

US EPA ARCHIVE DOCUMENT

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

The baseline inspections of 63 randomly selected auto body shops located in NYSDEC Regions 4 and 9 were completed by NYSDEC RCRA inspectors from April 2008 to July 2008. Also, during this reporting period, staff prepared the final Draft Environmental Compliance Guide for Auto Body Shops and developed the Draft Auto Body Shops Environmental Report Form. These draft documents will be shared with both internal and external (auto body trade associations) stakeholders during the next reporting period.

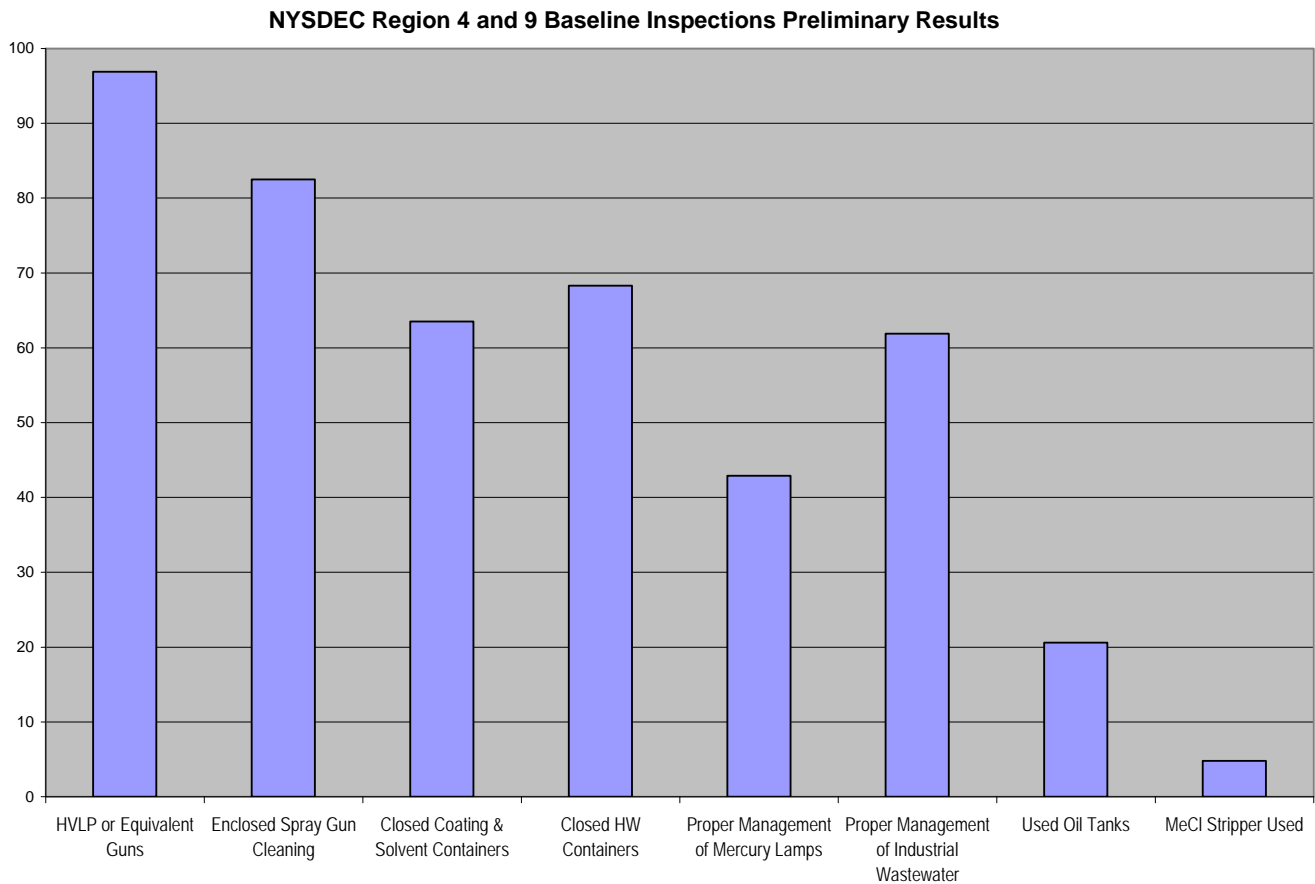
Part 2- Narrative Discussion

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 randomized list of the 989 auto body shops was generated using Microsoft Excel, and the shops were ordered from lowest to highest random number. NYSDEC Region 4 and 9 RCRA inspectors were given the list of the first 120 facilities on the randomized list, and were requested to complete inspections of 63 auto body shops. If the inspectors found that a facility was required to be dropped from the sample set because it was either closed or was not an auto body shop, the next facility on the randomized list was added to the sample set to maintain the number of facilities required for the predetermined precision targets. The Region 4 and 9 inspectors visited 87 facilities in order to complete the baseline inspections of 63 auto body shops. Out of the 87 facilities, 14 facilities were closed, nine facilities were not auto body shops, and one facility was located outside of Regions 4 and 9.

Completed baseline inspection checklists were forwarded to the NYSDEC Central Office staff and reviewed for completion and accuracy, and any discovered problems were flagged for follow-up. Checklists that were found to be incompletely or incorrectly filled out were followed up with the inspectors that completed the checklist in order to gather missing information or clarify the meaning of unclear answers.

NYSDEC staff are presently developing an ERP data analysis system using the ERP Automation Software tool developed for the Massachusetts ERP. In the meantime, NYSDEC staff completed a preliminary assessment of the baseline inspection data using the EPA Results Analyzer. The results

of this preliminary assessment are shown in the following chart. The first six items on this chart are compliance indicators, and the last two items are the percentage of facilities with used oil tanks and using paint strippers containing methylene chloride.



