

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  
 October 2008 – December 2008 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 (ESDC), 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:

<b>Table 1:                      NYS Small Business Sectors ERP Implementation Pilot Project                      October 2008- December 2008 Accomplishments</b>				
<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/ Notes</b>
Data Management	Update ERP Automation Software to incorporate auto body shops inspection checklist.	11/08	12/08	Completed.
Outreach	Provide draft Environmental Compliance Assistance Guide and draft Environmental Report Form to external stakeholders (auto body associations) for their review.	11/08	12/08	Completed.
Data Management	Input baseline inspection data.	12/08	12/08	Completed.
Compliance Assistance Materials	Second review of draft compliance assistance guide and draft environmental report form-by internal stakeholders (NYSDEC, EFC, and ESDC).	11/08	12/08	Completed.
Compliance Assistance Materials	Revise draft autobody shops compliance assistance guide and draft reporting form to incorporate comments from external and internal stakeholders	12/08	02/08	In progress.
Performance Tracking	Revise Environmental Business Performance Indicators (EBPIs) and Best Management Practices (BMPs) based on comments received from internal/external stakeholders, and preliminary baseline inspection data.	12/08	02/08	In progress.

## Part 2- Narrative Discussion

During this reporting period, NYSDEC staff finalized the draft Environmental Compliance Guide for Auto Body Shops and the draft Auto Body Shops Environmental Reporting Packet. These draft documents were forwarded to Empire State Development Corporation (ESDC), the New York State Environmental Facilities Corporation (EFC), and NYSDEC staff.

In November, ESDC sent the draft guide and reporting packet to sixteen auto body association representatives for their review. Both ESDC and EFC discussed the draft documents with several trade association representatives. In December, NYSDEC participated in a conference call, arranged by EFC, with the executive director of both the NYS Auto Collision Technician's Association and the Long Island Autobody Repairman's Association to discuss concerns with the draft documents. NYSDEC also received written comments from EFC and ESDC. ESDC's comments also transmitted comments they received from the New York State Auto Dealers Association.

The major concerns expressed regarding the draft Environmental Compliance Guide for Auto Body Shops and the draft Auto Body Shops Environmental Reporting Packet included that the documents are 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. NYSDEC is revising the draft documents to address these comments.

Also, during this reporting period, NYSDEC imported the Region 4 and 9 auto body shops universe data into the Massachusetts ERP Automation Software tool, and appended the database to incorporate the New York State auto body shop inspection checklist questions. NYSDEC then completed "Round 1" data entry of the baseline inspection checklist data collected by NYSDEC Region 4 and 9 RCRA inspectors during the random baseline inspections completed in April 2008 through July 2008.

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. Therefore, the project schedule will be revised in the next quarter, and NYSDEC will request a no-cost time extension for this grant.

**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                      January 2009- June 2009 Planned Activities</b>				
<b>Task Name</b>	<b>Task Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status/ Notes</b>
Compliance Assistance Materials	Revise draft autobody shops compliance assistance guide and draft reporting form to incorporate comments from auto body associations and internal stakeholders.	12/08	02/08	In progress.
Baseline Assessment	Assess baseline inspection data using ERP Automation software tool.	01/09	01/09	
Performance Tracking	Revise EBPIs and BMPs based on comments received from auto body associations and baseline inspection data assessment.	12/08	02/08	In progress.
Project Schedule	Revise project schedule (extend approximately one year) to address delays in completing project tasks.	03/09	03/09	
Data Management	Update ERP Software to incorporate auto body shops self-certification form	03/08	03/08	
Assistance Materials	Finalize autobody shops compliance assistance guide and self-certification forms	12/08	02/09	In progress.
Assistance Materials	Finalize and print auto body shops compliance assistance guide and environmental report form.	03/09	04/09	
Compliance Assistance	Plan and schedule workshops.	03/09	03/09	
Outreach	Mail workshop notices to DEC Region 4 and 9 auto body shops.	03/09	03/09	
Compliance Assistance	Conduct compliance assistance workshops in DEC regions 4 and 9.	04/09	05/09	
Compliance Assistance	Distribute compliance assistance guide and report form to DEC regions 4 and 9 auto body shops.	05/09	05/09	
Self-certification	Region 4 and 9 auto body shops report forms are submitted to NYSDEC.	06/09	07/09	
Identify statewide universe	Identify statewide auto body shop universe	11/08	06/09	In progress
Self - Certification	Input and evaluate Region 4 and 9 auto body report forms.	06/09	08/09	

## Part 4 - Financial Report

As stated in Part 2 of this report, this project is approximately one year behind schedule. NYSDEC will be revise the project schedule and yearly budgets, and request a no-cost-time extension. Costs incurred for this reporting period are shown in the following table:

<b>Table 3</b>			
<b>NYS Small Business Sectors ERP Implementation Pilot Project</b>			
<b>Costs incurred for October 2008- December 31, 2008 (Year 2)</b>			
Budget Item	Approved Budget Costs	Spent This Quarter**	Year 2 Cumulative To Date
<b>Personnel</b>	92,703	11,663.99	91,990.34
<b>Fringe Benefits</b>	42,208	4876.18	40,634.53
<b>Indirect costs</b>	46,382	5029.63	43,464.41
<b>Supplies</b>	2000	0	0
<b>Contractual - Printing</b>	8000	0	0
- Mailings	8000	0	0
- Workshops	15000	0	0
<b>Travel</b>	3000	0	0
<b>Year 1 Totals:</b>	<b>\$217,293</b>	<b>\$25,558.53</b>	<b>\$176,089.28</b>

Table 4 shows costs incurred for Year 1 (October 1, 2007-September 30, 2008) of this project.. Costs incurred through September 30, 2008 were not available at the time the last quarterly report was prepared, therefore, it only included costs incurred through September 17, 2008.

<b>Table 4:</b>				
<b>NYS Small Business Sectors ERP Implementation Pilot Project</b>				
<b>Cost Incurred for Year 1 (October 2007- September 2008)</b>				
Budget Item	Approved Budget Costs	Spent Previous Quarters*	Spent This Quarter**	Year 1 Total
<b>Personnel</b>	92,703	68,403.17	11,923.18	80,326.35
<b>Fringe Benefits</b>	42,208	30,757.88	5000.47	35,758.35
<b>Indirect costs</b>	46,382	33,292.32	5142.36	38,434.68
<b>Supplies</b>	2000	0	0	0
<b>Contractual - Printing</b>	8000	0	0	0
- Mailings	8000	0	0	0
- Workshops	15000	0	0	0
<b>Travel</b>	3000	0	0	0
<b>Year 1 Totals:</b>	<b>\$217,293</b>	<b>\$132,453.37</b>	<b>\$ 22,066.01</b>	<b>\$154,519.38</b>