

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
 January 2009 – March 2009 Quarterly Report**

In this project, pilot ERPs will be developed and implemented for auto body shops and printers. This project will also include the development of a pilot ERP for a third small business sector which will be determined by NYSDEC and its four project partners: the New York State Environmental Facilities Corporation (EFC), the Empire State Development Corporation (ESD), the New York State Energy Research and Development Authority (NYSERDA), and the New York State Office of Science, Technology and Academic Research (NYSTAR). The project is planned to be completed in three overlapping phases. In Phases 1 and 2, pilot ERPs will be developed and implemented for auto body shops and printers located in NYSDEC Regions 4 and 9. In Phase 3, the auto body shops and printers ERPs will be expanded statewide to the remaining seven NYSDEC Regions, and the third small business pilot ERP will be developed.

Part 1 – Synopsis of Accomplishments During the Reporting Period

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

Table 1: NYS Small Business Sectors ERP Implementation Pilot Project January 2009- March 2009 Accomplishments				
Task Name	Task Description	Start Date	End Date	Status/ Notes
Data Management	Produce summary of baseline inspection results.	01/09	02/09	Completed.
Compliance Assistance Materials	Revise draft auto body shops compliance assistance guide and draft reporting form to incorporate comments from external and internal stakeholders.	01/09	03/09	Completed.
Compliance Assistance Materials	Third review of draft compliance assistance guide and draft environmental report form by internal stakeholders (NYSDEC, EFC, ESD, NYSERDA, NYSTAR and USEPA).	03/09	04/09	In progress.
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	In progress.

Part 2- Narrative Discussion

During this reporting period, NYSDEC staff continued to work on addressing comments regarding the draft Environmental Compliance Guide for Auto Body Shops and the draft Auto Body Shops Environmental Reporting Packet. As discussed in the October - December 2008 quarterly report, the draft guide and reporting packet were sent to sixteen auto body association representatives for their review in November 2008. In December 2008, comments were received from the New York State Auto Collision Technician's Association, the Long Island Autobody Repairmen's Association, the New York State Auto Dealers Association, EFC, ESD, and USEPA. The major concerns expressed regarding the draft documents were: the documents were too long and too technical, the documents should provide more information regarding enforcement under the auto body ERP, and the documents should clearly state what the penalties will be for violations that are self-disclosed on the environmental report form. The draft documents were revised to address these concerns, and were sent for a third round of review by internal stakeholders in March 2009. Internal Stakeholders were asked to submit comments to NYSDEC by April 6, 2009. NYSDEC is planning to finalize the Environmental Compliance Guide for Auto Body Shops and the draft Auto Body Shops Environmental Reporting Packet in the next quarter (April 2009-June 2009).

Also during this reporting period, using the Massachusetts ERP Automation Software tool, NYSDEC produced a data summary of the NYSDEC Region 4 and 9 auto body shops baseline inspections checklist data. The baseline inspections of 63 randomly selected auto body shops located in NYSDEC Regions 4 and 9 were completed in April 2008 through July 2008. A copy of the data summary is attached.

Originally, this project was planned to be completed in four years. However, due to unanticipated delays in completing the quality assurance project plan, developing the compliance assistance materials, and the loss of key NYSDEC personnel, the project is approximately one year behind schedule. On March 11, 2009, NYSDEC staff met with EFC and ESD staff to discuss upcoming project tasks and the project schedule. The project schedule is summarized in Table 2. As shown in Table 2, the mailing of and workshops for the Auto Body Shops Environmental Compliance Assistance Guide and Reporting Packet will be completed in two phases for the NYSDEC Region 4 and 9 auto body shops. Major tasks planned for the next quarter include mailing the auto body shops environmental compliance assistance guide and reporting packet to the Region 4 auto body shops, and holding workshops in NYSDEC Region 4. Also, NYSDEC is planning to submit to EPA a request for a no-cost-time extension with a revised schedule for this project once the Region 4 workshop schedule is finalized.

