



User's Guide

For use with Pollution Prevention Plan (P2 Plan)
(Version 3.1)



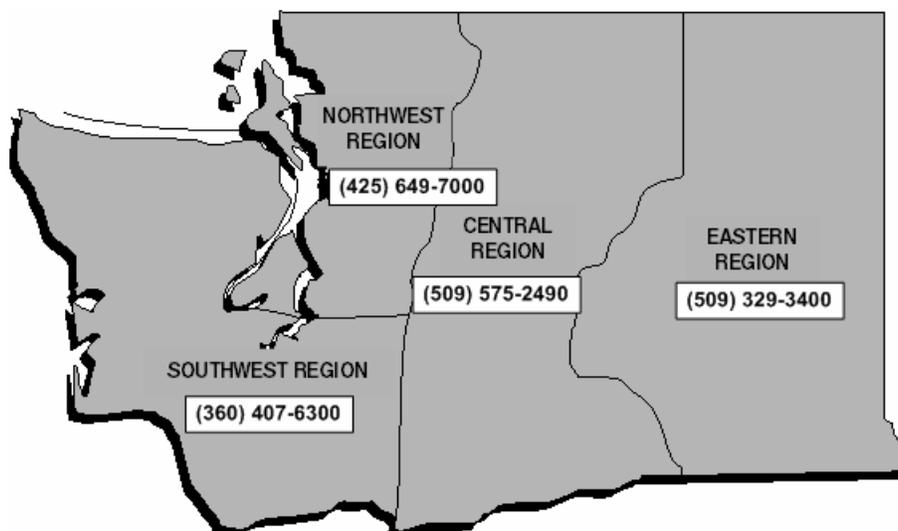
WASHINGTON STATE
DEPARTMENT OF
E C O L O G Y

Washington State Department of Ecology
Hazardous Waste and Toxics Reduction Program
Revised April 2007
Publication #02-04-023

Ecology continuously strives to improve the Pollution Prevention Plan forms. Visit our website at <http://www.ecy.wa.gov/programs/hwtr/p2/p3.html> to download the current version of the Pollution Prevention Plan or to download this guide.

Or, for additional copies of this publication, please contact:

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If you need this information in an alternate format, please call the Hazardous Waste and Toxics Reduction Program at 360-407-6700. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.



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INTRODUCTION

This *Pollution Prevention Plan (P2 Plan) User's Guide* provides information about the basic skills you need to use this form.

NEW FORMS FOR PREPARING POLLUTION PREVENTION PLANS

To mark ten years of pollution prevention planning in Washington State, the Department of Ecology (Ecology) has embarked on a project to improve the tools we provide to help facilities plan to reduce their use of toxic substances and generation of hazardous waste. The electronic worksheets or forms are available that should help reduce the time it takes to report pollution prevention progress. These forms combine the plan and annual progress reports into one Microsoft Word document, and are organized by process. We have provided guidance to help planners make the transition from the old format in the Appendix to this document.

"P2 Plan" is fully compatible with Windows 98, NT, 2000 and XP. You will need Microsoft Word 2000, 2002 ("XP"), or Word 2003 to use this form due to the macros contained in it. The form is not compatible with Microsoft Word 97 or earlier.

All of the basic Windows features have been incorporated into the program. The User's Guide instructions that follow assume you are already familiar with basic Windows operations. These instructions focus on the unique features of P2 Plan and are limited in regards to basic Windows applications.

NOTE: This User's Guide was designed using Windows NT 4.0, Microsoft Internet Explorer and Microsoft Word 2002 ("XP") or Word 2003. Some of the screen images might look different on your system.

The printed hard-copy manual will show internet site addresses and links that are available on-line only.

The Toxics Reduction staff of Ecology will provide planning and technical assistance during your plan preparation. Our assistance is NOT enforcement-oriented. Staff are also available in our regional offices to provide information and answers to your questions. Workshops, personalized visits to your site, or other training opportunities will also be conducted to give you as much assistance as possible. We will notify you of dates and locations of training opportunities.

While implementation of your pollution prevention plan is voluntary, submittal of plans, executive summaries, five-year updates and annual progress reports is mandatory. According to WAC 173-307-100, failure to develop and submit a document may result in a penalty fee of not less than \$1,000, or three times the previous year's planning fee, whichever is greater. This penalty may be charged each year for non-submittal of documents, in addition to the current year's planning fee.

BASIC STEPS

1. Work with the Ecology staff member assigned to your facility to analyze your company's processes, find opportunities to reduce hazardous substance use and waste generation and gather the information required for completing the P2 Plan.
2. Set up Microsoft Word correctly.
3. Copy the P2 Plan files onto your computer.
4. Enter data into the P2 Plan.
5. Submit your plan by e-mail, on diskette or by mailing paper forms to Ecology.

