

US EPA ARCHIVE DOCUMENT

Quarterly Report – April 2007 - June 2007  
STATE INOVATION GRANT PROGRAM (SIG)

**A. PROJECT TITLE: MICHIGAN ENVIRONMENTAL RESULTS PROGRAM (MERP) – DRY  
CLEANING SECTOR**

**B. APPLICANT INFORMATION:**

**Lead Agency:**

Michigan Department of Environmental Quality (MDEQ)  
Environmental Science and Services Division (ESSD)  
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**Geographic Focus:**

Michigan - Statewide

- C. FUNDING REQUESTED:** *Financial information removed by EPA as confidential business information.*
- D. PROJECT PERIOD:** January 2005 through May 2008

## I Synopsis of Accomplishments During the Reporting Period

During the 2<sup>nd</sup> Quarter of 2007 (April 1 - June 30) the MDEQ, continued to make progress on some significant milestones associated with the Environmental Results Program for dry cleaners. A summary of relevant project milestone/tasks considered to be ongoing and completed during this quarter are presented below.

Milestone/Task	Status	Completion Date	Comments
<p><b>Development of ERP software tool</b>  <i>Develop and implement an approach to cost-effectively input and manage the MERP data, including primary and secondary data. Primary data consists of data from inspection reports and facility forms (including self-certification forms). Secondary data sources include lists of facilities from regulatory and private-sector databases.</i></p>	Ongoing	<p><u>Original</u> 10/2006</p> <p><u>Projected</u> <del>5/2007</del> 8/2007</p>	<p>The Functional Requirement Specification (FRS) documents and System Design Documents for the two components of the new system (Field Inspection Module and Administrative Module) were finalized in April.</p> <p>EnfoTech developed a test version of both modules, which was sent to us in May to begin testing. Unfortunately there have been several delays to testing due to installation issues encountered by our Department of Information Technology (DIT). Limited testing has occurred thus far due to these problems throughout most of May. When we were able to resume testing several major issues were discovered that needed to be fixed immediately. We have been logging these issues onto an issue tracking system. We expect enfoTech will be able to fix these major issues and send us a new version of software to continue testing in mid July.</p> <p>We have selected and will be purchasing scanning software that will be incorporated into software system. The scanning system will be used to collect data from self-certifications received from sources.</p>
<p><b>Facility Assistance</b>  <i>Delivery of compliance/technical assistance to facilities, which is expected to take the form of workbooks, fact sheets, and/or workshops.</i></p>	Ongoing	<p><u>Original</u> 6/2006</p> <p><u>Projected</u> 8/2007</p>	<p>Final draft versions of audit forms and workbook have been developed and currently going through final review by inspectors and staff within our water, waste, and storage tank programs. I am working with a Korean inspector to develop a Korean version of the audit forms. I have received a preliminary version from him but will most likely need to make edits when final version is complete. It is expected that these forms will be completed early July. In time to start self-certifications in mid-July.</p> <p>Met with members of Michigan Institute of Laundering and Dry Cleaning (MILD) and the Korean Dry Cleaning Association to discuss status of audit. Reps from both organizations were very pleased with our progress and are very willing to help in any way they can. They are very supportive of this project. I was invited to MILD's annual meeting to discuss the audit with members.</p>

## II Narrative Discussion

As in previous quarters, much of this quarter was devoted to working with our contractor to finalize the functional specification documents and begin testing the system. We encountered numerous issues during our first two weeks of testing, which were reported to enfoTech and will need to be fixed before additional testing can occur. In addition to these problems we have had issues internally with regards to installing the new system on our servers and getting the appropriate permissions assigned. This is a web based system, which has required that the test versions of the software be rolled in through our Department of Information Technology (DIT). Unfortunately these delays in testing will most likely require us to again delay the completion date of this portion of the project. I will have a better idea next quarter of when this program will most likely be completed.

We have a final draft of our compliance tools (self-audit forms and workbook), which have been distributed to various staff for final review. As with the development of any guidance material, we have experienced considerable delays due to numerous changes and suggestions provided by staff (often last minute). In addition, the baseline audits revealed several areas that needed tweaking. Incorporating those changes took some time since we are trying to keep the basic line of audit questioning similar to the baseline so as to make them comparable in the end. One of the underlying obstacles that we have faced with those reviewing the audit is relaying the basic concept of ERP and the importance of keeping the audit questions as relevant and "real world" as possible. There is often a desire to include as much information as possible. In order to keep the audit concise and readable, we must sift through the requirements to pull out what the underlying goal is and develop audit questions to capture that data. This has been tough but will be worthwhile in the end since, I believe we will have a solid, easy to read product that does not overwhelm the reader, while achieving the goal of collecting necessary data and educating the source about their requirements. Another important component of our compliance assistance will be outreach to facilities. Based on previous experiences with providing outreach to this sector we have decided to not conduct tradition workshops. Past attempts at educating dry cleaners via traditional workshops resulted in poor turnout and high amounts of staff overtime. To get any amount of participation, training to this sector has to occur in the evening at numerous locations throughout the state to minimize attendee travel. To make our training more efficient and accessible, we have decided to try a new approach, which will consist of meeting with small interested groups as requested and developing on-line training. Dry cleaners like small businesses have little to no time to attend workshops and they often like to remain anonymous. We believe the on-line training component will address these issues by providing training in a format that can be viewed for free, at anytime, and anonymously.

## III Projection of Activities, Accomplishments, and Major expenditures for Next Quarter Report

It is anticipated that a lot of activity will occur during the next quarter (July - September) including

- finalization of the compliance assistance materials and printing of these materials
- Mailing Self-Audit package to all Dry cleaners.
- Responding to questions from sector
- Development of On-line training tools and implementation of on-line training.
- Attending meetings with sector to discuss ERP
- Continue testing of database system
- Releasing payment to enfoTech for completion of specific deliverables associated with development of system.
- Payment for printing and mailing of compliance assistance components
- Attending National ERP Consortium Meeting in August.

I expect to devote significantly more time to this project next quarter due to the number of tasks that must be completed. This will be reflected in the additional expenditure for staffing in the next quarterly report.

**IV Financial Summary**

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**DETAILED ITEMIZED BUDGET:  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
COOPERATIVE AGREEMENT BUDGET DETAIL 01/01/05 - 6/30/07**

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