PerformanceTrack
Recognizing and Driving Environmental Excellence

PERFORMANCE TRACK APPLICATION HELP

APPLICATION HELP: CONTACT INFO

NAME OF YOUR FACILITY

Provide the name of the facility applying for admission. If you need assistance determining if you should apply as one facility or multiple facilities please contact the Performance Track Information Center at 1-888-339-7875. If your facility is owned by another company, is a division of another company, or is the responsibility of another company please select a facility name that will distinguish your facility from other facilities in your corporation. Many facilities include their location in their facility name to help differentiate between facilities.

DOES YOUR FACILITY HAVE A PARENT COMPANY?

If your facility is owned by another company, is a division of a larger company, or is the responsibility of another company, answer "Yes" here and provide the name of that company in the text box. If one or more facilities in your company are members of Performance Track, please use the same parent company name, if possible. To find existing members go to https://yosemite.epa.gov/opei/ptrack.nsf//faMembers?readform. For assistance please contact the Performance Track Information Center at 1-888-339-7875.

FACILITY CONTACT PERSON FOR THE PERFORMANCE TRACK PROGRAM

Please use the 'Create New Contact' button to provide details on the individual who should be contacted for additional information concerning your facility's application. You may edit this information at a later date by using the 'Edit Contacts' button. If your facility has more than one contact use the "Create New Contact" button to add additional contact. Please note that Performance Track typically only contacts the primary contact listed in the report.

FACILITY LOCATION

In the Facility Location section, provide the physical location of the facility applying for membership. If your facility has a separate mailing address please check No to the Same as Above question and list the mailing address when prompted. Please use the third box to list any additional addresses of sites/buildings for your facility that are not located at the address listed in the first box.

FACILITY'S WEBSITE ADDRESS (IF ANY)

If your facility has a website, please provide the URL in the space below, omitting the "http://". If your facility does not have a website but your parent company does, please provide that URL (address).

APPLICATION HELP: SECTION A

A.1   HOW DID YOU LEARN ABOUT PERFORMANCE TRACK?

Please select all the ways that you learned about Performance Track. This helps us to be more efficient in our program outreach.

A.2.A   LIST THE ACTIVITIES, PRODUCTS, OR SERVICES THAT TAKE PLACE AT YOUR FACILITY

Describe the primary products that you manufacture, prepare, or assemble at your facility. For non-manufacturing facilities, describe the services you provide or activities you conduct.

A.2.B   PROVIDE THE SIZE AND GENERAL DESCRIPTION OF YOUR SITE

Describe the size and physical setting of your facility. In your description please include the approximate square footage or acreage of your facility, the type of area that your facility is located in (e.g. industrial park, suburban neighborhood), and any additional information that will help EPA understand your facility (e.g. facility abuts conservation land).

A.2.C   DESCRIBE ANY RECENT CHANGES TO FACILITY OPERATIONS OR OWNERSHIP (IF APPLICABLE)

Describe significant changes to facility procedures or management structure which have taken place recently.

A.2.D   DESCRIBE ANY ACTIVITIES, PRODUCTS, OR SERVICES LOCATED ON YOUR SITE THAT ARE NOT INTENDED TO BE INCLUDED IN THE FACILITY DEFINITION FOR PURPOSES OF PERFORMANCE TRACK MEMBERSHIP

Please use this section to describe if there are any activities, products, or services located on your site that are not intended to be included in the facility definition for purposes of Performance Track membership (e.g., business units, leased areas, tenants, or contractors) (if applicable). Environmental impacts from activities, products, or services that are not included in your facility definition should not be included in your Performance Track Renewal Application or future Annual Performance Reports.

A.3   FOR THE PURPOSES OF WHERE YOUR FACILITY WOULD BE LISTED IN OUR MEMBER DIRECTORY, PLEASE LIST THE NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS) CODE(S) THAT IS (ARE) USED TO CLASSIFY BUSINESS AT THE FACILITY

If your facility has more than one NAICS code, please list the primary code for the facility first, followed by all other codes. If you do not know your facility's classification code, please consult the NAICS codes website.

A.4 NUMBER OF EMPLOYEES (FULL-TIME EQUIVALENTS) WHO CURRENTLY WORK IN THE FACILITY

Select the option that best corresponds to the number of full-time equivalent (FTE) employees working at the facility. An FTE represents 2,000 hours per year. To calculate the number of FTEs, add the total hours worked during the calendar year by all employees, including part-time and seasonal employees, and divide the total by 2,000. The answer is your FTE.

A.5 IS YOUR FACILITY CURRENTLY A MEMBER OF A STATE VOLUNTARY ENVIRONMENTAL LEADERSHIP PROGRAM?

The National Environmental Performance Track is working with states to coordinate the implementation of Performance Track and state environmental leadership programs. In addition, we continue to work together to identify ways to streamline and facilitate our program application and reporting processes. If you are a member of your state's voluntary environmental leadership program, select "Yes" and list the name of the program.

Note: Facilities located in certain states that allow joint application to the state's voluntary program and Performance Track will see a different question for A.5. If you are a member of your state's voluntary environmental leadership program, select "Yes".

If you are yet not a member of your state's program, you can apply simultaneously to both Performance Track and your state's program through the Performance Track Application. Click on one of the links listed to learn more about your state's program, and select "Yes" to apply to both or "No" if you prefer to apply only to Performance Track. Please note that the state programs may have additional membership criteria and/or request supplementary information.

APPLICATION HELP: SECTION B

B.1   IS YOUR FACILITY'S EMS (NOT YOUR CORPORATE OFFICE'S EMS) CERTIFIED TO THE AMERICAN CHEMISTRY COUNCIL'S RESPONSIBLE CARE® PROGRAM (I.E., HAS YOUR FACILITY SUCCESSFULLY UNDERGONE A RESPONSIBLE CARE® THIRD-PARTY AUDIT)?

Select "Yes" if your facility is a certified member of the Responsible Care program. Responsible Care is a voluntary program of the American Chemistry Council; the program's goals are to achieve improvements in environmental, health, and safety performance beyond levels required by the U.S. government. The National Environmental Performance Track has an agreement with the Responsible Care Program to work together to promote better environmental performance and measurement. In addition, Performance Track realizes that Responsible Care members meet Performance Track criteria for independent EMS assessment. For more information on Responsible Care visit: http://www.americanchemistry.com/.

B.1.A   PLEASE INDICATE THE TYPE OF RESPONSIBLE CARE® CERTIFICATION

Please indicate, by selecting one of the radio buttons, whether your certification is to RC EMS or RC 14001.

B.1.B   ARE YOU A MEMBER OF THE AMERICAN CHEMISTRY COUNCIL (ACC)?

Select the appropriate radio button to indicate whether you are a member of American Chemistry Council (ACC).

B.2   IS YOUR EMS CERTIFIED TO ISO 14001?

Please indicate, by selecting one of the radio buttons, whether your facility is ISO 14001 certified.

B.2.A   ENVIRONMENTAL POLICY

The Policy component of your EMS must address the following questions:

*   Does your EMS include a written environmental policy that has been defined by top facility management?

*   Does your policy commit your facility to compliance with both your legal requirements and your voluntary commitments? OR Do you have programs and procedures in place that achieve compliance with both your legal requirements and your voluntary commitments?

*   Does your policy commit your facility to preventing pollution at its source wherever possible?

*   Does your policy commit your facility to continuously improve your environmental performance, even in areas where you do not have regulatory requirements?

*   Does your policy commit your facility to sharing information with your community about your environmental performance and about how your EMS operates? Or, do you have programs and procedures in place that implement your commitment to share information with your community about your environmental performance?

B.2.B PLANNING

The Planning component of your EMS must address the following questions:

*   Have you conducted an analysis of all your facility's aspects, both regulated and unregulated?

*   Have you determined which aspects are significant?

*   Does your EMS include an inventory of all your legal requirements at the federal, state, tribal, or local level?

*   Does your EMS include procedures for integrating changes to your legal requirements or voluntary commitments into the EMS?

*   Does your EMS include measurable objectives and targets and active, documented programs to meet your policy commitments?

B.2.C IMPLEMENTING AND OPERATION

The Implementing and Operation component of your EMS must address the following questions:

*   Is there top management commitment to your EMS (e.g., a top manager with responsibility and authority for implementing your EMS)?

*   Does your EMS establish roles and responsibilities for meeting the objectives and targets of the EMS, including compliance with legal requirements?

*   Does your EMS establish procedures for achieving and maintaining compliance with legal requirements and meeting performance objectives?

*   Does your EMS establish procedures for communicating EMS information throughout your organization, including information about your facility's environmental performance?

*   Does your EMS hold managers and employees accountable for meeting EMS requirements?

*   Does your EMS establish procedures for controlling EMS documents that include who will maintain the documents and where they will be stored?

*   Does your EMS include a general environmental training program for all employees?

*   Does your EMS include specific training for those who have direct responsibility for achieving legal compliance or the objectives and targets in the EMS?

*   Does your EMS document all of the following:

*   Your environmental policy?

*   Your significant environmental impacts?

*   Your objectives and targets?

*   The manager in charge of the EMS?

*   Your compliance audit program?

*   Your EMS audit program?

*   Overall authority for the EMS?

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*   Does your EMS include operation and maintenance programs for equipment and other activities that are related to legal compliance and achieving the objectives and targets in the EMS?

*   Does your EMS include an emergency-preparedness program?

B.2.D CHECKING AND CORRECTIVE ACTION

The Checking and Corrective Action component of your EMS must address the following questions:

*   Does your EMS include an ongoing program for assessing facility performance and for preventing and detecting nonconformance with your EMS?

*   Do you have an EMS audit program?

