader application.
<p>Arizona State University                      Performance Track Presentation</p>	03/04/09	03/04/09	Completed 03/04/09	Special Presentation by Henry Darwin, ADEQ Administrative Counsel, on the EPA and Arizona Performance Track Programs at Arizona State University.
<p>Maricopa County Bar Association</p>	04/22/09	04/22/09	Completed 04/22/09	Discussed the Performance Track Program as part of their continuing legal education (CLE) requirements. Attorneys represent many clients who are subject to federal, state and local government regulations.

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City of Peoria	06/16/09	06/16/09	Completed 06/16/09	Meet with city officials to discuss Performance Track and if it is worthwhile for a City; if so, what is the cost of developing and implementing an EMS; and what types of cost savings can be realized by implementing an EMS?  Accompanied by a City of Scottsdale representative.
Arizona Department of Agriculture	06/17/09	06/17/09	Completed 06/17/09	Continue discussions on developing an Ag component to AzEPT Program. During that meeting, it was decided that developing a Program specific to the AG community, but modeled after the AzEPT Program, would probably garner the best support from the community. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides tremendous assistance to Arizona's Ag community, for help in developing such a Program.

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<p><b><i>INTERNAL/EXTERNAL OUTREACH</i></b></p> <p>Training and Workshops for the Regulated Community as part of the Small Community Compliance Assistance Project (SCEPP) and the Performance Track Program</p>	10/01/08	09/31/09	Ongoing Commitment	<p><b>Ongoing Commitment:</b></p> <p><b><u>Effective 2nd Quarter 2009:</u></b></p> <p>Retirements and resignations resulted in no staff in the ADEQ's Pollution Prevention Unit (P2). Other units are attempting to cover P2 responsibilities. At this time, there are no P2 staff to conduct workshops for small communities and special districts on developing and implementing a SCEPP (a less "robust" EMS), OR to conduct EMS workshops to introduce and train the regulated community on using the Four-Modules (Templates) for developing an EMS.</p> <p>AzEPT has partnered with the Arizona Environmental Strategic Alliance to provide EMS workshops for the regulated community and further develop training materials.</p> <p>AzEPT Administrator continues to support the ADEQ Small Community Compliance Assistance Program on the development and implementation of a Small Community Environmental Protection Plan (SCEPP) a less robust EMS.</p>

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Review with EPA all National and Arizona Environmental Performance Track applications and current members' annual reports.	10/2006	09/2006	Ongoing	<p><b>Ongoing Commitment:</b></p> <p>Now that the EPA National Performance Track Program is ending, ADEQ will conduct the reviews of all member applications, renewals and annual reports.</p> <p><b>EPA to provide a DOJ contact person for state programs to ask if any enforcement actions are pending against a prospective AzEPT member that would disqualify membership.</b></p>
Participate in EPA Performance Track weekly and monthly state conference calls and national and regional Performance Track conferences	10/2006	09/2006	Ongoing	<p>Although the EPA State Conference Calls will be ending soon, ADEQ continues to participate in the calls and special teleseminars.</p> <p>AzEPT continues to invite Performance Track members and ADEQ staff to participate in EPA teleseminars, webinars, and training opportunities of interest.</p>

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<p>Ongoing public outreach on performance track through speaking engagements at seminars</p>	<p>10/2006</p>	<p>09/2006</p>	<p>Ongoing</p>	<p><b>External Outreach Presentations</b></p> <p><b>April 22, 2009</b> – Maricopa County Bar Association. Discussed the Performance Track Program as part of their continuing legal education (CLE) requirements. Attorneys represent many clients who are subject to federal, state and local government regulations.</p> <p><b>June 16, 2009</b> – City of Peoria. Meet with city officials to discuss Performance Track and if is worthwhile for a City; if so, what is the cost of developing and implementing an EMS; and what types of cost savings can be realized by implementing an EMS?</p> <p>Accompanied by a City of Scottsdale representative.</p> <p><b>June 17, 2009</b> – Meeting with the Arizona Department of Agriculture to discuss developing an Ag component for the AzEPT. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides tremendous assistance to Arizona’s Ag community, for help in developing such a Program.</p> <p><b>External Outreach Presentations</b>                  ADEQ has been invited to make a</p>