During this reporting period, NYSDEC staff also prepared the final Draft Environmental Compliance Guide for Auto Body Shops and developed the Draft Auto Body Shops Environmental Report Form. Preparation of the final Draft Environmental Compliance Guide for Auto Body Shops involved incorporating numerous comments received from internal stakeholders on the draft guide. Comments on the draft guide were received from the members of the Pollution Prevention Compliance Assistance Council (New York State Environmental Facilities Corporation, Empire State Development Corporation, and the New York State Energy Research and Development Authority), USEPA, and NYSDEC RCRA inspectors. The development of the Draft Auto Body Shops Environmental Report Form involved determining NYSDEC's existing regulatory authority for requiring autobody shops to complete and submit the Auto Body Shops Environmental Report Form. These draft documents will be shared with both internal and external (auto body trade associations) stakeholders during the next reporting period.

The completed and upcoming project tasks, timeframes, and status for January 2008 through March 2009 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	11/5/07	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
Develop draft workbooks	Develop draft auto body shops compliance assistance guide.	10/07	10/08	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	Completed.
Data Management	Update ERP Software to incorporate auto body inspection checklist and self-certification form	10/07	11/08	Ongoing
Outreach	Meet with external stakeholders – Auto body trade associations	02/08	03/08	Completed
Determine baseline inspections random sample	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	Completed
Outreach	External stakeholder review of compliance assistance guide and self-certification form.	11/08	11/08	
Data Management	Input baseline inspection data	11/08	12/08	

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Baseline Assessment	Assess baseline inspection data	10/08	11/08	
Assistance Materials	Finalize autobody shops compliance assistance guide and self-certification forms	11/08	12/08	Will be completed after external stakeholder review.
Performance Tracking	Revise Environmental Business Performance Indicators (EBPIs) and Best Management Practices (BMPs)	04/08	11/08	
Compliance Assistance	Schedule workshops	12/08	12/08	
Compliance Assistance	Mail workshop notices, compliance assistance guide, and environmental report form to Region 4 & 9 auto body shops	01/09	02/09	
Compliance Assistance Workshops	Conduct compliance assistance workshops	02/09	03/09	

Part 4 - Financial Report

Costs incurred for this reporting period are shown in the following table.

NYS Small Business Sectors ERP Implementation Pilot Project Year 1/ October 2007- September 2008 (Phase I – Pilot Autobody ERP)				
Budget Item	Approved Budget Costs	Spent Previous Quarters*	Spent This Quarter**	Cumulative To Date
Personnel	92,703	68,403.17	9776.44	78,179.61
Fringe Benefits	42,208	30,757.88	4084.45	34,842.33
Indirect costs	46,382	33,292.32	4216.49	37,508.81
Supplies	2000	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	\$132,453.37	\$18,077.38	\$150,530.75

*Costs incurred up to 6/25/08.

**Costs incurred for period of 06/26/08- 09/17/08.