*   Does your EMS include an ongoing program for preventing and detecting noncompliance with legal requirements?

*   Does your EMS include a compliance audit program?

*   Does your EMS include an active program for prompt corrective action of noncompliance with legal requirements and of nonconformance with EMS requirements?

B.2.E MANAGEMENT REVIEW

The Management Review component of your EMS must address whether you have a documented management review of the performance and the effectiveness of your EMS in meeting the EMS policy commitments.

B.3 HAVE YOU DONE A COMPREHENSIVE REVIEW OF ALL ACTIVITIES CONDUCTED AT YOUR FACILITY THAT COULD IMPACT THE ENVIRONMENT (I.E., HAVE YOU DONE AN ASPECT ANALYSIS)?

An aspect is any part of a facility's activities, products, or services that could have an impact on the environment. An aspect analysis includes both regulated and unregulated activities and products and their associated impacts. If you have done a complete inventory of all your facility's operations and determined the activities that could have an impact on the environment, select "Yes" to this question. Otherwise, select "No."

B.3.A HAVE YOU CLASSIFIED YOUR ASPECTS BASED ON THEIR POTENTIAL HARM TO THE ENVIRONMENT, ON COMMUNITY CONCERNS, AND/OR ON OTHER OBJECTIVE FACTORS (I.E., HAVE YOU DETERMINED YOUR SIGNIFICANT ASPECTS)?

Some of your aspects should be classified as "significant" because they have the greatest potential to cause a significant environmental impact. Your EMS should include a consistent method for determining which of the aspects are significant. In addition to environmental risk, this method may consider other factors such as regulatory requirements, community concerns, or opportunities for pollution prevention. If you have identified and documented your significant environmental aspects, select "Yes." Otherwise, select "No."

B.3.B WHEN DID YOU LAST UPDATE YOUR ASPECT ANALYSIS?

As part of your EMS implementation cycle, your aspect analysis should be reviewed and updated to insure that it continues to accurately reflect your facility's activities. Please select the date (mo/yr) that you last updated your aspect analysis.

B.4 HAVE YOU COMPLETED AT LEAST ONE EMS CYCLE (PLAN-DO-CHECK-ACT)?

A complete cycle includes:

*   Defining and documenting your EMS;

*   Identifying significant aspects and legal requirements;

*   Setting measurable objectives and targets;

*   Establishing roles and responsibilities for meeting EMS and legal requirements;

*   Conducting training for personnel on EMS and legal requirements;

*   Taking steps to meet the established objectives and targets;

*   Evaluating your progress in meeting the established objectives and targets;

*   Conducting an EMS audit;

*   Completing a compliance audit;

*   Correcting any areas of EMS non-compliance or legal non-compliance; and

*   Completing a management review of the EMS and its results.

If you have completed all of these activities, select "Yes." If not, select "No."

B.4.A DID THIS CYCLE INCLUDE BOTH AN EMS AND A COMPLIANCE AUDIT?

Select "Yes" if you have completed an internal audit of the EMS and an internal audit of compliance with applicable federal, state, tribal and local environmental requirements. This question does not refer to inspections by government agencies or to independent or external audits of your EMS or compliance. Otherwise, select "No."

B.5 HAVE YOU COMPLETED AN INDEPENDENT ASSESSMENT OF YOUR EMS IN CONFORMANCE WITH THE PERFORMANCE TRACK INDEPENDENT EMS ASSESSMENT CRITERION IN THE LAST TWO YEARS?

All facilities applying to the program must have had an independent assessment of their EMS within the two-year period preceding their application. Guidelines for these assessments are set out in the Independent EMS Assessment Criterion. An independent assessment is one that is performed by someone who is neither directly employed by your facility nor someone who has played a substantive role in developing your EMS. The assessment must be performed using a protocol that covers all of the Performance Track EMS elements, which are covered in the checklist above for questions 1 through 5.

The lead auditor for your assessment must have certain qualifications as set out in the Independent EMS Assessment Criterion. In addition, EPA has developed an Independent Assessment Protocol that facilities may use as a stand-alone audit protocol or as a supplement to an existing audit protocol. The Independent

EMS Assessment Criterion sets out a number of options for how a facility may obtain an independent assessment. For example, a corporate audit meeting the above criteria would qualify as an independent assessment.

The qualifications for individuals conducting independent assessments are consistent with those established by the Registrar Accreditation Board and the Board of Environmental, Health, & safety Auditor Certifications for ISO 14001 lead auditors. In addition, the ISO 14001:1996 EMS specification covers all of the major Performance Track EMS elements except the requirement for sharing information with your community about your environmental performance (in the checklist under question 1). If you are certified to ISO 14001 and have made a commitment to, and have programs for, sharing information with your community about your environmental performance, then you have met this requirement for an independent assessment of your EMS. If you have had an independent assessment of your EMS that meets these criteria, select "Yes." Otherwise, select "No."

B.5.A WHAT METHOD OF EMS ASSESSMENT DID YOU USE?

Please identify the method/criteria used to assess your EMS. If you are certified to ISO 14001, select "ISO 14001." If you used the Performance Track Independent Assessment Protocol, select that option. Otherwise, select "Other" and specify the type of assessment used (the assessment still must cover all of the NEPT EMS criteria).

B.5.B WHEN WAS YOUR LAST INDEPENDENT EMS ASSESSMENT?

Select the month and year of your last independent EMS assessment. This date must be within the past 24 months in order for you to qualify for Performance Track.

B.5.C WHO OR WHAT ORGANIZATION PERFORMED THE INDEPENDENT ASSESSMENT?

Enter the name, title, and company affiliation of the lead auditor for your independent assessment.

APPLICATION HELP: SECTION C PAST ACHIEVEMENTS

C.1.A WHAT CATEGORY HAVE YOU SELECTED FROM THE ENVIRONMENTAL PERFORMANCE TABLE?
Select the category from the drop-down menu.

C.1.B WHAT INDICATOR HAVE YOU SELECTED FROM THE ENVIRONMENTAL PERFORMANCE TABLE?
Select the indicator from the drop-down menu.

C.1.C PLEASE PROVIDE ANY ADDITIONAL DETAIL TO DESCRIBE YOUR INDICATOR (E.G., SPECIFIC HAZARDOUS WASTE COMPONENT, SPECIFIC CHEMICAL THAT WAS REDUCED).
If your achievement is more specific than the indicator, please provide a precise description. For example, if your achievement was reducing emissions of methane, and you chose the indicator "VOCs," please enter "methane" here.

C.1.D WHAT ACTIVITIES OR PROCESS CHANGES DID YOU UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?
We'd like to know how you achieved this improvement. Information you might include: process changes, equipment, product redesigns, shutting off equipment when not in use, etc.

C.2.A PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS.
We have pre-filled the calendar years for which you should measure progress for the most recently completed calendar year and two years prior to that.

C.2.B LIST THE PAST ANNUAL QUANTITY OF THE INDICATOR (FROM TWO YEARS AGO) AND THE CURRENT ANNUAL QUANTITY OF THE INDICATOR (FROM THE MOST RECENT YEAR FOR WHICH YOU HAVE DATA).
For the "Past" annual quantity, please enter quantity of the indicator for the calendar year listed on your application form in the left column. For the "Current" quantity, enter the quantity of the indicator for the calendar year listed on your application form in the right column.

C.2.C WHAT UNITS ARE YOU USING TO QUANTIFY THIS INDICATOR?
Select the units from the drop-down menu. You must use the units in the drop-down menu.

C.2.D ESTIMATE YOUR PAST NORMALIZING FACTOR.
Environmental performance can be measured by the actual amount of environmental impacts (the "environmental footprint", or by the environmental impact relative to economic activity (also called "eco-efficiency.") A complete picture of a facility's environmental progress should include both measurements.

A normalizing factor will allow this conversion between the actual and relative impacts, while protecting the confidentiality of production levels, product content, or other sensitive information. The best

normalizing factors are direct measures of production, for example, number of cars produced, kWh of electricity generated, dollars of sales adjusted for inflation. Depending on the facility, "production" may instead refer to services delivered or to some other productive output from the facility. Research, service, and governmental facilities may find it more difficult to determine their normalizing factors, and instead may have to rely on substitute measures of production, such as employment.

A simple normalizing factor for your past year's data would be the production in the past year divided by production in the current year. If your facility or company has developed a production index that weighs heterogeneous types of products according to size, complexity, or other factors, you may use that as your normalizing factor. Please provide a brief description of the index. It is not necessary to provide the exact equation, but please do list or describe the types of factors included.

If you need help determining the basis for your normalizing factor, please see the Performance Track normalizing guidance.

C.2.E WHAT IS YOUR NORMALIZING FACTOR BASED ON? (E.G., PRODUCTION, EMPLOYMENT)
Please type in the basis for the normalizing factor you reported in 2d.

C.2.F NORMALIZED QUANTITIES
These are automatically generated after you enter the actual quantities and normalizing factor.

APPLICATION HELP: SECTION C FUTURE GOAL SELECTION

CATEGORY

Use the drop-down menu to select categories for your environmental performance goals. Please refer to the Environmental Performance Table for guidance in goal selection. Note that Performance Track members must select goals from a minimum of two categories, with a maximum of two indicators per category.

INDICATOR

Use the drop-down menu to select indicators for your environmental performance goals. Note that you cannot select an indicator until you have selected a category. In addition, after you select a category and indicator, you will see a link for the indicator definition in the table above. We strongly encourage all prospective Performance Track members to read the indicator definitions before continuing, as there are important distinctions among the various indicators and selecting appropriate indicators is key to expediting review of your Performance Track application.

APPLICATION HELP: GENERAL GOAL

1A. AND 1B. CATEGORY AND INDICATOR

These sections display the category and indicator you selected on the Membership Goals Introduction page. To change either the category or indicator click the "Change Goal" button or add and delete goals using the main table in Section C.

