

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  
 July 2009 – September 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            July 2009 - September 2009 Accomplishments</b>				
<b>Task</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	09/09	Completed
Compliance Assistance	Provide technical assistance to auto body shops on completing Environmental Report Forms and Return to Compliance Plans.	06/09	11/09	Ongoing
Self-certification	NYSDEC Region 4 auto body shops submit Environmental Report Forms to NYSDEC.	06/09	11/09	Ongoing
Data Management	Compile and track submitted Environmental Report Form, Non-Applicability Forms, and Non-Responders.	06/09	11/09	Ongoing
Compliance Assistance Materials	Revise Auto Body ERP Compliance Assistance Guide and Forms to incorporate EPA surface coating requirements.	08/09	11/09	In progress
Outreach	Call Non-responders to remind them to submit Environmental Report Form	09/09	09/09	Completed

## Part 2- Narrative Discussion

On June 1, 2009, the Environmental Compliance Guide for Auto Body Shops and Environmental Report Form for Auto Body Shops were sent to 389 auto body shops located in NYSDEC Region 4. Auto body shops located in NYSDEC Region 4 that generate any hazardous waste and that are not exempt from New York State Part 228 air regulations were required to submit the Environmental Report Form for Auto Body Shops to NYSDEC by August 15, 2009. As of September 17, 2009, 168 auto body shops had submitted completed forms, and 48 facilities had submitted Non-Applicability Forms. From the remaining list, 56 facilities were identified as closed, duplicates, not auto body or not in Region 4, resulting in a list of 127 non-responders. Environmental Report Forms and Non-Applicability Forms continue to be submitted to NYSDEC.

The following is a summary of the tasks completed during this reporting period:

- From June 17, 2009 to August 11, 2009, NYSEFC's Small Business Environmental Assistance Program (SBEAP) held six workshops throughout NYSDEC Region 4. The workshops were attended by a total of 173 auto body shop owners/operators/employees, and 30 paint vendors/suppliers.
- From July 1, 2009 through September 30, 2009, SBEAP responded to 84 phone calls requesting technical assistance on the auto body shops ERP, and NYSDEC responded to approximately 25 phone calls regarding the auto body shops ERP.
- In September 2009, letters were sent to 14 shops that claimed they were not required to submit the Environmental Report Form because they did not generate any hazardous waste and they were exempt from Part 228. The letter listed hazardous wastes typically generated at auto body shops and advised the shops to verify that they did not generate any hazardous waste, and that they met the Part 228 exemption, and if not, then the shop must submit a report form.
- In late September 2009, Empire State Development's Small Business Ombudsman Program made calls to the 127 non-responders to remind them to submit the Environmental Report Form or Non-Applicability Form.
- Also, during this reporting period, NYSDEC began revising the May 2009 Environmental Compliance Guide for Auto Body Shops and Environmental Report Form for Auto Body Shops to fully incorporate the 6H NESHAP. In the May 2009 version of the guide and report form, many of the 6H requirements were identified as best management practices. The guide and report form are being revised to explain that new sources must comply with the 6H requirements, and existing sources must comply with the 6H requirements by January 10, 2011.

In the next quarter, the *Environmental Compliance Guide for Auto Body Shops* and the *Environmental Report Package for Auto Body Shops* will be mailed to DEC Region 9 auto body shops, and EFC will begin holding workshops in NYSDEC Region 9.

Originally, this project was planned to be completed in four years. However, at this time, the project is approximately 1.5 years 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                      October 2009- March 2010 Planned Activities</b>				
<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/ Notes</b>
Identify auto body shops universe	Identify and compile database of statewide auto body shop universe	11/08	12/09	In progress
Revise Auto Body Guide and Report Form	Revise Auto Body Guide and Report Form to incorporate NESHAP requirements.	08/09	11/09	In progress
Data Management	Input and track Region 4 Self-Certification Reports, compile list of non-responders.	08/09	11/09	In progress
Targeted Inspections	Send warning letters to non-responders	11/09	12/09	
Compliance Assistance	Plan and schedule workshops for NYSDEC Region 9 auto body shops	11/09	12/09	
Outreach	Print and mail Auto Body Shops Guide and Reporting Packet to NYSDEC Region 9 auto body shops.	11/09	12/09	
Compliance Assistance	Conduct compliance assistance workshops in NYSDEC Region 9.	12/09	01/10	
Develop Printers ERP Materials	Develop draft Printers inspection checklist, report form and guide.	12/09	02/10	
Identify Printer Universe	Identify and compile database of statewide Printer Universe.	01/10	02/10	
Self-certification	NYSDEC Region 9 auto body shops submit Environmental Report Forms to NYSDEC.	01/10	02/10	
Data Management	Input and evaluate report forms submitted by Region 4 and 9 auto body shops.	01/10	03/10	
Post-Certification Inspections	Generate list of Region 4 and 9 targeted and randomly selected auto body shops.	03/10	03/10	
Baseline Inspections	Generate statewide list of randomly selected auto body shops.	03/10	03/10	
Train Inspectors	Train RCRA inspectors statewide on auto body shop ERP inspection form.	03/10	03/10	

**Part 4 - Financial Report**

Known costs incurred for this project during this reporting period are shown in Table 3. Costs incurred for printing, mailing and workshops during this reporting period will be included in the next quarterly report.

<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	\$59,057.51	\$19,051.08	\$78,108.59
Fringe Benefits	\$42,208	\$24,888.70	\$7,904.33	\$32,793.03
Indirect costs	\$46,382	\$24,944.15	\$7,835.93	\$32,780.08
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
<b>Year 2 Totals:</b>	<b>\$217,293</b>	<b>\$108,890.36</b>	<b>\$34,791.34</b>	<b>\$143,681.70</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>