INSTALLATION

Minimum Hardware and Software Requirements

- IBM Compatible PC
- Pentium P-166 Mhz , 64 MB RAM, 5 MB of free hard disk space
- Recommended: Pentium II – 450 MHz, 64 MB RAM, 5 MB of free hard disk space
- Windows 98, NT 4.0, 2000, or XP
- Microsoft Word 2000, 2002 (“XP”), or Word 2003

Installing Pollution Prevention Plan (P2 Plan)

Setting Up Word

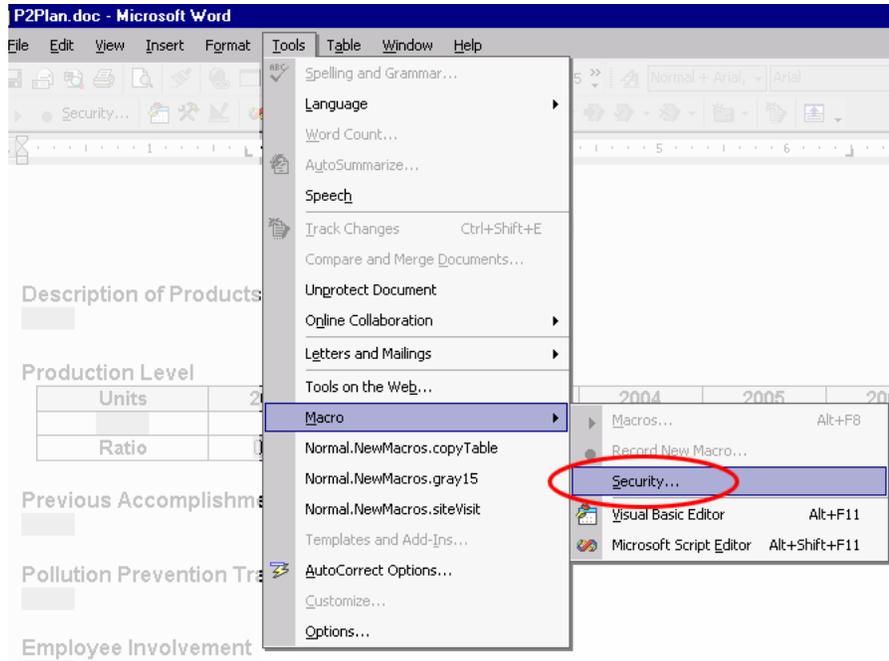
By default, Word comes with a macro security setting of High. To use the P2 Plan the settings **must** be set at medium or low to allow the built-in macros to work correctly. The Department of Ecology is a trusted site and this document is virus free.

Open Microsoft Word

Go to **Tools** in the Menu bar

Under Tools go the **Macro** flyout button

Under Macro choose **Security**



A menu box will appear (next page). Make sure it is set to “medium or low.” If not, many features of your plan may not function.



NOTE: If your security was set to “high,” you may wish to reset it after completing your plan.

What are macros? Macros are small programs attached to Word (and other Microsoft Office products) that are sometimes used by hackers as a form of computer virus.

What does setting security to “medium” mean? “Medium” security will give you the choice each time you open a document with macros (which are quite uncommon) whether you want to open it with macros enabled or not.

Additional protection can be gained with up-to-date virus scanning software. Ecology’s virus scanners have examined this file; it is safe.

Installing P2 Plan Files

You can obtain the P2 Plan three ways:

- Floppy disk, sent to you by Ecology.
- E-mail, on request.
- Download, from the Ecology Internet site:

<http://www.ecy.wa.gov/programs/hwtr/p2/p3download.html>

The P2 Plan consists of three parts that are “zipped” (compressed in size for convenience in mailing) into one file named “P2 Plan.exe.” It has three parts that will be unzipped or “extracted” to your computer:

- P2Plan.doc The blank plan
- P2Help.doc A help file
- chemicals.txt The list of hazardous substances (“TRI”- and Montreal Protocol-regulated)

Note: All three need to be kept in the same folder, or important features of the software will not work.

From Floppy Disk:

- Using your Windows Explorer or “My Computer”, browse to your Floppy Drive (usually A:\).
- Double-click on P2Plan.exe which will start the WinZip Self-Extracting File.

Skip to **Running the Winzip Self-Extracting File** section.