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				<p>presentation at least four times per year at the RCRA Seminars at Arizona State University (ASU).</p> <p><b>Ongoing Internal Outreach:</b> Continued communication and program support for ADEQ's Community Liaisons who have the lead on the ADEQ <i>Small Community Compliance Assistance Program</i>. The ADEQ Ptrack program has completed the SCEPP manual and template.</p> <p><b>Internal/External Outreach:</b> Arizona Performance Track staff is working with our Pollution Prevention Unit and our Liaisons for the Small Community Compliance Assistance Project to schedule a series of workshops to assist the regulated community in developing and an EMS or a SCEPP.</p>
<p>Conduct training for all agency enforcement staff on requiring the development of an EMS as part of a Compliance Schedule when negotiating Consent Orders and Judgments when appropriate including sample text utilizing the four EMS templates as a guidance resource.</p>	<p>10/2006</p>	<p>09/2009</p>	<p>Annual Training</p> <p><b>09/2005</b> <b>08/27/2008</b> <b>09/23/09</b></p>	<p><b>September 23, 2009</b> Next Scheduled EMS Training for ADEQ Staff. Participating County Air Quality staff will also be invited.</p> <p>Enforcement guidance, including example text to be inserted in a Consent Order, has been posted on ADEQ's INTERNAL Intranet site.</p>

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<p>Enhance the ADEQ Performance Track Web Page by providing "one-stop" access to the National and Arizona Environmental Performance Track programs and incentives; recognize and profile members and their continuous improvement projects; provide direct links to current members; guidance documents and resources to encourage and promote Performance Track membership supplemented by ongoing public education and outreach.</p>	01/2007	05/2008	In Process	<p><b>Second Quarter 2009:</b>                      EPA's decision to rescind all incentives that had been approved for the National Environmental Performance Track members requires ADEQ to also rescind those incentives adopted.</p> <p>AzEPT is working to revise all incentives previously granted to members. All AzEPT program brochures must now be revised. ADEQ's IT staff will be adding EPA's Excel format for membership applications and annual reports to the AzEPT website.</p> <p>The Draft redesign of the Arizona Performance Track website was approved. A staff reduction to ADEQ's IT staff has also impacted completion of the revisions of AzEPT guidance, brochures, and the redesigning of the website.</p> <p>ADEQ Ptrack Website:  <a href="http://www.azdeq.gov/function/about/track.html">http://www.azdeq.gov/function/about/track.html</a></p>
<p>Conduct annual site visits of a minimum of 10% of Arizona Performance Track member facilities.</p>	10/2006	09/2009	Ongoing	<p><b>Late August 2009</b>                      AzEPT has tentatively planned to conduct a site visit to one of two Forever Resorts member facilities at Mormon Lake Lodge or Forever Resorts at Grand Canyon Lodge, North Rim. Grant funds set aside to cover travel would be used for the site visit.</p>

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				<p>February 3, 2009 – Intel Arizona site visit with EPA as part of the review of their Corporate Leader application.</p> <p>With EPA approval, ADEQ Program Administrator attended <u>EMS Lead Auditor Training</u> in Phoenix on November 3 thru 7, 2008 in lieu of EPA Site Visit Training. ADEQ will continue to schedule site visits as part of the Arizona program.</p>
<b>EMS Guidance and Templates</b>				
Review existing ADEQ developed EMS guidance and templates	10/2006	11/2006	Completed 4 <sup>th</sup> Quarter 2007	ADEQ's <i>Four Module EMS Templates</i> are posted on the ADEQ website at <a href="http://www.azdeq.gov/environ/waste/p2/index.html">http://www.azdeq.gov/environ/waste/p2/index.html</a> with a link from our AZ Ptrack web page.
<p><i>EMS Survey Card/Mailer:</i>  <b>Attached to 1<sup>st</sup> Quarter 2009 Report</b></p> <p>Develop EMS survey to be distributed to small businesses during inspections</p>	04/2007	06/2007	Completed 4 <sup>th</sup> Quarter 2008	<p><u>EMS Survey Completed.</u></p> <p><u>ADEQ Inspector Training:</u> March 18, 2009. Inspectors will distribute the Survey during facility inspections and by the Program Administrator when making presentations.</p>
Conduct training of ADEQ inspectors on EMS's and use of the survey	07/2007	08/2007	Completed 03/18/09	<u>ADEQ Inspector Training:</u> March 18, 2009. Inspectors will distribute the Survey during facility inspections.
Distribute EMS surveys during inspections	08/2007	07/2008	Distribution Begin Date 03/18/09	<u>Effective March 18, 2009:</u> Inspectors are distributing the Survey during facility inspections.

