

US EPA ARCHIVE DOCUMENT

**New York State Small Business Sectors Environmental Results Program  
Implementation Pilot Project  
Assistance Agreement No. PI-97252007-0  
Quarterly Report  
January 2008 – March 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 will consist 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 period, several meetings were held with internal stakeholders of this project, including NYSDEC program staff and legal staff, and the New York State Environmental Facilities Corporation (EFC), and New York State Empire State Development (ESD). Also, an outreach meeting with several auto body trade associations was held on March 19, 2008 to inform them of the auto body shops ERP pilot project, and request their input in the development and implementation of this project. The trade associations were extremely supportive of the ERP concept, and are very interested in participating in its development and implementation.

NYSDEC 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 Enforcement Procedures for the ERP Pilot Project;
- Final NYSDEC Auto Body Shops ERP Inspector Checklist;
- NYSDEC ERP Baseline Inspector Training;
- Meeting with Auto Body Trade Associations;
- Submittal of NYS ERP Pilot Project Quality Assurance Project Plan (QAPP); and
- EPA Provisional Approval of QAPP.

## **Part 2- Narrative Discussion**

A major portion of this reporting period involved the establishment of enforcement procedures for the ERP baseline inspections and the self-certification process. To come to consensus on these procedures, it was necessary to hold several meetings with the involved project partners and NYSDEC program staff. A major hurdle in this process was establishing procedures that satisfied the roles of both NYSDEC, which is a regulatory agency, and ESD, which serves as ombudsman for small businesses in New York State. This time-intensive task was not accounted for in the project workplan, and its completion has caused other major tasks to fall behind schedule.

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)**

<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/Notes</b>
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	60 days after grant award	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
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	05/08	Ongoing
Revise QAPP	Address conditions of EPA provisional approval of QAPP	03/08	05/08	Ongoing.
Data Management	Modify Massachusetts ERP Software	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	Conduct baseline inspections	04/08	06/08	Ongoing

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inspections				
Outreach	External stakeholder review of compliance assistance workbook and self-reporting form.	05/08	06/08	
Assistance Materials	Finalize autobody shops compliance assistance workbooks and self-certification forms.	06/08	07/08	Will complete after external stakeholder review is completed.
Baseline Assessment	Assess baseline inspection data	06/08	07/08	
Compliance Assistance	Schedule workshops, workshops mailings, finalize compliance assistance materials...	06/08	07/08	
Compliance Assistance Workshops	Conduct compliance assistance workshops	09/08	11/08	

**Part 4 - Financial Report**

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