From Email

NOTE: If you receive a warning that your email contains a virus, please do not worry. There is a setting in MS Outlook 2002 that does not allow executables (files followed by the letters “.exe”) to be opened. If you do receive this message, please contact the Department of Ecology to request this file on floppy disk or by Internet.

1. Open the email sent from Ecology. This email contains a self-extracting zip file that contains the P2 Plan and its related files.
2. Go to **File / Save Attachments**.
3. Choose or create a location to save the attachment and click **Save**.
4. Now go to the folder you just created and click on the file P2Plan.exe

Skip to **Running the Winzip Self-Extracting File** section.

From the Internet

Go to Ecology’s Internet web site at <http://www.ecy.wa.gov/programs/hwtr/p2/p3download.html>

- Click to download **P2Plan.exe**. A screen (below) will appear.



- Choose **Save this file to disk** and click **OK**.

A window will appear and ask where you want the file saved. Save this file to the location of your preference on your hard drive.



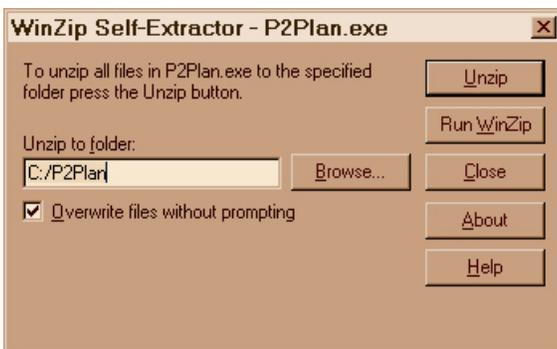
Run the Winzip Self-Extracting File.

Running the Winzip Self-Extracting File

- Browse to the folder you saved the P2Plan.exe file in and double-click on the file.
- After reading the message click **OK** to continue.



- If you use the default folder, click **Unzip**. If you would like a different location click **Browse** and create a new folder. When you have selected a location click **Unzip**.

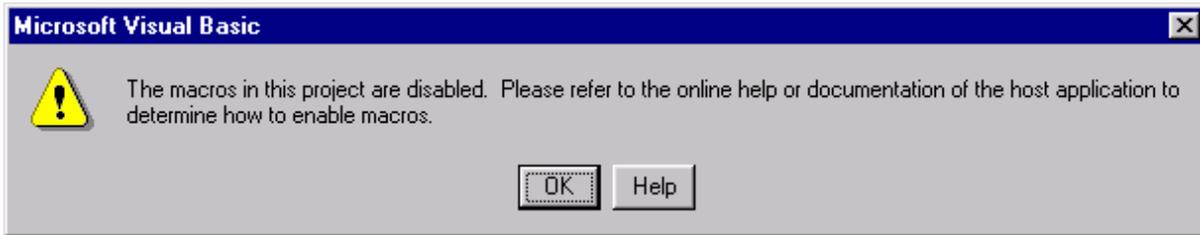


- After you click Unzip a message box will appear. Click **OK**, then click **Close**.

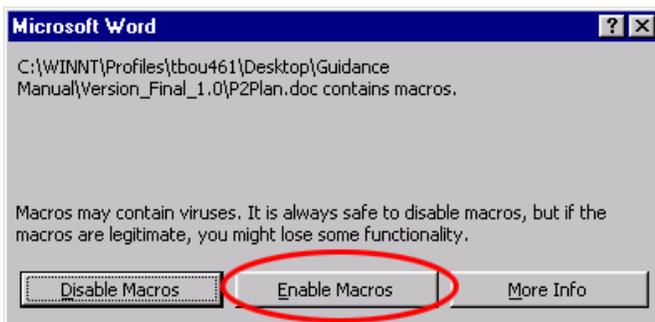


You are now ready to run the P2 Plan from the folder that it was unzipped to. Browse to the folder that contains your unzipped files and double-click on **P2Plan.doc** to start it.

