

US EPA ARCHIVE DOCUMENT

**State Innovation Grant (SIG) Program  
New York State Small Business Sectors Environmental Results Program  
Implementation Pilot Project  
Assistance Agreement No. PI-97252007-0  
April 2009 – June 2009 Quarterly Report**

The New York State Small Business Sectors Environmental Results Program (ERP) Implementation Pilot Project is planned to be completed in three phases:

- Phase 1 – Develop and implement a pilot ERP for auto body shops located in New York State Department of Environmental Conservation (DEC) Regions 4 and 9.
- Phase 2 – Develop and implement a pilot ERP for printers located in DEC Regions 4 and 9.
- Phase 3 – Expand the ERPs for auto body shops and printers to the remaining seven DEC Regions, and develop a pilot ERP for another small business sector to be determined by DEC and its four project partners: the New York State Environmental Facilities Corporation (EFC), the Empire State Development (ESD), the New York State Energy Research and Development Authority (NYSERDA), and the New York State Office of Science, Technology and Academic Research (NYSTAR).

**Part 1 – Synopsis of Accomplishments During the Reporting Period**

The following table shows the status of project tasks worked on this quarter:

<b>Table 1: NYS Small Business Sectors ERP Implementation Pilot Project – Phase 1 April 2009 - June 2009 Accomplishments</b>				
<b>Task</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/ Notes</b>
Performance Tracking	Revise Environmental Business Performance Indicators (EBPIs) and Best Management Practices (BMPs) based on comments received from internal/external stakeholders, and baseline inspection data.	12/08	04/09	Completed.
Compliance Assistance Materials	Revise and draft auto body shops compliance assistance guide and draft reporting form to incorporate comments from internal stakeholders.	04/09	04/09	Completed.
Compliance Assistance Materials	Finalize and print <i>Environmental Compliance Guide for Auto Body Shops</i> and <i>Environmental Report Packet for Auto Body Shops</i> .	04/09	05/09	Completed.
Outreach	Mail <i>Environmental Compliance Guide</i> and <i>Environmental Report Packet</i> to auto body shops located in DEC Region 4	06/09	06/09	Completed
Compliance Assistance	Plan and schedule workshops for DEC Region 4 auto body shops.	04/09	05/09	Completed
Compliance Assistance	Conduct compliance assistance workshops in NYSDEC Region 4.	06/09	07/09	3 workshops given in 06/09

## Part 2- Narrative Discussion

During this reporting period, much progress was made towards completing Phase 1 of this project. As discussed in the previous (January-March 2009) quarterly report, major revisions were made to the draft Environmental Compliance Guide for Auto Body Shops and the draft Environmental Report Package for Auto Body Shops to address comments received from external stakeholders (several auto body trade associations). These revisions included significantly paring down both documents, and adding language to both documents to clarify who is required to submit the Environmental Report Form, the penalties for not submitting the Environmental Report Form, and the requirements that need to be met to reduce or eliminate penalties for violations that are self-disclosed on the Environmental Report Form. The revised draft documents were then sent for additional review by internal stakeholders in March and April 2009. In April 2009, final comments were received from internal stakeholders and incorporated into the draft documents. In May 2009, the *Environmental Compliance Guide for Auto Body Shops* and the *Environmental Report Package for Auto Body Shops* were finalized, and posted on the DEC website.

On April 22, 2009, DEC, EFC, and ESD staff attended the monthly meeting of the Capital District Auto Body Association in Albany, and gave a presentation on the Auto Body Shops ERP and Environmental Report Form.

DEC staff printed 400 copies of the *Environmental Compliance Guide for Auto Body Shops* and the *Environmental Report Package for Auto Body Shops*, and on June 1, 2009, these documents were mailed to 389 auto body shops located in DEC Region 4. Auto body shops located in DEC Region 4 that generate any hazardous waste or that are not exempt from DEC Part 228 air regulations are required to submit the *Environmental Report Form for Auto Body Shops* to DEC by August 15, 2009.

The June 1, 2009 mailing also included a schedule of workshops provided by EFC on the Environmental Report Form. Three workshops were held in June 2009 in Albany, Amsterdam and Troy, and were attended by 96 auto body shop operators and employees. Two additional workshops were scheduled to be held in Stamford and Albany during July 2009.