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<p>Hold two meetings with small businesses regarding EMS's to gauge interest in EMS's and discuss ADEQ's EMS guidance development</p>	<p>09/2006</p>	<p>01/2007</p>	<p>Ongoing Commitment</p>	<p><b>External Outreach Presentations:</b></p> <p><b>April 22, 2009</b> – Maricopa County Bar Association. Discussed the Performance Track Program as part of their continuing legal education (CLE) requirements. Attorneys represent many clients who are subject to federal, state and local government regulations.</p> <p><b>June 16, 2009</b> – City of Peoria. Meet with city officials to discuss Performance Track and if is worthwhile for a City; if so, what is the cost of developing and implementing an EMS; and what types of cost savings can be realized by implementing an EMS?</p> <p>Accompanied by a City of Scottsdale representative.</p> <p><b>External Outreach Presentations:</b>                      ADEQ has been invited to make a presentation at least four times per year at the RCRA Seminars at ASU.</p> <p><b>Ongoing Internal Outreach:</b>                      Continued communication and program support for ADEQ's Community Liaisons who have the lead on the ADEQ <i>Small Community Compliance Assistance Program</i>. The ADEQ Ptrack program has completed the SCEPP manual and template.</p> <p><b>Internal/External Outreach:</b></p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
				<p>Retirements and resignations resulted in no staff in ADEQ's Pollution Prevention Unit (P2). Other units are attempting to cover P2 responsibilities. At this time, there are no P2 staff to conduct EMS workshops for the regulated community or for small communities and special districts on developing and implementing a SCEPP (a less "robust" EMS), and will conduct EMS workshops to introduce and train the regulated community on using the Four-Modules (Templates) for developing an EMS.</p> <p>AzEPT has partnered with the Arizona Environmental Strategic Alliance to provide EMS workshops for the regulated community. AzEPT continues to support workshops and support for the small communities and special districts.</p>
Modify EMS guidance to meet standards set by EPA's National Performance Track program	07/2007	11/2007	Completed 4 <sup>th</sup> Quarter 2007	ADEQ's <i>Four Module EMS Templates</i> are now posted on the website at <a href="http://www.azdeq.gov/environ/waste/p2/index.html">http://www.azdeq.gov/environ/waste/p2/index.html</a> with a link from our AZ Ptrack web page.
Modify EMS templates to meet EPA's standards as needed	07/2007	01/2008	Completed 4 <sup>th</sup> Quarter 2007	ADEQ's <i>Four Module EMS Templates</i> are now posted on the website at <a href="http://www.azdeq.gov/environ/waste/p2/index.html">http://www.azdeq.gov/environ/waste/p2/index.html</a> with a link from our AZ Ptrack web page.

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Post revised guidance and templates on ADEQ Performance Track web page	01/2008	04/2008	In Process	<p> <u>EMS Four-Module Templates</u> posted to website 4<sup>th</sup> Quarter 2007.                     </p> <p> <u>SCEPP Manual</u> posted to our website in December 2007.                     </p> <p> <u>SCEPP Template</u> posted to website November 11, 2008 (The template cover page is dated December 1, 2008).                     </p> <p> <u>First Quarter 2009</u>: Draft of ADEQ web page redesign was approved. ADEQ is in the process of updating all guidance materials to add to the new redesigned web page. <u>However</u>, until EPA decides its course of action regarding the Ptrack incentives codified in rule, ADEQ will delay revising this portion of its guidance.                     </p> <p>                         ADEQ Ptrack Website:  <a href="http://www.azdeq.gov/function/about/track.html">http://www.azdeq.gov/function/about/track.html</a> </p>