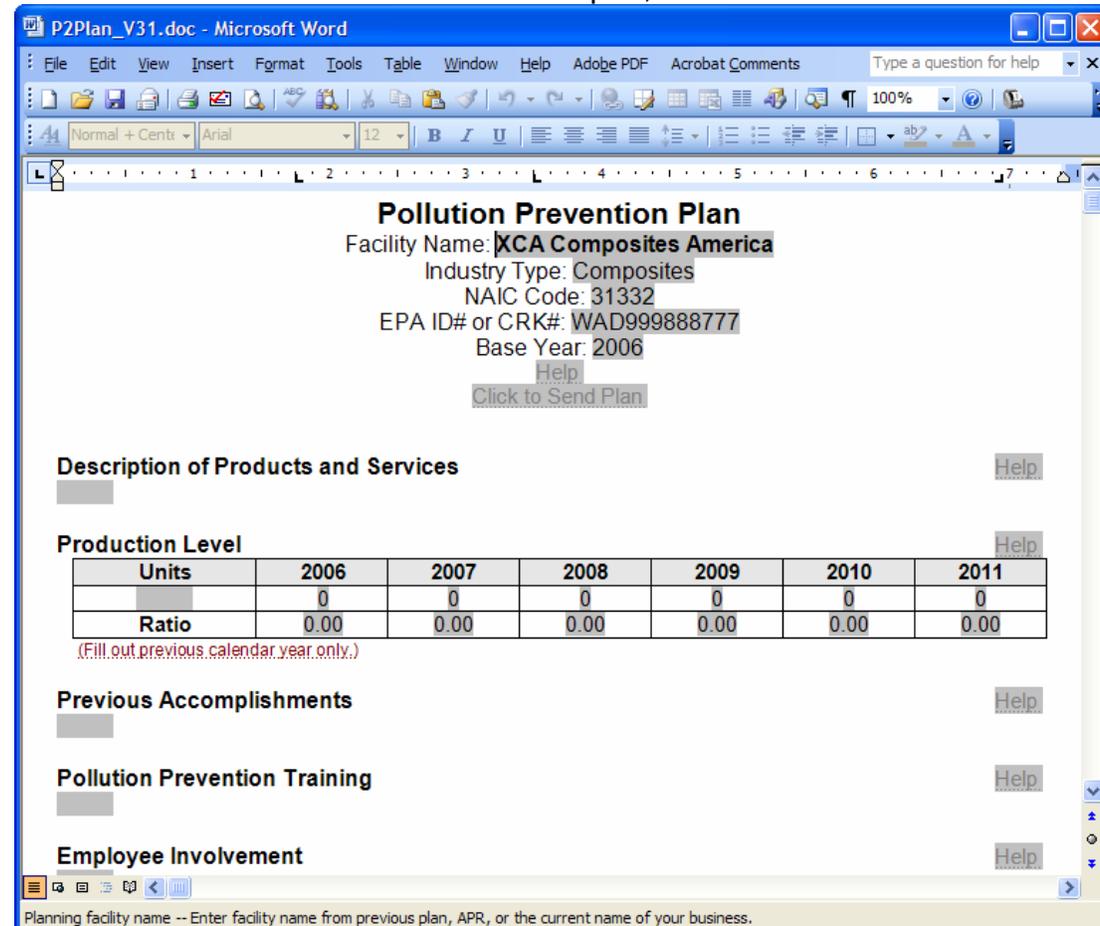
(If you see the following dialog box, your security is still set on “High.” Return to “Setting Up Word” to change your settings to “Medium.”)



With “Medium” security, you will see the following dialog box:



Click **Enable Macros**. The Plan should open, below.



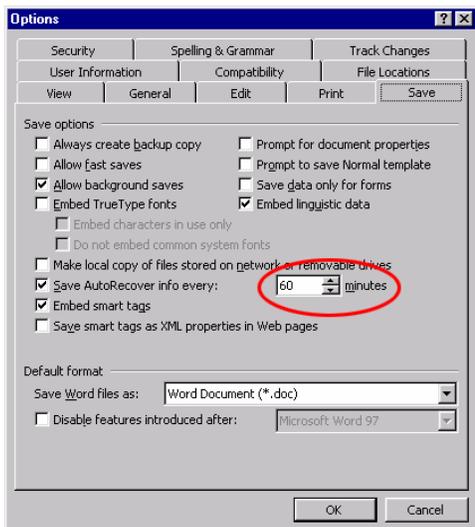
GETTING AROUND

A Quick Tour

- Arrow Keys: Use the arrow keys on your keyboard to move the cursor from field to field forward or back.
- Tab: Press the Tab key to move the cursor to go forward to the next field.
- Shift Tab: Press the Shift and Tab keys together to move to the previous field.
- Mouse Pointer: Use your Mouse pointer to position the cursor in any field on the form.
- Alt-Tab shifts you back and forth between the help file and the document.

Helpful Hints

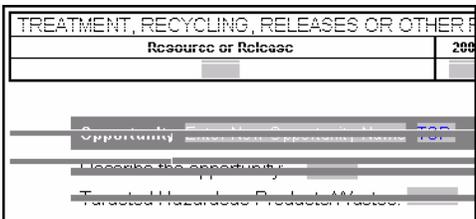
- Help options for all major topics can be accessed by clicking on the Help tab.
- Use “Normal View” when working in the document.
- Click on “+” and “-“ buttons to add and subtract rows in tables.
- As much as possible, “tab” or “click” between the gray fields; clicking outside them may cause minor inaccuracies in your data, like a letter being left in a numerical field.