In late June 2009, ESD mailed postcards to the DEC Region 4 auto body shops to alert them that they could be subject to penalties if they do not return the Environmental Report Form to DEC. ESD is planning to send a reminder postcard in August 2009 to shops that have not yet submitted the Environmental Report Form to DEC.

Major tasks planned for the next quarter include mailing the *Environmental Compliance Guide for Auto Body Shops* and the *Environmental Report Package for Auto Body Shops* DEC Region 9 auto body shops, and begin holding workshops in NYSDEC Region 9.

Originally, this project was planned to be completed in four years. However, due to unanticipated delays, the project is at least one year behind schedule. DEC will be requesting a no-cost-time extension for this grant from EPA in the future.

**Part 3 – Projection of Activities, Accomplishments, and Major Expenditures for Next Quarter Report**

A summary of ongoing and upcoming tasks is listed below:

<b>Table 2: NYS Small Business Sectors ERP Implementation Pilot Project – Phase 1 July 2009- December 2009 Planned Activities</b>				
<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/ Notes</b>
Compliance Assistance	Conduct compliance assistance workshops in NYSDEC Region 4.	06/09	07/09	In progress
Self-certification	NYSDEC Region 4 auto body shops submit Environmental Report Forms to NYSDEC.	06/09	09/09	In progress
Compliance Assistance	Plan and schedule workshops for NYSDEC Region 9 auto body shops	08/09	09/09	
Outreach	Print and mail Auto Body Shops Environmental Compliance Guide, Reporting Packet, and workshop schedule to NYSDEC Region 9 auto body shops.	08/09	08/09	
Compliance Assistance	Conduct compliance assistance workshops in NYSDEC Region 9.	09/09	10/09	
Data Management	Update ERP Software to incorporate auto body shops self-certification form (Environmental Report Form).	08/09	08/09	
Self-certification	NYSDEC Region 9 auto body shops submit Environmental Report Forms to NYSDEC.	12/09	12/09	
Data Management	Input and evaluate Environmental Report Forms submitted by Region 4 and 9 auto body shops.	10/09	01/10	
Identify statewide universe of auto body shops	Identify and compile statewide auto body shop universe	11/08	12/09	In progress

**Part 4 - Financial Report**

Costs incurred for this reporting period are shown in Table 3. This project is approximately one year behind schedule, therefore, the approved budget costs shown in this table are actually the approved budget costs for Year 1. DEC will be requesting a no-cost-time extension for this grant from EPA.

<b>Table 3:                      NYS Small Business Sectors ERP Implementation Pilot Project                      NYSDEC Costs Incurred for Year 2 (October 2008- September 2009)</b>				
Budget Item	Approved Budget Costs	Spent Previous Quarters	Spent This Quarter	Year 2 Cumulative To Date
Personnel	92,703	30,436.43	28,621.08	59,057.51
Fringe Benefits	42,208	12,987.23	11,901.47	24,888.70
Indirect costs	46,382	13126.98	11,817.17	24,944.15
Supplies	2000		0	
Contractual - Printing	8000	0	0	0
- Mailings	8000	0	0	0
- Workshops	15000	0	0	0
Travel	3000	0	0	0
<b>Year 1 Totals:</b>	<b>\$217,293</b>	<b>\$56,550.64</b>	<b>\$52,339.72</b>	<b>\$108,890.36</b>

Costs incurred by NYSDEC for Year 1 (October 1, 2007-September 30, 2008) of this project are shown in Table 4.

<b>Table 4:                      NYS Small Business Sectors ERP Implementation Pilot Project                      NYSDEC Costs Incurred for Year 1 (October 2007- September 2008)</b>		
Budget Item	Approved Budget Costs	Year 1 Total
<b>Personnel</b>	92,703	80,326.35
<b>Fringe Benefits</b>	42,208	35,758.35
<b>Indirect costs</b>	46,382	38,434.68
<b>Supplies</b>	2000	0
<b>Contractual - Printing</b>	8000	0
- Mailings	8000	0
- Workshops	15000	0
<b>Travel</b>	3000	0
<b>Year 1 Totals:</b>	<b>\$217,293</b>	<b>\$154,519.38</b>