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Revise Performance Track application and written literature to reflect web availability	04/2008	07/2008	In Process	<p>EPA's decision to rescind all incentives that had been approved for the National Environmental Performance Track members requires ADEQ to also rescind those incentives adopted.</p> <p>AzEPT is working to revise all incentives previously granted to members. All AzEPT program brochures must now be revised.</p> <p>AzEPT and IT staff will be attending the July 21, 2009 webinar demonstration of the new Excel documents. States have not yet received the new Excel forms. ADEQ IT staff will be adapting the EPA Excel based application and annual reporting forms for use on the AzEPT website.</p> <p>AzEPT is in the process of redesigning the web page and all written literature. The revisions will also encourage members and potential members to suggest additional incentives.</p> <p><b>Incentives – Case By Case Basis</b>            ADEQ plans to offer incentives on a case-by-case basis as members request an incentive specific to their needs. AzEPT will then negotiate directly with regulatory agency staff.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p>Hold three meetings/training sessions with small businesses to explain EMS guidance and templates</p>	<p>10/2008</p>	<p>12/2008</p>	<p>Ongoing Commitment</p>	<p><b>External Outreach Presentations</b></p> <p><b>April 22, 2009</b> – Maricopa County Bar Association. Discussed the Performance Track Program as part of their continuing legal education (CLE) requirements. Attorneys represent many clients who are subject to federal, state and local government regulations.</p> <p><b>June 16, 2009</b> – City of Peoria. Meet with city officials to discuss Performance Track and if is worthwhile for a City; if so, what is the cost of developing and implementing an EMS; and what types of cost savings can be realized by implementing an EMS?</p> <p>Accompanied by a City of Scottsdale representative.</p> <p><b>June 17, 2009</b> – Arizona Department of Agriculture to discuss developing an Ag component for the AzEPT. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides tremendous assistance to Arizona’s Ag community, for help in developing such a Program.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<b>Agriculture Performance Track</b>				
Developing an Agricultural Component For the AZ Performance Track Program	12/16/08	12/16/08	In Process	<p><b>NOTE:</b> Budget deficits have impacted all state agencies as well as all levels of government including the Department of Agriculture. AzEPT has researched guidance documents developed by federal, state and trade associations related to EMS's for the Ag community. AzEPT will include a Ag section on the redesigned web page with LINKS to resources for the Ag community.</p>
Hold three meetings with members of the agricultural community and other state and federal agencies to discuss applicability of the existing Performance Track program to agricultural operations	08/2007	11/2007	Ongoing	<p><b>June 17, 2009</b> – Meeting with Arizona Department of Agriculture to discuss developing an Ag component for the AzEPT. Future plans include approaching the National Resources Defense Council (NRDC), which currently provides tremendous assistance to Arizona's Ag community, for help in developing such a Program.</p> <p><b>NOTE:</b> Budget deficits have impacted all state agencies as well as all levels of government including the Department of Agriculture. AzEPT has researched guidance documents developed by federal, state and trade associations related to EMS's for the Ag community. AzEPT will include a Ag section on the redesigned web page with LINKS to resources for the Ag community.</p>