1C. DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?

As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, a chemical name).

1D. WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?

Describe the actions you will take to meet this goal. You might include information such as process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E. DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.

In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established for challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

3A.   PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS.

This information is pre-filled according to your application year.

3B.   WHAT UNITS ARE YOU USING TO QUANTIFY THIS INDICATOR?

Please select from the drop down menu the unit of measurement you will be using to report progress in this indicator.

3C.   LIST THE BASELINE ANNUAL QUANTITY OF THE INDICATOR AND THE ANNUAL QUANTITY YOU ARE COMMITTING TO ACHIEVE BY THE FUTURE YEAR.

For the "Baseline" quantity, specify the annual measurement for the indicator for the baseline calendar year (indicated above). For the "Future" quantity, specify the annual quantity that you are planning to achieve by the future calendar year (indicated above). Assume that production is constant when setting the "Future" quantity for the goal. If you anticipate changes in the activity level at your facility please consider selecting Yes to the following question that inquires if your future quantity represents an absolute goal or normalized goal.

Note: If you are subject to regulatory limits for the quantity of this indicator, your future goal must indicate performance beyond what is required by those limits.

4. **DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?**

    If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

    Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5. **WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.**

    The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

    Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

    The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A. **ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?**

    If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B.   IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C.   YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: NON-TRANSPORTATION ENERGY USE GOAL

1A.   CATEGORY
Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1B.   INDICATOR
Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1C.   DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?

As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, toluene).

1D.   WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?

Describe the actions you will take to meet this goal. You might include information such as: process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E.   DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.

In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A. ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established for challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B. DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C. IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

3A. IS THE INTENT OF YOUR ENERGY USE GOAL TO REDUCE TOTAL ENERGY USE, TO USE OR INVEST IN RENEWABLE ENERGY FUEL SOURCES, OR A COMBINATION OF BOTH?

Please report on all sources of non-transportation energy use, broken down by all sources used at your facility.

Select "Combination of Both Strategies" if your goal is to decrease total non-transportation energy use while increasing investments in renewable energy through direct purchases or offsets. Future total energy use should be less than the baseline value and the net MTCO2E should also be less than the baseline value.

Select "Invest in Renewable Resources" if your goal is to invest in renewable energy while using the same quantity of energy (assuming no change in production). Total energy use should be the same for both baseline and goal while MTCO2E should decrease and the percent of renewable energy used should increase.

Select "Reduce Energy Use" if your goal is to reduce the amount of energy used at your facility. Future total energy use should be less than the baseline value.

3B.   PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR

Field is pre-filled with the goal year for your projected activities. Goal year should be three years after your baseline year. In addition, your goal year should be the same across all indicators.

3C.   OFFSITE SOURCES

ELECTRICITY FROM OFF-GRID RENEWABLE SOURCES

If your facility uses electricity that is derived from "off-grid renewable" sources (e.g., electricity that is produced by a nearby wind farm that is provided separately from the local utility), enter that quantity on this line. Do not enter CO_2 offsets or Renewable Energy Credits (REC's) here. Offsets and REC's should be entered in the Metric Tons of CO_2 Equivalents Offset due to Investments in Green Energy, e.g. Green Tags line.

IF YOUR FACILITY PURCHASES ELECTRICITY FROM THE GRID, PLEASE IDENTIFY YOUR FACILITY'S ELECTRICITY GEOGRAPHIC REGION.

Please identify your facility's eGRID geographic region, which is based on your facility's location and electricity provider. The geographic region identification will allow the form to calculate the emissions associated with your facility's electricity purchases.

To identify your facility's electricity geographic region, please go to EPA's Power Profiler at http://www.epa.gov/grnpower/buygp/powerprofiler.htm. You will be prompted to enter your facility's 5-Digit ZIP Code. Enter this number and click "Next." Then, you will be prompted to select your electric distribution utility from a pull down menu. If you're not sure which utility is yours, check your utility bill. Select the appropriate utility and click "Next." The subsequent page identifies your electricity geographic region above the first chart. This is the name to select from the pull down menu in your Performance Track form. Note: If your facility is in Puerto Rico, you do not need to use the Power Profiler. Instead, simply select "Puerto Rico" from the pull down menu in your Performance Track form.

POWER PROFILER

http://www.epa.gov/grnpower/buygp/powerprofiler.htm

STEAM

If your facility purchases or obtains steam off-site, enter the total quantity of steam used in the appropriate row. Note that EPA will be contacting you to determine the source of the steam used, so that the appropriate greenhouse gas emissions factor can be used. Do not include any steam that you generate; the fuel used to generate energy on-site can be reported in the second part of the table.

3C.   HOW MUCH ENERGY OF EACH TYPE DOES YOUR FACILITY GENERATE ON-SITE?

Complete the second part of the table, "On-Site Sources" by filling in the quantities of each fuel or energy source you used on-site in the Baseline year and the quantities you will strive to use in your Future year for all sources of energy used at your facility. You must select one of the units provided in the far right column for each source.

This section of the table is designed to allow you to report on the quantity of fuel used at your facility. Thus, if you generate electricity or steam on-site, you should report the quantity of fuels that you use, not the quantity of electricity or steam generated. If you purchase natural gas or other fuels, you should report the quantity of fuel your facility uses, but not the quantity of electricity or power that you generate. Similarly, if you co-generate electricity and steam from natural gas, you should report the quantity of natural gas your facility uses, but not the quantities of electricity and steam that you generate.

BIODIESEL

Please report only 100% renewable biofuels in this line. You may also include ethanol, methanol, or any other plant-derived fuel here. For biofuel blends (e.g., B20, E85), please use the Other line at the bottom of the table.

METRIC TONS OF CO2 EQUIVALENTS OFFSET DUE TO INVESTMENTS IN GREEN ENERGY, E.G. GREEN TAGS

Enter any green tag purchases here, using units of metric tons of carbon dioxide equivalents (MTCO2E). For assistance converting Renewable Energy Credits (REC's) or offset purchases to MTCO2E please contact the Performance Track Information Center at 1-888-339-7875.

4.   DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?

If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5.   WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.

The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance

Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A. **ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?**
If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B. **IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.**
Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C. **YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.**
Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: TRANSPORTATION ENERGY USE GOAL

1A.   CATEGORY

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1B.   INDICATOR

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1C.   DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?

As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, a chemical name).

1D.   WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?

Describe the actions you will take to meet this goal. You might include information such as: process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E.   DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.

In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established for challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

FOR THIS GOAL, WILL YOU BE REPORTING ON REQUIRED TRANSPORTATION ENERGY SOURCES ONLY, REQUIRED AND OPTIONAL TRANSPORTATION ENERGY SOURCES, OR ONLY EMPLOYEE COMMUTING BECAUSE YOUR FACILITY HAS NO OTHER REQUIRED TRANSPORTATION ENERGY IMPACTS?

Goals to the Transportation Energy Use indicator involve the reduction of mobile air emissions related to a facility's operations. You may report on required transportation sources only, required and optional transportation sources, or only employee commuting (if your facility has no required transportation impacts). Please indicate your choice for the purposes of reporting using the dropdown menu to the right.

Required reporting elements for the indicator include: all energy use by mobile sources, including fleet vehicles, aircraft, marine vessels, locomotives, recreational vehicles, construction equipment, industrial equipment, lawn and garden equipment, farm equipment, commercial equipment, logging equipment, and airport service equipment and vehicles. Optional reporting elements include: energy use from employee travel, commuting, upstream or downstream transportation, or off-site waste disposal. If none of the required reporting elements are applicable to your facility, you may propose a goal to address employee commuting only (an optional element).

IS THE INTENT OF YOUR TRANSPORTATION ENERGY USE GOAL TO REDUCE ENERGY USE, TO SHIFT TO RENEWABLE FUEL SOURCES, OR A COMBINATION OF BOTH?

Please use the drop-down menu to select if your goal is to reduce total transportation energy use, increase the use of renewable fuels, or a combination of both strategies (reduce transportation energy use and increase the use of renewable fuels).

If your goal is to reduce total transportation energy use, the total future quantity must be less than the total baseline quantity.

If your goal is to increase the use of renewable fuels, your future quantity of renewable energy must be greater than your baseline of renewable energy, but the quantity of total transportation energy use should be the same quantity for your baseline and goal.

If your goal is to a combination of both strategies, the percent of renewable energy in your goal should be higher than your baseline value while total transportation energy use decreases.

3A. PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR

Field is pre-filled with the goal year for your projected activities. Goal year should be three years after your baseline year. In addition, your goal year should be the same across all indicators.

3B. REQUIRED REPORTING BY FUEL TYPE

Complete the table by filling in quantities for transportation energy use by fuel type. Standard units for each fuel type will be filled in automatically in the far right column. If you measure your fuel usage in other units, please choose "Other" as the fuel type. Fill in the amount of fuel you used during the "Baseline" calendar year in the "Baseline" column. Fill in the amount you are committing to use during the "Future" calendar year in the "Future" column.

3C. OPTIONAL REPORTING, BY CATEGORY AND FUEL TYPE

Complete the table by filling in quantities of optional reporting elements for all transportation energy use across your entire facility, by category and fuel type. Standard units for each fuel type will be filled in automatically in the far right column. If you measure your fuel usage in other units, please choose Other as the unit. Enter the quantity of fuel your facility used during the Baseline calendar year in the Baseline column. Enter your goal for the Future calendar year in the Future column.