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

A summary of ongoing and upcoming tasks is listed below:

Table 2: NYS Small Business Sectors ERP Implementation Pilot Project April 2009- December 2009 Planned Activities				
Task Name	Task Description	Start Date	End Date	Status/ Notes
Baseline Assessment	Analyze baseline inspection data.	01/09	04/09	In progress
Performance Tracking	Revise EBPIs and BMPs based on comments received from auto body associations and baseline inspection data assessment.	01/09	04/09	In progress
Compliance Assistance	Revise and finalize Environmental Compliance Assistance Guide and Reporting Packet for Auto Body Shops.	01/09	05/09	In progress
Compliance Assistance	Plan and schedule workshops for NYSDEC Region 4 auto body shops.	04/09	05/09	
Compliance Assistance	Print approximately 1200 copies of Environmental Compliance Assistance Guide and Reporting Packet for Auto Body Shops.	05/09	07/09	Copies will be made for Region 4 and 9 auto body shops
Outreach	Mail Auto Body Shops Environmental Compliance Guide, Reporting Packet, and workshop schedule to NYSDEC Region 4 auto body shops.	05/09	06/09	
Project Schedule	Revise project schedule (extend approximately one year) to address delays in completing project tasks.	06/09	06/09	NYSDEC will request no-cost time extension
Data Management	Update ERP Software to incorporate auto body shops self-certification form (Environmental Report Form).	06/09	07/09	
Compliance Assistance	Conduct compliance assistance workshops in NYSDEC Region 4.	06/09	07/09	
Compliance Assistance	Plan and schedule workshops for NYSDEC Region 9 auto body shops	07/09	08/09	
Outreach	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	
Self-certification	NYSDEC Region 4 auto body shops submit Environmental Report Forms to NYSDEC.	09/09	09/09	
Self-certification	NYSDEC Region 9 auto body shops submit Environmental Report Forms to NYSDEC.	12/09	12/09	
Self - Certification	Input and evaluate Environmental Report Forms submitted by Region 4 and 9 auto body shops.	10/09	01/10	
Identify statewide universe	Identify 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. During the next quarter, NYSDEC is planning to submit to EPA a request for a no-cost-time extension with a revised schedule for this project.

Table 3: NYS Small Business Sectors ERP Implementation Pilot Project NYSDEC Costs Incurred for Year 2 (October 2008- September 2009)				
Budget Item	Approved Budget Costs	Spent Previous Quarter	Spent This Quarter	Year 2 Cumulative To Date
Personnel	92,703	15890.47	14,545.96	30,436.43
Fringe Benefits	42,208	6780.47	6206.76	12,987.23
Indirect costs	46,382	6853.43	6273.55	13,126.98
Supplies	2000	0	0	0
Contractual - Printing	8000	0	0	0
- Mailings	8000	0	0	0
- Workshops	15000	0	0	0
Travel	3000	0	0	0
Year 1 Totals:	\$217,293	\$29,524.37	\$27,026.27	\$56,550.64

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

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

ERP Autobody Facilities Round 1 Inspections Data Summary

Question #	Question Text	Answer	Answer Count
1	Are all spray-applied coatings applied using an HVLP spray gun or an equivalent high transfer efficiency technology?	No	3
		Yes	60
2	Does the facility have a high efficiency painting training in place?	No	22
		Yes	41
3	Does the facility use ventilated sander (dustless vacuum) equipment that captures paint dust and body filler, or an overhead capture system?	No	52
		Yes	11
4	When sanding, does the facility keep the shop doors closed to avoid releasing dust outdoors?	No	26
		Yes	37
5	Are all spray-applied coatings applied in an enclosed ventilated spray booth or preparation station?	No	7
		Yes	56
7	Is all paint spray gun cleaning done with a fully enclosed spray gun washer or in a manner that avoids creating an atomized mist or spray of gun cleaning solvent?	No	11
		Yes	52
NY-A-1	Does the shop store all coatings, solvents, rags or any other items that contain solvents in closed containers?	Blank	1
		No	25
		Yes	37
NY-A-3	Does the facility utilize an automated paint color dispensing unit?	No	39
		Yes	24
NY-A-4	Does the facility maintain records of the quantities of coatings and solvents used annually?	No	7
		Yes	56
8	Does the facility have MSDS or formulation data supplied by manufacturer for all the solvents and coatings that they use?	No	6
		Yes	57
NY-H-1	Are the CESQG's hazardous waste containers labeled with the words "hazardous waste"?	Blank	1
		NA	7
		No	33
		Yes	22
NY-H-1a	Are the SQG's or LQG's hazardous waste containers labeled with the words "hazardous waste"?	NA	62
		Yes	1
14	Are the CESQG's hazardous waste containers closed unless waste is being added or removed?	NA	7
		No	20
		Yes	36
14a	Are the SQG's or LQG's hazardous waste containers closed unless waste is being added or removed?	NA	62
		Yes	1
15	Are the CESQG's hazardous waste containers in good condition (i.e., free of severe rusting or apparent structural defects, and not leaking)?	NA	7
		No	1
		Yes	55
15a	Are the SQG's or LQG's hazardous waste containers in good condition (i.e., free of severe rusting or apparent structural defects, and not leaking)?	NA	62
		Yes	1