- Your document may “jump” on the screen when Word saves AutoRecover information. To minimize this effect, turn AutoRecover off or set it to a high number of minutes (left, under the “Tools” menu, “Options.”).
- (“AutoRecover” saves a version of your document automatically for recovery after crashes.)

* Save your document regularly

- You may notice lines forming in the document while adding Processes and Opportunities; this is normal, as is a wait of from 10-30 seconds.



How to fill in the Form

This section is presented in linear fashion: one step at a time, from top to bottom. You may choose to fill out your Plan in another way. To help you when you fill out the forms in non-linear steps, see the Appendix for editing hints and a “crosswalk” of sources of information from previous planning documents.

Note: Click on “Help” to get detailed information on how to fill out this form.

Please fill out the heading of the form including: Facility Name, Industry Type, NAICS Code, and EPA or CRK ID#.

Pollution Prevention Plan
Facility Name: XCA Composites America
Industry Type: Composites
NAIC Code: 31332
EPA ID# or CRK#: WAD999888777
Base Year: 2006
Help
Click to Send Plan

In the field below, enter your “Products and Services” description. For examples and in-depth instructions for all major topics click the Help button.

How many years do I need to fill out?

Only one year at a time---you will gradually fill this form out about what happened during the last calendar year. In the example below, in 2006 you fill out only the 2005 columns and boxes. (The Goals table is an exception, see that section for details.)

Description of Products and Services Help
<input type="text"/>

List your production units. The table will automatically calculate your production ratio.

Production Level						Help
Units	2006	2007	2008	2009	2010	2011
	0	0	0	0	0	0
Ratio	0.00	0.00	0.00	0.00	0.00	0.00

(Fill out previous calendar year only.)

List your facility’s previous Pollution Prevention Accomplishments for reduction, recycling, and treatment activities for hazardous substances and hazardous wastes. If you are updating your plan (on the fifth year of the reporting cycle), an Annual Progress Report for the previous year can be included. See the Help file for details.

Previous Accomplishments Help
<input type="text"/>

Outline your Pollution Prevention Training Program for management and staff.

Pollution Prevention Training [Help](#)

Write a brief description of the ways you involve your employees in Pollution Prevention planning.

Employee Involvement [Help](#)

Plan Contact:

Describe the cost accounting system that you use to track environmental costs including compliance and oversight costs. *Cost Analysis for Pollution Prevention* is available at <http://www.ecy.wa.gov/pubs/95400.pdf>

Cost Accounting [Help](#)

List your numeric performance goals for the categories in the table. The first four goals in the shaded area are required, the other six are optional. Note you are recording five year goals, not annual goals. See “Help” for specific examples.

Five-Year Numeric Performance Goals

(Fill out this year's column only.) (Read [Help](#) before filling out)

Goals for the 5-year life of this plan.	2007	2008	2009	2010	2011
Hazardous Substance Use Reduction (lbs)	20000				
Hazardous Waste Reduction (lbs)	10000				
Hazardous Waste Recycling (lbs)	2500				
On-site Hazardous Waste Treatment (lbs)	0				
Wastewater Reduction (gal)					
Energy Conservation (kWh)					
Cost Savings (\$)	\$3,450				
Air Emissions Reduction (lbs)					
Solid Waste Reduction (lbs)					
CO2 Emissions Reduction (lbs)					

Describe any goals that you have set that can not be measured quantitatively or that do not match categories listed above.

Non-Numeric Performance Goals [Help](#)

Describe your management's policy towards toxic substances, hazardous wastes, and environmental issues in general. You will also state your management's commitment to implementing the plan.

Management Policy [Help](#)

Tab to the Processes and Opportunities Table, enter a process name in the Enter New Process Name field, then click on the small white “+” tab on the very far right hand side of the

table row. An expansion of the process table will appear in 10 to 20 seconds. (To save you time, Ecology has already expanded several of each table. Enter a name; it will be added to its process or opportunity table automatically.) NOTE: In Word 2003, if you add new Processes or opportunities, the Help tab won't activate for the new additions. You can activate Help by scrolling up to a Process or Opportunity already in place.

Processes and Opportunities Help	
Process	Opportunity
Enter New Process Name	
	+

Process	Opportunity
Resin Mixing GoTo	
	Enter New Opportunity Name
Enter New Process Name	
	+

The expanded table will include the fields as shown below. Tab to the "Description" field and write a detailed description of the process including inputs and outputs.

