

US EPA ARCHIVE DOCUMENT

**New York State Small Business Sectors Environmental Results Program
Implementation Pilot Project
Assistance Agreement No. PI-97252007-0
Quarterly Report
April 2008 – June 2008**

Part 1 – Synopsis of Accomplishments During the Reporting Period

This project began immediately after the grant award in October 2007, and will be completed over a period of four years. The project will consist of three overlapping phases: Phase 1 consists of a pilot ERP for autobody shops located in New York State Department of Environmental Conservation (NYSDEC) Regions 4 and 9; Phase 2 will consist of a pilot ERP for printers located in NYSDEC Regions 4 and 9, and Phase 3 will consist of a rollout of the auto body shops and printers ERPs statewide to the remaining seven NYSDEC Regions. Phase 3 will also include the development of an ERP for another small business sector to be determined by the P2/CA Council.

During this reporting period, the baseline inspections for the NYSDEC Regions 4 and 9 auto body shops population were 90 percent completed. Using the NYSDEC Hazardous Waste Manifest System Database, NYSDEC Air Facility Systems Database, the New York State Department of Motor Vehicles Business Registry, and a yellow page search, NYSDEC compiled a list of 989 auto body shops for the NYSDEC Regions 4 and 9 auto body shops target population. To meet the precision targets of a 90 percent confidence level and ten percent margin of error for each sample set, it was determined that at least 63 auto body shops needed to be inspected for the baseline analysis. A simple random sample of 63 facilities was selected from a randomized list of the auto body shops target population. The randomized list was generated using Microsoft Excel. Each of the 989 shops was assigned a unique random number, and the shops were ordered from lowest to highest random number with the list of 63 auto body shops starting from the top of the randomized list.

Considerable staff time was also spent developing the statistical methodology for this project, and addressing EPA's comments regarding the project's Quality Assurance Project Plan. The results of this project will be based on a comparison of the results of the baseline random sample inspections to post-certification random sample inspection results for each of the targeted populations. As stated above, the precision targets for the baseline inspections will be a minimum of a 90 percent confidence level and a maximum margin of error of ten percent. The sample size for the post-certification inspections will also be based on a 90 percent confidence level and ten percent margin of error. In comparing the two samples, the margin of error for the comparison between the two samples will be larger than the margin of error for either sample individually. Therefore, with the margin of error of ten

percent for the baseline and post-certification sample sets, the minimal detectable difference between the two sample sets will be a 14 percentage point difference. Therefore, an observed improvement in compliance must be greater than 14 percent between the two samples to be statistically valid.

Part 2- Narrative Discussion

A major portion of this reporting period involved work related to completing the baseline inspections of the randomly selected sample of the NYSDEC Regions 4 and 9 auto body shops population. One additional task that arose from completing these inspections was the development of a standard letter to be sent to shops to inform them of any violations found at their facility. Approximately halfway into completing the inspections, a conference call was held with the ERP inspectors to discuss any issues or questions they had concerning the inspections. Completed inspection reports were submitted to the NYSDEC Central Office, and were reviewed for completeness and errors.

The majority of the inspected facilities are conditionally exempt small quantity generators, and did not have EPA identification numbers which are needed to enter inspection data into RCRA Info. This required additional staff time to request EPA ID numbers for these facilities from EPA.

The completed and upcoming project tasks, timeframes, and status for January 2008 through September 2008 are listed in Part 3 below.

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

Table 1: Project Tasks, Timeframes and Status NYS Small Business Sectors ERP Implementation Pilot Project January 2008- September 2008 (Phase I – Pilot Autobody ERP)				
Task Name	Task Description	Start Date	End Date	Status/Notes
Acceptance of Federal Grant Award Offer	Acceptance of Federal Grant Award Offer	9/27/07	11/5/07d	Completed
QAPP submission	Development and submission of QAPP to EPA for approval	Upon grant award	02/07	Completed
Facility Identification	Compile a list of auto body shops in NYSDEC Regions 4 and 9.	Pre-grant award	02/08	Completed
Outreach	Project planning meetings with internal stakeholders.	10/07	12/07	Completed

**Table 1: Project Tasks, Timeframes and Status
 NYS Small Business Sectors ERP Implementation Pilot Project
 January 2008- September 2008 (Phase I – Pilot Autobody ERP)**

Develop draft workbooks	Develop draft auto body shops compliance assistance workbooks	10/07	03/08	Ongoing. Internal stakeholder review completed.
Performance Tracking	Develop Environmental Business Performance Indicators (EBPIs) and Inspection Forms	10/07	02/08	Completed.
Train Inspectors	Train Inspectors	02/08	02/08	Completed.
Statistical Methodology	Determine methodology to drive performance measurement and analytical tasks.	10/07	06/08	Completed
Revise QAPP	Address conditions of EPA provisional approval of QAPP	03/08	06/08	Ongoing.
Data Management	Update ERP Software to incorporate auto body inspection checklist and self-certification form	10/07	06/08	Ongoing
Outreach	Meet with external stakeholders – Auto body trade associations	02/08	03/08	Completed
Performance Tracking	Revise Environmental Business Performance Indicators (EBPIs) and Best Management Practices (BMPs)	04/08	06/08	
Determine random sample for baseline inspections	Generate list of randomly selected auto body shops for baseline inspections	03/08	03/08	Completed
Conduct baseline inspections	Conduct baseline inspections	04/08	07/08	Ongoing – 90% complete
Outreach	External stakeholder review of compliance assistance workbook and self-certification form.	08/08	09/08	
Assistance Materials	Finalize autobody shops compliance assistance workbooks and self-certification forms.	06/08	09/08	Will complete after external stakeholder review is completed.
Baseline Assessment	Assess baseline inspection data	08/08	09/08	
Compliance Assistance	Schedule workshops, workshops mailings, finalize compliance assistance materials...	08/08	09/08	
Compliance Assistance Workshops	Conduct compliance assistance workshops	10/08	11/08	

Part 4 - Financial Report

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