

US EPA ARCHIVE DOCUMENT

**New York State Small Business Sectors Environmental Results Program
Implementation Pilot Project
Assistance Agreement No. PI-97252007-0
Quarterly Report
October 2007 – December 2007**

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 will consist of a pilot ERP for autobody shops located in 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 DEC 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 period, several meetings were held with internal stakeholders of this project, including New York State Department of Environmental Conservation (DEC) program staff and legal staff, and DEC's project partners: NYS Environmental Facilities Corporation (EFC), NYS Empire State Development (ESD), NYS Energy Research and Development Agency (NYSERDA), and NYS Foundation for Science, Technology and Innovation (NYSTAR). DEC and its project partners, EFC, ESD, NYSERDA, and NYSTAR, comprise the Pollution Prevention Compliance Assistance Coordinating Council (P2/CA). DEC has also participated in several meetings involving the Northeast Waste Management Officials Association (NEWMOA) Common Measures Project. DEC will be applying many of the elements from the auto body shops portion of the NEWMOA Common Measures project to the auto body shops ERP implemented under this project.

The following are the outcomes of this reporting period:

- Establishment of DEC ERP Workgroup;
- Establishment of P2/CA ERP Workgroup;
- Establishment of Interim ERP Enforcement Policy – Existing NYS Small Business Self-Disclosure Policy;
- Definition of Auto Body Shops Universe;
- Draft Auto Body Shops Compliance Assistance Workbook;
- Draft Common Measures Auto Body Performance Checklist;
- Draft NYSDEC Auto Body Shops ERP Inspector Checklist;
- Plan for DEC ERP Inspector Training;
- Plan for outreach to external stakeholders;
- Draft Quality Assurance Project Plan.

Part 2- Narrative Discussion

A major portion of this reporting period involved establishing a definitive project plan, clearly defining the roles and responsibilities of the internal stakeholders, and establishing an enforcement policy for the ERP pilot project. Due to the large number of stakeholders involved in this project, accomplishing these tasks required a considerable amount of time to coordinate meetings, disseminate project information, and coordinate reviews of project materials, which caused some delay in completing items scheduled for this reporting period. However, with the roles of the involved stakeholders more clearly defined, and the establishment of an interim enforcement policy, DEC expects to move forward with this project in accordance with the approved work plan. The completed and upcoming project tasks, timeframes, and status for October 2007 through June 2008 are listed in Table 1 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
October 2007- June 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
QAP submission	Development and submission of QAP to EPA for approval	Upon grant award	60 days after grant award	Delayed/ Ongoing.
Facility Identification	Compile a list of auto body shops in NYSDEC Regions 4 and 9.	Pre-grant award	02/08	Ongoing
Outreach	Project planning meetings with internal stakeholders.	10/07	12/07	Ongoing
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	Ongoing
Train Inspectors	Train Inspectors	02/08	02/08	Scheduled
Statistical Methodology	Determine methodology to drive performance measurement and analytical tasks.	10/07		Ongoing
Data Management	Modify Massachusetts ERP Software	10/07	06/08	Ongoing
Outreach	Meet with external stakeholders – Auto body trade associations	02/08	02/08	Initial meeting being set up by ESD.
Performance Tracking	Revise Environmental Business Performance Indicators (EBPIs) and Best Management Practices (Bump's)	04/08	06/08	
Determine random sample for baseline inspections	Generate list of randomly selected auto body shops for baseline inspections	Upon QAPP approval	Upon QAPP Approval	

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Conduct baseline inspections	Conduct baseline inspections	Upon QAPP approval	See note under status for this item	Approximately two months needed to complete inspections.
Outreach	External stakeholder review of compliance assistance workbook and self-reporting form.	03/08	04/08	
Assistance Materials	Finalize autobody shops compliance assistance workbooks and self-certification forms.	05/08	05/08	Will complete after external stakeholder review is completed.
Baseline Assessment	Assess baseline inspection data	05/08	05/08	
Compliance Assistance	Schedule workshops, workshops mailings, finalize compliance assistance materials...	04/08	05/08	
Compliance Assistance Workshops	Conduct compliance assistance workshops	06/08	06/08	

Part 4 - Financial Report

Financial Information removed by EPA as confidential business information.