Process		Enter New Process Name		TOP	Help			
DESCRIPTION: [REDACTED]								
RESEARCH:								
<input type="checkbox"/>	Magazines/journals	Name(s):	[REDACTED]					
<input type="checkbox"/>	Conferences	Which ones?	[REDACTED]					
<input type="checkbox"/>	Vendors	Name(s):	[REDACTED]					
<input type="checkbox"/>	Internet searches	Results:	[REDACTED]					
<input type="checkbox"/>	Industry sources	Who?	[REDACTED]					
<input type="checkbox"/>	Employee suggestions	Who & what?	[REDACTED]					
<input type="checkbox"/>	Government staff	Who & which agency?	[REDACTED]					
<input type="checkbox"/>	Other	Explain:	[REDACTED]					
<i>(Fill out previous calendar year only.)</i>								
HAZARDOUS SUBSTANCES USED (LBS)								
Product Name	Ingredients		2006	2007	2008	2009	2010	2011
[REDACTED]	CAS #	%	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	0						+
HAZARDOUS WASTES GENERATED								
Waste (LBS)			2006	2007	2008	2009	2010	2011
[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
TREATMENT, RECYCLING, RELEASES OR OTHER RESOURCES USED								
Resource or Release (State Units)			2006	2007	2008	2009	2010	2011
[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

After completion of the description field, tab to the Research section. Fill in each check box with an X where applicable, and list pertinent information for each checkbox in the text field across from the box.

RESEARCH:

Magazines/journals Name(s):
 Conferences Which ones?
 Vendors Name(s):
 Internet searches Results:
 Industry sources Who?
 Employee suggestions Who & what?
 Government staff Who & which agency?
 Other Explain:

Tab to the Hazardous Substances Used table. In the "Product Name" field, enter the product name.

(Fill out previous calendar year only.)

HAZARDOUS SUBSTANCES USED (LBS)									
Product Name	Ingredients			2006	2007	2008	2009	2010	2011
	CAS #	%							
		0	+						

Tab to the CAS# field and the Chemical Lookup dialog box below will appear. Select the appropriate chemical from the list and double click on it or search by using the box at the top of the lookup menu. The highlighted chemical name and CAS number will appear in the ingredients field automatically. If the chemical is not found in the look up table, and you want to include it in the plan, list the chemical in the Treatment, Recycling, Releases or Other Resources Table, represented on page 18. See also Page 24 of the "Pollution Prevention Help Guide."

Chemical Lookup X

Hazardous Substances

To search for a chemical, enter any part of its name or CAS:

Then double-click to add it to your plan. 1060 chemicals.

CAS #	Description
354-11-0	1,1,1,2-TETRACHLORO-2-FLUOROETHANE (HCFC-121A)
630-20-6	1,1,1,2-TETRACHLOROETHANE
71-55-6	1,1,1-TRICHLOROETHANE (METHYL CHLOROFORM)
354-14-3	1,1,2,2-TETRACHLORO-1-FLUOROETHANE (HCFC-121)
79-34-5	1,1,2,2-TETRACHLOROETHANE
79-00-5	1,1,2-TRICHLOROETHANE
13474-88-9	1,1-DICHLORO-1,2,2,3,3-PENTAFLUOROPROPANE (HCFC-225CC)
812-04-4	1,1-DICHLORO-1,2,2-TRIFLUOROETHANE (HCFC-123B)
111512-56-2	1,1-DICHLORO-1,2,3,3,3-PENTAFLUOROPROPANE (HCFC-225EB)
1717-00-6	1,1-DICHLORO-1-FLUOROETHANE (HCFC-141B)
105-57-7	1,1-DIETHOXYETHANE
57-14-7	1,1-DIMETHYL HYDRAZINE
1638-26-2	1,1-DIMETHYLCYCLOPENTANE
5124-30-1	1,1-METHYLENE BIS(4-ISOCYANATOCYCLOHEXANE)
3268-87-9	1,2,3,4,6,7,8,9-OCTACHLORODIBENZO-DIOXIN
39001-02-0	1,2,3,4,6,7,8,9-OCTACHLORODIBENZOFURAN
35822-46-9	1,2,3,4,6,7,8-HEPTACHLORODIBENZO-DIOXIN

Click on the white "+". An expanded opportunity table will appear below in about 5 to 10 seconds. At the same time a blue "Go TO" tab will appear to the right of the opportunity.

Process	Opportunity		
Resin Mixing GoTo		-	
	Alternative Cleaning Agents GoTo	-	
	Enter New Opportunity Name		+
Enter New Process Name			+

If this is the only opportunity for this process, click on the "Go To" tab. Your cursor will move to the expanded opportunity table shown below.