Once you have entered all of your transportation energy use information, prompt the form to calculate your totals by either saving your work or hitting the Calculate Total(s) button. (Note that you can save your work at any time while you are filling in your data, to prevent losing information, but be sure to recalculate totals when you have completely finished. The table will automatically calculate Total Required Transportation Energy Use, Total Optional Transportation Energy Use, and Total

Transportation Energy Use by summing the quantities of fuel you report in the table and converting to MMBtus.

4. **DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?**

If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5. **WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.**

The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A. **ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?**

If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B. **IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.**

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C. **YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.**

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: TOTOAL GREENHOUSE GAS REDUCTION GOAL

1A.   CATEGORY

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1B.   INDICATOR

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1C.   DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?

As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility-wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, a chemical name).

1D.   WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?

Describe the actions you will take to meet this goal. You might include information such as: process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E.   DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.

In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established for challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

3A.   PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR

Field is pre-filled with the goal year for your projected activities. Goal year should be three years after your baseline year. In addition, your goal year should be the same across all indicators.

3B.   EMISSION SOURCE

DIRECT EMISSIONS

Direct emissions are emissions from your facility's operations that go directly into the air. Under Direct Emissions, enter the measured quantities of emissions during the baseline year for each source type. Enter these emission quantities in the left column next to the source of the emission. enter the annual quantities of emissions for each source that you are striving to achieve by the future year. Enter these emission quantities in the center column in the row corresponding to the source of the emission.

By saving your work or clicking the Calculate Total(s) button, the form will automatically calculate your Total Direct Emissions.

INDIRECT EMISSIONS

Indirect emissions occur away from your facility, but are caused by your facility's operations; for example, emissions that occur at an electrical generating plant as a result of your electricity purchases. Under Indirect Emissions, enter the measured quantities of emissions during the baseline year for each source type. Enter these emission quantities in the left column next to the source of the emission. If you have indirect sources of emissions that are not listed, type these sources into the Other fields under Optional Indirect Emissions. Enter emission quantities for these sources for the baseline year in the Baseline column.

Enter the annual quantities that you are striving to achieve by the future year. Enter these quantities in the center column in the row corresponding to the source of the emission. By saving your work or clicking the Calculate Total(s) button, the form will automatically calculate your Total Indirect Emissions.

OFFSETS

Offsets are activities that may occur anywhere and result in a reduction of greenhouse gases in the atmosphere. Under this section, specify each source of offsets in the left column, and enter the quantities measured during the baseline year and the quantity you are striving to achieve in the future year.

By saving your work or clicking the Calculate Total(s) button, the form will automatically calculate your Total Reduction in CO2 Equivalents offset due to Investments in Green Energy, and your Total Emissions Less Offsets.

SUPPLEMENTAL INFORMATION

Facilities may also submit supplemental information about their GHG impacts with respect to the following indicators/sources: CFCs and HCFCs (generally associated with refrigeration and air conditioning equipment), stationary biomass C02 emissions (often resulting from the combustion of wood and wood waste, etc.), mobile biomass C02 emissions (usually from the combustion of biofuels, e.g., E85, B20, etc.), and electricity trading transactions or electricity purchase for resale.

Enter the quantities measured during the baseline year and the quantity you are striving to achieve in the future year for each source. For more information see the Climate Leaders Greenhouse Gas Inventory Guidance Resources: http://www.epa.gov/stateply/resources/index.html. If you need further assistance, contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

4.   **DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?**

If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5. **WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.**

The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A. **RE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?**

If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B. **IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.**

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C. **YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.**

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states

concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: HAZARDOUS WASTE GENERATION GOAL

1A.   CATEGORY

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1B.   INDICATOR

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1C.   DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?

As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, a chemical name).

1D.   WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?

Describe the actions you will take to meet this goal. You might include information such as: process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E.   DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.

In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established form challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

IS THE INTENT OF YOUR HAZARDOUS WASTE GOAL TO REDUCE HAZARDOUS WASTE, TO IMPROVE METHODS OF WASTE MANAGEMENT, OR A COMBINATION OF BOTH?

Your non-hazardous or hazardous waste goal may be to reduce waste generation, to switch to an environmentally preferable management method, or both. Please indicate your choice using the drop down menu here. The management method of incinerating waste to generate energy should be characterized as other management, and further specified as waste-to-energy. Waste-to-energy is considered to be preferable to straight incineration. EPA's waste management hierarchy does not consider combustion (incineration) to be environmentally preferable to landfilling. If your goal is to switch to an environmentally preferable management method, the total current quantity of waste must be greater than or equal to your goal. If you are aiming to switch to an environmentally preferable management method and decrease the total quantity of waste, you should select Combination of Both Strategies. Activities that result in an increase in the line labeled Total Non-hazardous Waste or Total Hazardous Waste will not be accepted as goals. You may focus your goal on all waste streams or a specific waste stream(s). Regardless of your activities, the quantities that you provide must account for facility-wide waste of the type reported.

3A.   PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR
Field is pre-filled with the goal year for your projected activities. Goal year should be three years after your baseline year. In addition, your goal year should be the same across all indicators.

3B.   METHOD OF WASTE MANAGEMENT

For the first line of the table, from the pull-down menu in the far left column, please choose one of the management methods that your facility uses. Then, in the cell to the right, enter the quantity of waste that you managed with this method in the baseline year. Move another cell to the right, and enter the quantity of waste that you are aiming to manage with this method in the future/goal year.

Lastly, choose the units you use for these quantities from the pull-down menu in the Units column; pounds or tons are acceptable units for non-hazardous or hazardous waste goals. Move to the second line, left column of the table, and choose another management method that you use for non-hazardous or hazardous waste, and repeat the same process as above. Continue choosing management methods until you have listed all the methods you have used or will use for the waste.

By saving your work or clicking the Calculate Total(s) button, the form will automatically calculate the total non-hazardous or hazardous waste you are aiming to reduce across all management methods. This total for the future year must be less than or equal to the total for the baseline year. (If the total quantities are the equal in the baseline and future years, your goal should be to improve your facility's waste management methods, e.g., by reusing and/or recycling more waste and land filling and/or incinerating less waste).

4.   DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?

If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5.   WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.

The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to

be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A. ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?

If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B. IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C. YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: COMMUNITY LAND REVITALIZATION GOAL

1A.   CATEGORY

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1B.   INDICATOR

Field is pre-filled according to selection from drop-down menu on Section C Future Goals page.

1C.   PLEASE PROVIDE THE LOCATION OF THE SITE TO BE REVITALIZED.

Please indicate the physical location (not the mailing address) of the site that will be revitalized.

1D.   PLEASE DESCRIBE THE PREVIOUS USE(S) OF THE SITE AND ANY KNOWN OR POTENTIAL ENVIRONMENTAL PROBLEMS AT THE SITE.

Please provide a full narrative description about the site. The description may include information regarding, but not limited to, the history of the site, including past owners and past uses leading or contributing to environmental contamination, and the types of media (i.e., soil, air, surface water, ground water, drinking water, sediments) that were impacted by the identified contaminants. List the contaminants of concern (e.g., VOCs, PAHs, metals, lead) and indicate the applicable state and federal cleanup standards. Document that your facility is not liable for the contamination and has not owned the project site in the past. Indicate any specific past use(s) (e.g., textile mill, automotive manufacturing plant, shopping center) as well as the general category of past use(s) (e.g., industrial, commercial, residential, recreational, public purpose use, mixed-use).

1E.   PLEASE DESCRIBE THE SCOPE, PLANNED ACTIVITIES, AND INTENDED OUTCOMES OF THE LAND REVITALIZATION PROJECT.

Please provide a full narrative description about the cleanup project and your facility's involvement. The description should include the scope of the goal, planned activities for your goal, and the intended outcomes of the goal. Also include the timeline and schedule of the project, and at what point(s) your facility will be directly or indirectly involved.

1F.   WHAT WILL YOUR FACILITY CONTRIBUTE TO THIS PROJECT? PLEASE BE AS SPECIFIC AS POSSIBLE, E.G., LEVEL OF MONETARY CONTRIBUTIONS, AMOUNT OF STAFF TIME, TYPE OF TECHNICAL ASSISTANCE OR EQUIPMENT.

Please provide a full description of the specific contribution(s) your facility is making to the project and be as specific as possible about your facility's role.

1G.   PLEASE DESCRIBE THE INTENDED FUTURE (POST-REVITALIZATION) USE OF THE SITE AND IDENTIFY THE NEW OWNER OR PROSPECTIVE BUYER.

Please describe the intended use of the site after the revitalization project has been completed. The description should include, but is not limited to, the new or continued ownership entity and specific use(s) of the site (e.g., park, wetlands, residential, community center, office/retail space).

1H.   PLEASE IDENTIFY YOUR COMMUNITY PARTNER(S) IN THIS PROJECT.

Please list each community partner that is involved in the project. Community partners may include, but are not limited to, local government boards, county or regional planning commissions, local businesses, community-activism groups, social organizations, and/or religious groups.

1I.   WHAT ORGANIZATION(S) WILL MANAGE THE FUNDS AND REVITALIZATION ACTIVITIES?

Please list the organization(s) that will be serving as the fund manager(s) for the revitalization project. If there is more than one, provide detail as to the parts of the project for which each organization is managing the funds (e.g., assessment, cleanup, demolition, site preparation, reuse planning, construction, associated public works improvements).

1J.   PLEASE IDENTIFY THE STATE VOLUNTARY CLEANUP PROGRAM OR ENVIRONMENTAL PROFESSIONAL THAT WILL CERTIFY THE COMPLETION OF THE REVITALIZATION PROJECT.