ERP Autobody Facilities Round 1 Inspections Data Summary

Question #	Question Text	Answer	Answer Count
18a	If yes, does the facility use a hazardous waste manifest to ship its manifest when a manifest is required?	NA	62
		Yes	1
18b	If a hazardous waste manifest is not required, does the facility document its hazardous waste shipments, e.g. non-hazardous waste manifest, bill of lading, other documentation?	NA	12
		No	11
19	Has the facility identified all of its hazardous waste streams?	Yes	40
		No	19
21	Does the SQG facility have an employee training program that teaches employees proper hazardous waste management procedures?	Yes	44
		NA	62
21a	Does the CESQG facility have an employee training program that teaches employees proper hazardous waste management procedures?	Yes	1
		NA	2
		No	36
NY-H-2	Does the facility properly manage all mercury-containing lamps (fluorescent, high-intensity discharge (HID), neon, mercury vapor, high pressure sodium, and metal halide lamps)?	Yes	25
		NA	2
		No	34
22	Is there any indication of spills in or near the shop?	Yes	27
		No	59
NY-B-3	Are all used oil tanks registered with NYSDEC?	Yes	4
		NA	49
		No	10
25a	Is the facility in compliance with the applicable requirements for any discharge(s) of industrial wastewater to groundwater?	Yes	4
		NA	56
		No	6
26a	Is the facility in compliance with the state standard for discharges to unsealed floor drains?	Yes	1
		NA	30
		No	18
NY-W-1	Does the facility maintain records documenting that industrial wastewater is disposed of properly (e.g., hauling records and information regarding where wastewater is treated)?	Yes	15
		Blank	1
		NA	8
		No	43
NY-W-3	Does the facility have floor drains which discharge to groundwater (e.g., discharge to an on-site septic system, drywell, etc.)?	Yes	11
		Blank	2
		NA	1
		No	50
NY-W-4	Does the facility wash vehicles outside?	Yes	10
		Yes	28
		NA	2
		No	32

ERP Autobody Facilities Round 1 Inspections Data Summary

Question #	Question Text	Answer	Answer Count
NY-W-4	Does the facility wash vehicles outside?	Blank	1
27	Has the facility taken one or more actions to conserve water in the past three years?	No	53
		Yes	10
28	Has the facility taken one or more actions to conserve energy over the past three years?	No	30
		Yes	33
29	Has the facility taken one or more actions to reduce toxics the past three years?	No	17
		Yes	46
29a	--use water-based or low solvent coatings (primers, basecoats and painting)?	NA	31
		Yes	32
29b	--attempt to avoid use of coatings that contain toxic metals (chromium, lead, cadmium, nickel and manganese) by asking suppliers for alternative formulations?	NA	31
		Yes	32
29c	--avoid use of methylene chloride-based paint strippers?	NA	30
		Yes	33
29d	--recycle any solvents?	NA	36
		Yes	27
29e	--use recycled solvent for gun cleaning?	NA	32
		No	2
		Yes	29
29f	--have an inventory system in place to prevent products from going out of date?	NA	44
		Yes	19
29g	--use non-solvent based putty/fillers?	NA	53
		Yes	11