If you have more than one opportunity for this process, enter each additional opportunity name in the highlighted Enter Opportunity Name box. When you have listed all of the opportunities for this process, hit the "Go To" tab and your cursor will move to the expanded opportunity table. An expanded table will appear for each opportunity in the order they were listed. These tables will be directly under the appropriate process table.

Sample expanded Opportunity Table

Opportunity Enter New Opportunity Name TOP Help	
Describe the opportunity: <input type="text"/>	
Targeted Hazardous Products/Wastes: <input type="text"/>	
Observations: <input type="text"/>	
Year	Observations <i>(Fill out previous calendar year only.)</i>
2007	<input type="text"/>
2008	<input type="text"/>
2009	<input type="text"/>
2010	<input type="text"/>
2011	<input type="text"/>
What are the estimated annual environmental effects of this opportunity? Help	
Hazardous Substance Use Reduction (lbs) <input type="text"/>	Wastewater Reduction (gal) <input type="text"/>
Hazardous Waste Reduction (lbs) <input type="text"/>	Energy Conservation (kWh) <input type="text"/>
Recycling of Hazardous Waste (lbs) <input type="text"/>	Cost Savings (\$) <input type="text"/>
Treatment of Hazardous Waste (lbs) <input type="text"/>	Air Emissions Reduction (lbs) <input type="text"/>
Solid Waste Reduction (lbs) <input type="text"/>	CO2 Emissions Reduction (lbs) <input type="text"/>
Other Effects <input type="text"/>	
Feasibility: Help	
Is this opportunity technically feasible? <input type="checkbox"/> Yes <input type="checkbox"/> Needs Further Study <input type="checkbox"/> No. If no, explain why: <input type="text"/>	
Will environmental or health risks be reduced and not shifted? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain any shifting of risks: <input type="text"/>	
Is this opportunity economically feasible? <input type="checkbox"/> Yes <input type="checkbox"/> Needs Further Study <input type="checkbox"/> No. If no, explain why: <input type="text"/>	
Implementation schedule: Help	
<input type="checkbox"/> Selected for implementation. When? <input type="text"/>	
<input type="checkbox"/> Scheduled for further study. When will the study be complete? <input type="text"/>	
<input type="checkbox"/> Rejected. Why? <input type="text"/>	
What problems will there be implementing this? <input type="text"/>	

Locate the opportunity by name.

Opportunity Alternative Cleaning Agents TOP Help
--

Write the description for the opportunity. Then hit tab.

Describe the opportunity: <input type="text"/>
--

List the targeted hazardous products and wastes. Then hit tab.

Targeted Hazardous Products/Wastes: <input type="text"/>
--

Write your observations for the opportunity in the appropriate year and then hit tab.

Observations:	
Year	Observations <i>(Fill out previous calendar year only.)</i>
2007	<input type="text"/>
2008	<input type="text"/>
2009	<input type="text"/>
2010	<input type="text"/>
2011	<input type="text"/>

List the estimated environmental effects for the opportunity. Tab to each.

What are the estimated annual environmental effects of this opportunity? Help	
Hazardous Substance Use Reduction (lbs) <input type="text"/>	Wastewater Reduction (gal)
Hazardous Waste Reduction (lbs)	Energy Conservation (kWh)
Recycling of Hazardous Waste (lbs)	Cost Savings (\$)
Treatment of Hazardous Waste (lbs)	Air Emissions Reduction (lbs)
Solid Waste Reduction (lbs)	CO2 Emissions Reduction (lbs)
Other Effects	

Tab to "Feasibility". Tab to the appropriate box and Place an X in the appropriate box for each question. If you need to change an entry, shift-tab back to the box and delete with an X. Tab to the appropriate box and place X.

For the text fields enter your explanation as needed.

Feasibility: Help Is this opportunity technically feasible? <input type="checkbox"/> Yes <input type="checkbox"/> Needs Further Study <input type="checkbox"/> No. If no, explain why: Will environmental health risks be reduced and not shifted? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain any shifting of risks: Is this opportunity economically feasible? <input type="checkbox"/> Yes <input type="checkbox"/> Needs Further Study <input type="checkbox"/> No. If no, explain why:

Tab to "Is this opportunity". Tab to the appropriate box and Place an X in the appropriate box for each question. If you need to change an entry, shift-tab back to the box and delete with an X. Tab to the appropriate box and place X.

For the text fields enter your explanation as needed.