Please identify the name and contact information for the state program or environmental professional that will certify that the project has been satisfactorily completed, meets all applicable cleanup standards, and that all other requirements of the state have been met.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

To determine if your goal meets the criteria for a challenge goal, click on the Challenge Goals link. If your facility would like to propose a challenge goal and your goal meets the requirements for a Challenge Goal as described in the link, answer "yes" to question 2 on the form. Large facilities, those with 50 or more full-time equivalent employees, pursuing regional or national challenge goals may count one goal as two if that goal is in a category or indicator established for challenge goals, and the goal meets the minimum performance requirement established form challenge goal.

Note that not all goals can be considered Challenge Goals. If the type of goal you selected is not eligible to be a Challenge Goal, the response to question 2 will be marked as "No", and it will not be possible to edit that response.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NO, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

If you answered "No" in part a, please explain why you believe the selected indicator should be included as a performance goal. Significant aspects are usually those that pose the highest environmental risk, or are of particular local concern. In general, EPA expects Performance Track facilities to be working on these priorities first. If your goal does not address a significant aspect, please explain why you think it is important.

3A.   PROJECT TIMEFRAME

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR

Field is pre-filled with the goal year for your projected activities. Goal year should be three years after baseline year. In addition, your goal year should be the same across all indicators.

3B.   WHAT IS THE SIZE OF THE PROJECT SITE?

Please indicate the size of the project site and the units of measure you have used (the units of measure should be either acres or square feet).

3C.   PLEASE DESCRIBE THE ANTICIPATED ENVIRONMENTAL BENEFITS OF THE PROJECT. BE AS SPECIFIC AS POSSIBLE.

Please describe the positive environmental outcomes expected as a result of project completion. Consider both environmental benefits that will be immediately apparent, as well as those that may become observable in the longer-term. Short-term environmental benefits include, but are not limited to:

* Volume of contaminated soils addressed, either removed from the property or treated on-site;

* Volume of contaminated ground water addressed by the remediation;

* Reduction in air emissions;

* Volume of contaminated sediments addressed;

* Reduced, or eliminated, exposures to the contaminants of concern;

* Green space restored and/or open space preserved; and

* Runoff and/or erosion eliminated.

Other environmental benefits may not occur until after the three-year participation period.

However, these may be considered when responding to this question. Longer-term environmental benefits may include, but are not limited to:

* Improved stream protection and water quality (may include monitoring of stream characteristics such as channel stability, riparian zone width, and biodiversity – many communities have volunteer stream monitoring programs);

* Reduced air pollution (may depend on prior use);

* Reduced leaching to ground water (may depend on prior use);

* Use of sustainable building or green building practices (e.g., LEED or ENERGY STAR® certified); and

* Quantity of energy, water, or other resources conserved as a result of the sustainable building or design practices.

3D. (OPTIONAL) PLEASE DESCRIBE OTHER BENEFITS OF THIS PROJECT.

Please describe any positive impacts of the project that have not been captured by previous questions. Examples include, but are not limited to:

* Number of jobs leveraged;

* Projected increases in the tax-base;

* Projected increase in local real estate values; and

* Quantity of existing infrastructure reused or improved.

4. DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?

Field is pre-filled because normalization is not applicable to indicator.

5. WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.

Field is pre-filled because normalization is not applicable to indicator.

6A. ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?

If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B. IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C.   YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: NON-HAZARDOUS WASTE GOAL

1A.   CATEGORY
Field is pre-filled according to selection from drop-down menu on Section C Future page.

1B.   INDICATOR
Field is pre-filled according to selection from drop-down menu on Section C Future page.

1C.   DOES YOUR GOAL INCLUDE EVERYTHING COVERED BY THE INDICATOR (E.G., ALL VOCS, ALL NON-HAZARDOUS WASTE), OR A SPECIFIC SUBSTANCE OR COMPONENT (E.G., ETHANE, CARDBOARD)?
As noted in the Environmental Performance Table, for some indicators you have the choice of reporting on a specific subset of an indicator (e.g., one specific material or a particular group of air toxics.) If the indicator you have chosen does not offer this option, then the "All" button will be automatically selected for you. If the indicator that you have chosen does offer this option, then please indicate whether your measurement reflects the total indicator (check "All") or a particular element (check "Specific").

Important: A distinction should be made between "total" quantities ("all") and "facility wide" ("entire facility"). "Total" and "All" refer to the environmental indicator. For example, "total materials use" refers to all materials used at a facility, as opposed to a specific material (paper, lead, etc.) or subset (e.g., oil-based paints). "Facility-wide" and "entire facility" refer to the scope of the measurement. Every goal should be facility-wide, i.e., each goal should represent the performance level for the indicator across the entire facility. Measurements should not show performance at process-, product-, or building-specific levels, unless the selected indicator is only used or generated in that specific area.

If you selected "specific", please enter a short description of your indicator (for example, a chemical name).

1D.   WHAT ACTIVITIES OR PROCESS CHANGES DO YOU PLAN TO UNDERTAKE AT YOUR FACILITY TO ACCOMPLISH YOUR GOAL E.G., TECHNOLOGY CHANGES IN A PARTICULAR PROCESS LINE, EMPLOYEE TRAINING?
Describe the actions you will take to meet this goal. You might include information such as: process changes, equipment upgrades, product redesign, or shutting off equipment when not in use. This information you provide may ultimately be used by other facilities looking for ideas on improving their own performance, so please provide a good summary of how you are going to accomplish your goal. A short paragraph should be sufficient.

1E.   DESCRIBE THE DATA COLLECTION PROCESS AND DATA SOURCE(S) THAT YOU WILL USE TO MEASURE PROGRESS TOWARDS THIS GOAL.
In the space provided please explain how your facility calculated your data. Your description should include the source of your calculations (e.g. utility bills) and any assumptions used. If data has been estimated, please explain the accuracy of your estimation.

2A.   ARE YOU PROPOSING THIS AS A CHALLENGE GOAL?

Field is pre-filled with "no" because it is not permitted to propose indicator as Challenge Goal.

2B.   DOES THIS GOAL ADDRESS A SIGNIFICANT ASPECT IN YOUR EMS?

During the planning stage of your EMS, you should have designated some of your environmental aspects as "significant." If this goal addresses one of those significant aspects, check "Yes." Otherwise, check "No."

2C.   IF NEITHER, PLEASE EXPLAIN WHY YOU BELIEVE THIS INDICATOR SHOULD BE INCLUDED AS A PERFORMANCE GOAL.

Facilities are allowed to propose one goal that does not address a significant aspect. Please use this section to explain how your facility arrived at your goal and if your goal addresses any local concerns, sector or regional priorities, or any other issues deemed important by your facility or local community.

IS THE INTENT OF YOUR NON-HAZARDOUS WASTE GOAL TO REDUCE HAZARDOUS WASTE, TO IMPROVE METHODS OF WASTE MANAGEMENT, OR A COMBINATION OF BOTH?

Your non-hazardous or hazardous waste goal may be to reduce waste generation, to switch to an environmentally preferable management method, or both. Please indicate your choice using the drop down menu here. The management method of incinerating waste to generate energy should be characterized as other management, and further specified as waste-to-energy. Waste-to-energy is considered to be preferable to straight incineration. EPA's waste management hierarchy does not consider combustion (incineration) to be environmentally preferable to landfilling. If your goal is to switch to an environmentally preferable management method, the total current quantity of waste must be greater than or equal to your goal. If you are aiming to switch to an environmentally preferable management method and decrease the total quantity of waste, you should select Combination of Both Strategies. Activities that result in an increase in the line labeled Total Non-hazardous Waste or Total Hazardous Waste will not be accepted as goals. You may focus your goal on all waste streams or a specific waste stream(s). Regardless of your activities, the quantities that you provide must account for facility-wide waste of the type reported.

3A.   PLEASE PROVIDE INFORMATION FOR THESE CALENDAR YEARS

BASELINE YEAR

Field is pre-filled with the baseline year for your projected activities. Baseline year should be that prior to year in which you are applying. In addition, your baseline year should be the same across all indicators.

GOAL YEAR

Field is pre-filled with the goal year for your projected activities. Goal year should be three years after your baseline year. In addition, your goal year should be the same across all indicators.

3B.   METHOD OF WASTE MANAGEMENT

For the first line of the table, from the pull-down menu in the far left column, please choose one of the management methods that your facility uses. Then, in the cell to the right, enter the quantity of waste that

you managed with this method in the baseline year. Move another cell to the right, and enter the quantity of waste that you are aiming to manage with this method in the future/goal year.

Lastly, choose the units you use for these quantities from the pull-down menu in the Units column; pounds or tons are acceptable units for non-hazardous or hazardous waste goals. Move to the second line, left column of the table, and choose another management method that you use for non-hazardous or hazardous waste, and repeat the same process as above. Continue choosing management methods until you have listed all the methods you have used or will use for the waste.

By saving your work or clicking the Calculate Total(s) button, the form will automatically calculate the total non-hazardous or hazardous waste you are aiming to reduce across all management methods. This total for the future year must be less than or equal to the total for the baseline year. (If the total quantities are the equal in the baseline and future years, your goal should be to improve your facility's waste management methods, e.g., by reusing and/or recycling more waste and land filling and/or incinerating less waste).

4.   **DOES THE QUANTITY PRESENTED IN THE FUTURE QUANTITY COLUMN REPRESENT AN ABSOLUTE GOAL OR A NORMALIZED GOAL?**

If the numerical goal that you entered in the Future quantity column is the absolute level that you intend to achieve, regardless of any changes in activity/production, then you should check "Absolute Goal." If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check "Normalized Goal."

Normalization is the process of adjusting environmental performance measurements to account for increases or decreases in activity over time. Normalization is important because it recognizes that facilities can become more environmentally efficient even if total activity and related environmental impacts increase. Conversely, if activity declines, normalization assists a reader in separating out the effects of declining activity from any gains in environmental efficiency.