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Modify existing program or explore options for new comparable program based on input received in open meeting	09/2007	04/2008	Ongoing	<p><b>NOTE:</b>                      Budget deficits have impacted all state agencies as well as all levels of government including the Department of Agriculture. AzEPT has researched guidance documents developed by federal, state and trade associations related to EMS's for the Ag community. AzEPT will include a Ag section on the redesigned web page with LINKS to resources for the Ag community.</p>
Develop guidance documents for agricultural program	04/2008	06/2008	Ongoing	<p>AzEPT has researched guidance documents developed by federal, state and trade associations related to EMS's for the Ag community. AzEPT will include a Ag section on the redesigned web page with LINKS to resources for the Ag community.</p> <p>Guidance developed by EPA and state and national Agricultural programs was distributed by Arizona's Program Administrator at the January 14, 2009 presentation to the CAFO community.</p> <p>Copies of the guidance distributed to the CAFO community were sent to Tom Kelly, EPA Region IX.</p> <p>ADEQ will develop local guidance as this program expands.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
Post program description/guidance on ADEQ Performance Track web page	07/2008	09/2008	Ongoing	<p><b>AzEPT Web Page</b></p> <p><b>NOTE:</b> Budget deficits have impacted all state agencies as well as all levels of government including the Department of Agriculture. AzEPT has researched guidance documents developed by federal, state and trade associations related to EMS's for the Ag community. AzEPT will include a Ag section on the redesigned web page with LINKS to resources for the Ag community.</p>
<b>Improvements to Flexibility in Permits and Reduced Reporting Incentives</b>				
Develop a list of contacts of other state agencies that regulate facilities eligible for Performance Track	02/2007	03/2007	In Process	<p><u>December 11, 2008 Ptrack MOA Signed by EPA and ADEQ.</u></p> <p>Budget deficits have impacted all state agencies as well as all levels of government including the counties. After the Performance Track MOA was signed by EPA and ADEQ, AzEPT attempted to schedule meetings with the county participating air quality departments and other Arizona regulatory agencies to discuss entering into an MOA or MOU.</p> <p>Like ADEQ, senior management from other state agency and county governments were unavailable to meet to discuss AzEPT. Each had to focus on their budget issues.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p>Review <i>EPA White Paper #3</i> on the <i>Design of Flexible Air Permits</i> to further develop Arizona's flexibility in permits as an incentive</p>	<p>03/2008</p>	<p>04/2008</p>	<p>In Process</p>	<p><b>AQ Incentives – Basis</b>                      ADEQ plans to offer AQ permit flexibility incentives on a case-by-case basis as members request an incentive specific to their needs.</p> <p>Awaiting ADEQ's Air Quality Permits Section Manager's draft of a memorandum for division approval to grant Performance Track member's flexibility in Air Permitting which upon approval should provide immediate incentives that will <b>not</b> require changing current state statutes. These new incentives will be added to our program web page and written literature. ADEQ will work with our participating counties to develop additional incentives.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p>Meet with state agency representatives to discuss Performance Track, permit flexibility, and reduced reporting incentives</p>	<p>04/2008</p>	<p>05/2008</p>	<p>In Process</p>	<p>December 11, 2008 Ptrack MOA Signed by EPA, ADEQ and the participating counties: Maricopa, Pinal and Pima County AQ Directors.</p> <p>Budget deficits have impacted all state agencies as well as all levels of government including the counties. After the Performance Track MOA was signed by EPA and ADEQ, AzEPT attempted to schedule meetings with the county participating air quality departments and other Arizona regulatory agencies to discuss entering into an MOA or MOU.</p> <p>Like ADEQ, senior management from other state agency and county governments were unavailable to meet to discuss AzEPT. Each had to focus on their budget issues.</p> <p><b>AQ Incentives – Case By Case Basis</b>                      ADEQ plans to offer AQ permit flexibility incentives on a case-by-case basis as members request an incentive specific to their needs. AzEPT will then negotiate directly with regulatory agency staff.</p> <p><b>EXAMPLE:</b> September 2008, ADEQ successfully negotiated with Maricopa County on a flexible permitting benefit for Freescale Semiconductor, Inc., for their Tempe and Chandler facilities.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p>Develop additional requirements needed to receive multi-agency incentives</p>	<p>06/2008</p>	<p>10/2008</p>	<p>In Process</p>	<p>December 11, 2008 Ptrack MOA Signed by EPA, ADEQ and the participating counties: Maricopa, Pinal and Pima County AQ Directors.</p> <p>Budget deficits have impacted all state agencies as well as all levels of government including the counties. After the Performance Track MOA was signed by EPA and ADEQ, AzEPT attempted to schedule meetings with the county participating air quality departments and other Arizona regulatory agencies to discuss entering into an MOA or MOU.</p> <p>Like ADEQ, senior management from other state agency and county governments were unavailable to meet to discuss AzEPT. Each had to focus on their budget issues.</p> <p><b>Incentives – Case By Case Basis</b>                      ADEQ plans to offer incentives on a case-by-case basis as members request an incentive specific to their needs. AzEPT will then negotiate directly with regulatory agency staff.</p> <p>AzEPT will continue to pursue formal discussions with our three participating AQ counties and other regulatory agencies to discuss the Ptrack program and attempt to gain a commitment for developing incentives.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
<p>Post additional agencies offering incentives on ADEQ Performance Track web page</p>	<p>11/2008</p>	<p>01/2009</p>	<p>On Schedule</p>	<p>December 11, 2008 Ptrack MOA Signed by EPA, ADEQ and the participating counties: Maricopa, Pinal and Pima County AQ Directors.</p> <p>Budget deficits have impacted all state agencies as well as all levels of government including the counties. After the Performance Track MOA was signed by EPA and ADEQ, AzEPT attempted to schedule meetings with the county participating air quality departments and other Arizona regulatory agencies to discuss entering into an MOA or MOU.</p> <p>Like ADEQ, senior management from other state agency and county governments were unavailable to meet to discuss AzEPT. Each had to focus on their budget issues.</p> <p>AzEPT is in the process or redesigning the web page and all written literature. The revisions will also encourage members and potential members to suggest additional incentives.</p> <p>AzEPT will then negotiate directly with regulatory agency staff.</p>

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Workplan: Task - Description	Start	End	Status	Comments/Outcome
Draft external guidance on permit flexibility and reduced reporting incentives	11/2008	03/2009	On Schedule	<p>December 11, 2008 Ptrack MOA Signed by EPA, ADEQ and the participating counties: Maricopa, Pinal and Pima County AQ Directors.</p> <p><b>Incentives – Case By Case Basis</b>                      ADEQ plans to offer permit flexibility incentives on a case-by-case basis as members request an incentive specific to their needs. AzEPT will then negotiate directly with regulatory agency staff.</p>
Post external guidance on ADEQ Performance Track web page	04/2009	07/2009	Ongoing	<p>Because of the termination of the National program, all AzEPT guidance is being revised and will be posted once approved by ADEQ senior management.</p>
Revise application and other written literature to reflect web availability of guidance on permit flexibility and reduced reporting incentives	08/2009	09/2009	On Schedule	<p>ADEQ IT staff will be adapting the EPA Excel format application and annual report forms for use on AzEPT's web page. Draft revisions to the program brochure, will add details on all new program incentives.</p>