5.   **WHETHER YOUR GOAL IS ABSOLUTE OR NORMALIZED, IN YOUR ANNUAL PERFORMANCE REPORTS YOU WILL NEED TO PROVIDE NORMALIZING FACTORS AND NORMALIZED QUANTITIES OF YOUR ANNUAL DATA.**

The basis of normalization should describe both WHAT is being produced and HOW production is measured (e.g., annual number of cars produced for a automobile manufacturer or annual number of hours worked for many non-manufacturing facilities). Please provide a few words to describe your normalizing basis. Please note that in most cases the same basis of normalization should be used for all Performance Track goals and all facilities must provide a normalizing basis with the exception of goals to Land and Habitat Conservation, Community Land Revitalization, Noise, Vibration, or Odor, which do not need to be normalized. Upstream indicators (i.e., material procurement or suppliers' environmental performance) should be normalized based on the relevant materials procured.

Manufacturing facilities should normalize using production quantities. For example, for an electroplating facility, an appropriate basis of normalization could be "tons of material electroplated." For a car manufacturer, an appropriate basis of normalization could be "number of cars produced." Non-manufacturing facilities should normalize according to the most applicable unit of economic activity. For public facilities and research organizations, employment is typically the best normalizing basis. Service

facilities should choose bases of normalization that are logically (if indirectly) linked to the purpose of the facility. If dollar value of sales is used as a basis of normalization, all dollar values should be adjusted for inflation.

The normalizing basis that your facility selected in your application or renewal application should remain the same throughout your membership term and will be pre-filled each year on your Annual Performance Report (APR). For a detailed explanation of normalization, including numerous examples, please reference the Performance Track Normalizing Guidance. If you require assistance normalizing or changing your normalization basis please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

6A.   ARE YOU SUBJECT TO FEDERAL, STATE, TRIBAL, OR LOCAL REGULATORY REQUIREMENTS FOR THIS INDICATOR?

If your facility is subject to any regulatory requirements related to this indicator, even if they do not directly address quantitative limits, check "Yes." Otherwise, check "No."

6B.   IF YES, PLEASE LIST THOSE REQUIREMENTS, INCLUDING THE QUANTITATIVE LIMITS AND COMPLIANCE DEADLINES THAT APPLY TO YOU.

Please provide a detailed description of the regulation(s), compliance schedules, and quantitative limits that relate to the indicator. If your facility is subject to regulations that involve compliance schedules please list the dates (current and future) and quantities. If your facility is subject to quantitative limits please list the requirements and if possible, please list your requirements using the same units as your goal.

6C.   YOUR GOAL MUST EXCEED REGULATORY REQUIREMENTS. IF APPLICABLE, EXPLAIN HOW YOUR GOAL EXCEEDS THE REQUIREMENTS.

Please explain how your goal exceeds the regulatory requirements listed in 6b. If the units used in the regulation are not the same as the units used in your goal - for example - if the regulation states concentrations rather than mass, please use this section to explain how your goal goes beyond the regulation. If the regulation does not address quantitative limits, state that here.

APPLICATION HELP: SECTION D

D.1.A PLEASE DESCRIBE YOUR PROCESS TO IDENTIFY POTENTIAL COMMUNITY ENVIRONMENTAL CONCERNS.

Describe how you identify and respond to community concerns. (For example, "We hold an open house every six months to discuss issues with the community," or "We have an employee who takes calls from community members.")

D.1.B PLEASE DESCRIBE HOW YOU INFORMED THE COMMUNITY ABOUT ENVIRONMENTAL MATTERS RELATED TO YOUR FACILITY.

Describe how you inform community members of important matters. (For example, "We send out a monthly newsletter detailing important issues.")

D.2 HOW WILL YOU MAKE THE PERFORMANCE TRACK ANNUAL PERFORMANCE REPORT AVAILABLE TO THE PUBLIC?

Tell us the way(s) that you will most likely distribute your Annual Performance Report by selecting one or more of the boxes. If you will be using a website, provide the URL. If "Other," please describe what will be done.

D.3 ARE THERE ANY ONGOING CITIZEN SUITS RELATED TO ENVIRONMENTAL ISSUES AGAINST YOUR FACILITY?

For the purposes of this question, we are referring to suits relating to environmental issues only. If there are any ongoing environmental citizen suits or other legal actions, select "Yes" and describe their current status. Otherwise, select "No."

D.4 PLEASE DESCRIBE ANYTHING ELSE YOU WOULD LIKE TO TELL US ABOUT YOUR FACILITY SUCH AS ENVIRONMENTAL AWARDS OR PARTICIPATION IN OTHER PARTNERSHIP PROGRAMS AT THE LOCAL, TRIBAL, STATE, OR FEDERAL LEVEL.

Describe aspects of your public outreach and reporting not covered by the previous questions, for example, this may include community service, partnerships, or awards.

D.5 REFERENCE: OTHER COMMUNITY/LOCAL REFERENCE

We may call references to learn more about your facility.

Name a person who is either an additional reference from one of the two categories above or a reference familiar with your facility and who represents another type of organization in the community. Potential references include a member of the Local Emergency Planning Committee (LEPC), a local labor union member, a representative from the local Chamber of Commerce, a university faculty member, or another business owner or operator.

Enter the name of the person, the organization that the person represents, and telephone number. A person who is associated with your facility and who is also a member of a community/citizen group cannot be used as a reference. List at least one contact.

APPLICATION HELP: SECTION E

PLEASE HAVE SECTION E SIGNED BY A SENIOR MANAGER RESPONSIBLE FOR FACILITY OPERATIONS AND FAX IT TO THE PERFORMANCE TRACK INFORMATION CENTER AT (617) 354-0463.

The primary purposes of this section are for the facility to certify that the information reported in the application is true, accurate, and complete, and that the facility continues to adhere to all the criteria for participation in the National Environmental Performance Track program.

The person who signs the form must a) be the senior manager with responsibility for the facility, b) be fully authorized to execute the statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program, and c) have examined and be familiar with the information contained in the application. Once the rest of the application is completed, this person should read Section E in its entirety, ensure that each of the lines at the bottom of the page is completed (i.e. printed name, title, phone number, e-mail address, facility name, facility street address, alternative mailing address if appropriate, and Performance Track Identification Number), and sign and date the form in the space provided. All information, except for the alternate mailing address, is required. Completed forms should be faxed to the Performance Track Information Center at (617)-354-0463.

If you need further assistance, please contact the Performance Track Information Center at 1-888-339-PTRK or ptrack@indecon.com.

APPLICATION HELP: CHECKLIST

FACILITY IDENTIFICATION 1. DO YOU HAVE A RCRA IDENTIFICATION NUMBER?

A RCRA number is used in the hazardous waste manifest for Resource Conservation and Recovery Act (RCRA) programs. To search for your facility's RCRA identification number (also known as EPA ID number) go to http://www.epa.gov/enviro/html/rcris/rcris_query_java.html.

FACILITY INFORMATION 2. DO YOU HAVE AN AFS IDENTIFICATION NUMBER?

An AFS number is used in the AIRS Facility Subsystem (AFS) of the Aerometric Information Retrieval System (AIRS) for Clean Air Act programs. To search for your facility's AFS identification number go to http://www.epa.gov/enviro/html/airs/airs_query_java.html.

FACILITY INFORMATION 3. DO YOU HAVE A PCS/NPDES IDENTIFICATION NUMBER?

An NPDES number is used for Clean Water Act programs monitoring National Pollutant Discharge Elimination System (NPDES) permits. To search for your facility's NPDES identification number go to http://www.epa.gov/enviro/html/pcs/pcs_query_java.html.

FACILITY INFORMATION 4. DO YOU HAVE A FIFRA IDENTIFICATION NUMBER?

A FIFRA number is given to facilities regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). Information on pesticide establishments is tracked through the Section Seven Tracking System (SSTS). To contact the pesticide establishment coordinator in your area for more information go to http://www.epa.gov/compliance/contact/monitoring-establish.html.

AIR 1. IS YOUR FACILITY AN AIR PERMIT HOLDER?

Air permit refers to an authorization, license, or equivalent control document issued by EPA or an approved Federal, state, or local agency and required for sources of air pollution to operate and construct new plants. Air permits provide information on which pollutants are being released, how much the source is allowed to release, and the program that will be used to meet pollutant release requirements. Examples include Title V permits, Federally Enforceable State Operating Permits (FESOP) or Synthetic Minor Source permits, Minor Source permits, and any state-specific air permits. Please consult your state's air permitting website or the following links for more information about state-specific air permits.

For state specific, consult the following sources:

*   Acid Rain Permits (Title IV): http://www.epa.gov/acidrain/where/index.html

*   Preconstruction Permits (NSR): http://www.epa.gov/nsr/where.html

*   Operating Permits (Title V): http://www.epa.gov/air/oaqps/permits/approval.html

AIR 1A. IS YOUR FACILITY A TITLE V PERMIT HOLDER?

Title V or operating permits are required for all major stationary sources of air pollution. State and local permitting authorities issue most Title V permits.

For more information go to:

*	Clean Air Act Title V: http://www.epa.gov/air/caa/title5.html

*	Operating Permits (Title V): http://www.epa.gov/air/oaqps/permits/approval.html

*	1990 Clean Air Act Amendments Title V: http://www.epa.gov/oar/caa

AIR 1B. IS YOUR FACILITY A CLEAN AIR ACT SYNTHETIC MINOR SOURCE?

"Synthetic Minor Sources" are sources that have the potential to emit 100 tons per year or greater of a criteria pollutant, 10 tons per year or greater of any hazardous air pollutant, or 25 tons per year or greater of any combination of hazardous air pollutants, and the permittee has accepted a federally enforceable limit so that its potential to emit is less than such quantities for major stationary sources.

AIR 1C. IS YOUR FACILITY A CLEAN AIR ACT MINOR SOURCE?

"Minor Sources" are sources that have the potential to emit less than 100 tons per year of a criteria pollutant, less than 10 tons per year of any hazardous air pollutant, or less than 25 tons per year of any combination of hazardous air pollutants.

AIR 2. IS YOUR FACILITY SUBJECT TO NEW SOURCE PERFORMANCE STANDARDS (NSPS)?

New Source Performance Standards (NSPS) are pollution control requirements established by EPA that apply to the construction or modification of stationary sources which emit significant "criteria air pollutants." NSPS regulate pollutants such as particulate matter, sulfur dioxide, carbon monoxide, nitrogen oxides, volatile organic compounds, acid mist, and total reduced sulfur and fluorides. Section 111 of the federal Clean Air Act authorized EPA to create NSPS, which are detailed in Chapter 40 of the Code of Federal Regulations, Part 60 (40 CFR Part 60). For more information go to http://www.epa.gov/epacfr40/chapt-I.info/chi-toc.htm.

AIR 3. IS YOUR FACILITY SUBJECT TO SECTION 112/MAXIMUM ACHIEVABLE CONTROL TECHNOLOGY (MACT) STANDARDS/NATIONAL EMISSIONS STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAPS)?

Maximum Achievable Control Technology (MACT) standards are industry-specific, technology based standards established to reduce hazardous air pollutants (HAP's). They are based on emission levels already being achieved by the best controlled similar sources. MACT standards can require facility owners/ operators to meet emission limits, install emission control technologies, monitor emissions and/or operating parameters, and use specified work practices. MACT standards generally apply to major sources of hazardous air pollutants and some smaller sources, also known as area sources. MACT standards are embodied in the National Emissions Standards for Hazardous Air Pollutants (NESHAPS) and are codified in 40 CFR Part 63. For

more information go to http://www.epa.gov/epacfr40/chapt-I.info/chi-toc.htm and http://epa.gov/ttn/atw/mactfnlalph.html.

AIR 4. IS YOUR FACILITY SUBJECT TO REASONABLY AVAILABLE CONTROL TECHNOLOGY (RACT) REQUIREMENTS?

RACT, or Reasonably Available Control Technology, is required by EPA's New Source Review program for existing sources in areas that are not meeting national ambient air quality standards (i.e., non-attainment areas). RACT standards are codified in 40 CFR Part 51. For more information go to http://www.epa.gov/ttncatc1/rblc/htm/welcome.html.

AIR 5. IS YOUR FACILITY SUBJECT TO SECTION 129 COMBUSTION REQUIREMENTS?

Section 129 combustion requirements refer to New Source Performance Standards for new solid waste incinerator units and emission guidelines for existing units. The standards specify emission limitations for the following substances or mixtures: particulate matter (total and fine), opacity (as appropriate), sulfur dioxide, hydrogen chloride, oxides of nitrogen, carbon monoxide, lead, cadmium, mercury, and dioxins and dibenzofurans. EPA has set standards for large municipal waste combustors (capacity >250 tons per day), small municipal waste combustors (capacity <250 tons per day), hospital/ medical/ infectious waste incineration, commercial/ industrial waste incinerators, and other solid waste incinerators (OSWI). The solid waste combustion requirements are codified as 42 U.S.C. 7429.

For more information on Section 129 of Clean Air Act go to http://www.epa.gov/air/caa/caa129.txt, http://www.epa.gov/ttn/atw/129/sec129.pdf, and http://www.epa.gov/ttn/atw/eparules.html.

WATER 1. IS YOUR FACILITY A WATER PERMIT HOLDER?

Water permit refers to an authorization, license, or equivalent control document issued by EPA or an approved Federal, state, or local agency and required by sources of water pollution to operate or construct a facility or plant. Examples include National Pollutant Discharge Elimination System (NPDES) permits, stormwater permits, surface and groundwater withdrawal permits, wetland and waterway permits, and any other state-specific water permits. Please consult your state's water permitting website for more information about state-specific water permits.

For examples of water permits from state websites go to http://www.deq.state.va.us/permits/water.html and http://www.mde.state.md.us/Permits/WaterManagementPermits/water_permits/index.asp.

WATER 1A. IS YOUR FACILITY A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT HOLDER?

A National Pollutant Discharge Elimination System (NPDES) Permit is required for discharges of pollutants from point sources to waters of the United States. NPDES permits are issued only to direct point sources, i.e. publicly owned treatment works (POTWs), industrial facilities, or other point sources that discharge wastewater directly into the receiving waterway. Section 402 of the Clean Water Act authorized EPA to set effluent limits based on industry and water quality. State

and local permitting authorities issue most NPDES permits. Primary regulations for NPDES are codified in 40 CFR Part 122.

For more information on NPDES go to http://www.epa.gov/npdes/pubs/101pape.pdf and http://cfpub.epa.gov/npdes/cwa.cfm?program_id=45

To search for your NPDES permit number go to http://www.epa.gov/enviro/index.html.

WATER 1B. IS YOUR FACILITY SUBJECT TO PHASE I OF THE NPDES STORM WATER PROGRAM?

Under Phase 1 of the NPDES Storm Water Program, EPA requires NPDES permits for storm water discharges from certain types of industrial activities and from municipal separate storm sewer systems located in municipalities serving a population of 100,000 or more. Eleven categories of industrial activities, including construction activity that disturbs five or more acres of land, are subject to Phase I storm water requirements. NPDES storm water discharge requirements are codified in 40 CFR Part 122.26.

For more information go to http://cfpub.epa.gov/npdes/stormwater/swphases.cfm.

WATER 1C. IS YOUR FACILITY SUBJECT TO PHASE II OF THE NPDES STORM WATER PROGRAM?

Under Phase II of the NPDES Storm Water Program, EPA requires NPDES permits for storm water discharges from regulated small municipal separate storm sewer systems (MS4s) and construction activity disturbing between one and five acres of land. NPDES storm water discharge requirements are codified in 40 CFR Part 122.26.

For more information go to http://cfpub.epa.gov/npdes/stormwater/swphases.cfm.

WATER 1D. IS YOUR FACILITY A STATE WATER PERMIT HOLDER?

State information can be found through the various contacts provided in the National Pollutant Discharge Elimination System State Information site.

For more information go to http://cfpub.epa.gov/npdes/stateinfo.cfm.

WATER 2. IS YOUR FACILITY SUBJECT TO INDUSTRY SPECIFIC EFFLUENT GUIDELINES AND STANDARDS?

Effluent Guidelines and Standards are national technology-based effluent requirements for specific industrial categories. They include effluent limitations guidelines for existing sources, standards of performance for new sources, and pretreatment standards for new and existing sources. Regulations for all Effluent Guidelines and Standards are located at 40 CFR Part 400-471.

For more information go to http://cfpub.epa.gov/npdes/pretreatment/pstandards.cfm.

WATER 3. IS YOUR FACILITY REQUIRED TO PRETREAT?

Pretreatment standards were developed to control pollutants from industrial users which may pass through or interfere with POTW treatment processes or which may contaminate sewage sludge. The National Pretreatment Program enforces three types of discharge standards: prohibited discharge standards, categorical pretreatment standards, and local limits. General pretreatment regulations are codified in 40 CFR Part 403.

For more information go to http://cfpub.epa.gov/npdes/home.cfm?program_id=3 and http://cfpub.epa.gov/npdes/pretreatment/pstandards.cfm.

WATER 4. IS YOUR FACILITY REGULATED UNDER THE SAFE DRINKING WATER ACT?

The Safe Drinking Water Act (SDWA) authorized EPA to establish regulations for public water systems and to set standards for drinking water quality to protect public health. In addition, the Underground Injection Control program sets standards for safe waste injection practices and bans certain types of injections altogether.

For more information go to http://www.epa.gov/safewater/sdwa/30th/factsheets/understand.html and http://www.epa.gov/safewater/regs.html.

HAZARDOUS WASTE 1. IS YOUR FACILITY SUBJECT TO HAZARDOUS WASTE REGULATIONS?

EPA established hazardous waste regulations for the handling, managing, tracking, and transporting of hazardous waste. EPA also developed strict requirements for the treatment, storage and disposal of hazardous waste. All facilities that currently or plan to treat, store, or dispose of hazardous wastes must obtain a Resource Conservation and Recovery Act (RCRA) permit. A RCRA permit is a legally binding document that establishes the waste management activities that a facility can conduct and the conditions under which it can conduct them. Hazardous waste regulations are codified in 40 CFR 260 through 279.

For more information go to http://www.epa.gov/epaoswer/osw/hazwaste.htm, http://www.epa.gov/epaoswer/hotline/training/tsdf05.pdf, and http://www.epa.gov/epaoswer/hazwaste/permit/prmtguid.htm.

CITATION

RCRA Laws and Regulations: http://www.epa.gov/epaoswer/osw/laws-reg.htm

40 CFR Parts 260 through 265:
http://ecfr.gpoaccess.gov/cgi/t/text/textidx?sid=401d1fa5a85e820674e669b8a3edf23b&c=ecfr&tpl=/ecfrbrowse/Title40/40cfrv25_02.tpl

40 CFR Parts 266 through 279:
http://ecfr.gpoaccess.gov/cgi/t/text/textidx?sid=401d1fa5a85e820674e669b8a3edf23b&c=ecfr&tpl=/ecfrbrowse/Title40/40cfrv26_02.tpl

HAZARDOUS WASTE 1A. IS YOUR FACILITY A LARGE QUANTITY GENERATOR?