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**Section 4 - Financial Report – APRIL 1, 2009 thru JUNE 30, 2009 - (ADEQ's 3rd Quarter FY 09):**

(Narrative with chart, funds spent against planned expenditures with noted discrepancies)

	<b>Federal</b>	<b>State</b>	<b>Spent this Quarter</b>	<b>Cumulative to Date</b>
A. Personnel	\$108,000.00	\$186,008.00	10,935.00	102,100.00
B. Fringe Benefits	\$32,100.00	\$38,992.00	3,174.00	29,128.00
C. Contractual Cost	-	-	-	-
D. Travel	\$7,500.00	-	1,346.00	1,840.00
E. Equipment	-	-	-	-
F. Supplies	\$7,500.00	-	727.00	4,178.00
G. Other	-	-	-	-
H. Total Direct Costs	\$155,100.00	\$225,000	16,182.00	137,786.00
I. Total Indirect Costs	\$69,900.00		9,125.00	65,385.00
J. Total Cost	\$225,000.00	\$225,000	25,397.00	203,170.00

<b>ADEQ In-Kind Hours</b>	<b>This Quarter</b>	<b>Cumulative to Date</b>
Nina Kondos, AZ Ptrack Support	<b>46</b>	<b>1004</b>

**Section 5 - Estimates**

(Narrative, estimate of time and funds necessary to complete the project compared to time and funds remaining)

ADEQ continues to work within the approved annual funding plan for this grant.

**Attachment**

**Reporting Requirements**

1. ADEQ will submit Quarterly Progress Reports. (The Quarterly Progress Reports will include: a comparison of accomplishments with workplan objectives, identification of cost overruns, reasons for slippage in project schedule (if applicable), and itemized costs for travel and supplies.)
2. Detailed follow-up Case-Study Report that will be prepared and submitted at the end of the grant period. (The case study report will include: a summary of the project, reductions achieved (if applicable), a cost analysis, any problems encountered, successes achieved, and lessons learned.)

### Environmental Outcomes and Performance Measures

#### Environmental Management System Development Guidance and Templates

- ADEQ will survey small businesses and small communities during routine inspections to determine their knowledge of, and interest in, EMS's.
- ADEQ will meet with those small businesses and small communities having an interest in EMS's to identify how guidance and templates might increase the likelihood of developing an EMS.
- Further develop the existing EMS guidance and templates.
- ADEQ will make guidance and templates available on ADEQ's web page devoted to Performance Track.
- Increase membership in Arizona Performance
- Measure quantified pollution reductions of members.

#### Agriculture Performance Track

- Invite appropriate members of the agricultural community, along with other state and federal agencies (e.g., Arizona Department of Agriculture and EPA), to participate in an open dialogue about the existing Performance Track program and whether it is applicable to agricultural operations in Arizona.
- Discuss with the group what modifications to the program might increase the likelihood of participation
- Explore a new program better suited to agricultural operations while still meeting the spirit and intent of Performance Track.
- Program description will be available on ADEQ's web page.
- ADEQ will track the number of participants along with the quantifiable environmental improvement projects of its members.

#### Improvements to Permitting Flexibility and Reduced Reporting Incentives

- ADEQ will contact other state agencies which regulate facilities eligible for performance track (e.g., Arizona Department of Water Resources).
- ADEQ will meet with these agencies to discuss the benefits and goals of Environmental Performance Track and explore permit flexibility or reporting incentives that might be offered by the other State agencies.
- Develop additional requirements needed to receive the benefits.
- Incentives will be posted on ADEQ's web page and included in Arizona's Performance Track application and associated literature.
- Development of external guidance on the permit flexibility and reduced reporting incentives
- Engage the assistance of the group which helped ADEQ in the development of the Arizona program.
- Improve the permitting flexibility and reporting reduced reporting incentives
- Asking applicants why they applied, and whether the new guidance on these incentives played a role in their decision.
- Measure results of the quantified environmental improvement project as a success of the incentive improvements.