A Large Quantity Generator is a facility generating 1,000 kilograms (2200 pounds) per month or more of hazardous waste, or more than 1 kilogram (2 pounds) per month of acutely hazardous waste. LQGs are subject to all RCRA requirements. LQGs that meet all containment standards can accumulate hazardous waste up to 90 days and treat the waste without a RCRA permit.

For more information go to http://www.epa.gov/epaoswer/osw/gen_trans/generate.htm, http://www.epa.gov/epaoswer/hazwaste/gener/lqgpdf.pdf, and http://www.epa.gov/osw/gen_trans/lqg_resources.htm.

HAZARDOUS WASTE 1B. IS YOUR FACILITY A SMALL QUANTITY GENERATOR?

A Small Quantity Generator is a facility generating more than 100 kilograms (220 pounds), but less than 1,000 kilograms (2200 pounds), of hazardous waste per month. SQGs can accumulate hazardous waste on site for 180 days without a permit (or 270 days if shipping a distance greater than 200 miles).

For more information go to http://www.epa.gov/epaoswer/osw/gen_trans/generate.htm or http://www.epa.gov/epaoswer/osw/gen_trans/sqg_resources.htm.

HAZARDOUS WASTE 1C. IS YOUR FACILITY A CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR?

A Conditionally Exempt Small Quantity Generator (CESQG) is a facility generating 100 kilograms (220 pounds) or less per month of hazardous waste, or 1 kilogram (2 pounds) or less per month of acutely hazardous waste.

For more information go to http://www.epa.gov/epaoswer/osw/gen_trans/generate.htm and http://www.epa.gov/epaoswer/osw/gen_trans/cesqg_resources.htm.

HAZARDOUS WASTE 1D. IS YOUR FACILITY A TREATMENT, STORAGE, OR DISPOSAL (TSD) FACILITY?

A Treatment, Storage, or Disposal (TSD) facility is a hazardous waste management facility that receives hazardous wastes for treatment, storage, or disposal. TSD facilities are required to obtain a Resource Conservation and Recovery Act (RCRA) permit.

For more information go to http://www.epa.gov/epaoswer/osw/tsds.htm and http://www.epa.gov/epaoswer/hotline/training/tsdf05.pdf.

ENVIRONMENTAL CLEAN-UP 1. IS YOUR FACILITY A POTENTIALLY RESPONSIBLE PARTY UNDER CERCLA OR SUPERFUND FOR ONSITE CLEAN-UP?

A Potentially Responsible Party is any individual or entity who may be liable under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) for the costs of responding to a release or the threat of release of hazardous substances at a site. PRPs can be current owners or operators, former owners or operators if they owned the property at the time of disposal, those who arranged for the treatment or disposal of hazardous substances at the facility (usually generators), or transporters of hazardous waste who selected the disposal site.

For more information go to
http://www.epa.gov/compliance/resources/publications/cleanup/superfund/prpmanual/prp
manapp-13.pdf and http://epa.custhelp.com/cgi-bin/epa.cfg/php/enduser/std_alp.php.

ENVIRONMENTAL CLEAN-UP 2. IS YOUR FACILITY A POTENTIALLY RESPONSIBLE PARTY UNDER CERCLA OR SUPERFUND FOR OFFSITE CLEAN-UP?

A Potentially Responsible Party is any individual or entity who may be liable under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) for the costs of responding to a release or the threat of release of hazardous substances at a site. PRPs can be current owners or operators, former owners or operators if they owned the property at the time of disposal, those who arranged for the treatment or disposal of hazardous substances at the facility (usually generators), or transporters of hazardous waste who selected the disposal site.

For more information go to

http://www.epa.gov/compliance/resources/publications/cleanup/superfund/prpmanual/prp-
manapp-13.pdf and http://epa.custhelp.com/cgi-bin/epa.cfg/php/enduser/std_alp.php.

ENVIRONMENTAL CLEAN-UP 3. IS YOUR FACILITY A POTENTIALLY RESPONSIBLE PARTY IN A FEDERAL OR STATE CLEAN-UP OF HAZARDOUS WASTE AND/OR OIL?

A Potentially Responsible Party is any individual or entity who may be liable for the costs of responding to a release or the threat of release of hazardous substances at a site. PRPs can be current owners or operators, former owners or operators if they owned the property at the time.

For more information go to http://www.epa.gov/lawsregs/laws/opa.html,
http://www.epa.gov/compliance/cleanup/additional/index.html, and
http://www.epa.gov/compliance/civil/rcra/rcraenfstatreq.html.

ENVIRONMENTAL CLEAN-UP 4. IS YOUR FACILITY ENGAGED IN RCRA CORRECTIVE ACTION?

RCRA Corrective Action refers to the cleanup of releases of hazardous waste or hazardous constituents into soil, ground water, surface water, or air that occurred at or from a treatment, storage, and disposal (TSD) facility as a result of accidents or other activities at the facility. The TSD facility is responsible for investigating and cleaning up these releases under the Hazardous and Solid Waste Amendments (HSWA) of the Resource Conservation and Recovery Act (RCRA).

For more information go to http://www.epa.gov/epaoswer/hazwaste/ca/backgnd.htm.

OTHER 1. IS YOUR FACILITY A TOXIC RELEASE INVENTORY (TRI) REPORTER?

The Toxic Release Inventory (TRI) is a publicly available EPA database that contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities. These groups are required to report the locations and quantities of chemicals stored on-site to state and local governments in order to help communities prepare to respond to chemical spills and similar emergencies. EPA and states collect these data and make the data available to the public. The inventory was

established under the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) and expanded by the Pollution Prevention Act of 1990. TRI regulations are codified in 40 CFR Part 372.

For more information go to http://www.epa.gov/tri/, http://www.epa.gov/tri/whatis.htm, and http://www.epa.gov/tri/lawsandregs/index.htm. If you need assistance finding your TRI ID go to http://www.epa.gov/triexplorer/.

OTHER 2. IS YOUR FACILITY SUBJECT TO UNDERGROUND STORAGE TANK (UST) REGULATIONS?

As required under the Resource Conservation and Recovery Act (RCRA), EPA developed regulations for new and existing underground storage tanks (USTs) storing petroleum or certain hazardous chemicals. UST regulations fall into three categories: technical requirements, financial responsibility, and state program approval objectives. Technical regulations require owners and operators of USTs to prevent, detect, and clean up releases. Most of the regulations related to USTs are contained in 40 CFR Part 280 through Part 282.

For more information go to http://www.epa.gov/swerust1/overview.htm.

OTHER 3. IS YOUR FACILITY REGULATED UNDER TOXIC SUBSTANCES CONTROL ACT (TSCA)?

The Toxic Substances Control Act (TSCA) authorized EPA to secure information on all new and existing chemical substances and evaluate their risk to human health and the environment. EPA created the TSCA Chemical Substance Inventory, which lists all existing chemicals produced, processed, or imported for commercial purposes in the United States. Also, EPA established reporting, record-keeping, testing, and control-related requirements for commercial and industrial chemicals. TSCA regulations can be found in 40 CFR Part 700-766 for the control of toxic substances, Part 195 for radon, Part 745 for lead, and Part 763 for asbestos.

For more information go to http://www.epa.gov/opptintr/pubs/oppt101c2.pdf and http://www.epa.gov/compliance/civil/tsca/tscaenfstatreq.html.

OTHER 4. IS YOUR FACILITY REGULATED UNDER THE FEDERAL INSECTICIDE, FUNGICIDE, AND RODENTICIDE ACT (FIFRA)?

Under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), EPA and states have the authority to register or license pesticides for use in the United States. In order to obtain a license, EPA or states may require the applicant to test the pesticide to evaluate risks to human health and the environment. Pesticide producing establishments also must register with the EPA. Pesticide regulations include labeling, packaging, management, and disposal requirements. They can be found in 40 CFR Part 150-180.

For more information go to http://www.epa.gov/pesticides/regulating/ and http://www.epa.gov/pesticides/regulating/laws.htm#regulations.

To contact the pesticide establishment coordinator in your area go to http://www.epa.gov/compliance/contact/monitoringestablish.html.

OTHER 5. IS YOUR FACILITY SUBJECT TO WORKER RIGHT-TO-KNOW REGULATIONS?

In accordance with Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, employers with hazardous chemicals in their workplace are required to inform and train workers about the hazards, retain warning labels on containers of hazardous chemicals, and provide access to material safety data sheets (MSDS's) for hazardous chemicals. Chemical manufacturers or importers are required to evaluate and report the hazards of the chemicals they produce or import. They also must prepare labels and MSDSs to convey this information to their customers.

For more information go to

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FACT_SHEETS&p_id=151, http://www.osha.gov/SLTC/hazardcommunications/index.html, and http://www.crtk.org/library_files/MaterialSafetyDataSheets.pdf.

OTHER 6. IS YOUR FACILITY REQUIRED TO FILE AN EMERGENCY MANAGEMENT PLAN UNDER THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)?

The Emergency Planning and Community Right-to-Know Act requires certain facilities to submit the following information to the local emergency planning commission (LEPC), state emergency response commission (SERC), and local fire department: material safety data sheet (MSDS) for each hazardous chemical or list of MSDS chemicals, Toxic Chemical Release Inventory (TRI) Forms for specified chemicals, and emergency and hazardous chemical inventory forms. Facilities must immediately report to the LEPC and SERC any release of a hazardous substance that is equal to or exceeds the minimum reportable quantity stated in the regulations. Also, EPCRA requires the LEPC to develop an emergency response plan. EPA, governors, SERCs, and LEPCs are required to make available to the general public emergency response plans, MSDSs, hazardous chemical inventory forms, and follow-up emergency notices. Regulations related to EPCRA are codified in 40 CFR Parts 350, 355, 370, and 372.