Is this opportunity: Help
<input type="checkbox"/> Selected for implementation. When? ████████
<input type="checkbox"/> Scheduled for further study. When will the study be complete?
<input type="checkbox"/> Rejected. Why?
What problems will there be implementing this?

When you have completed the opportunity information you may scroll back to the “Processes and Opportunities” table to fill in additional processes or opportunities, or scroll to the top of the document for review or to submit it.

SAVING AND SENDING THE PLAN

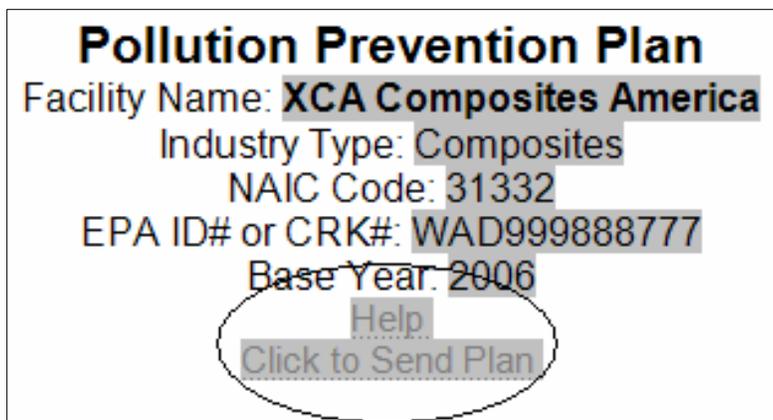
Saving Your P2 Plan

Be sure to save your document at the end of each work session to ensure all new information is added to your plan.

If you save it in another location, make sure that the new location contains the plan's supporting files: "p2help.doc" and "chemicals.txt."

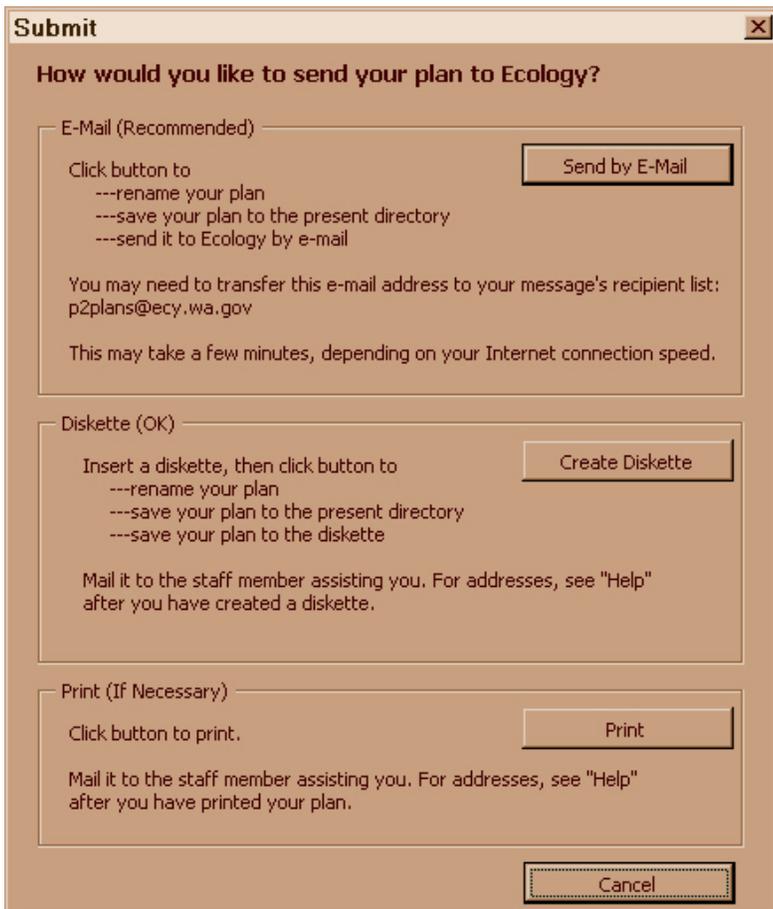
Sending Your P2 Plan

Click the "...Send..." button at the top of the plan.



Pollution Prevention Plan
Facility Name: XCA Composites America
Industry Type: Composites
NAIC Code: 31332
EPA ID# or CRK#: WAD999888777
Base Year: 2006
Help
Click to Send Plan

Once the "Submit" Menu appears you have three options.



The **recommended** way is to send it through e-mail. Once you click the "Send by E-mail" button it renames your file with a name that Ecology needs for its data-handling, saves it in its current folder and opens up a new e-mail message. You may need to hand-type the address: p2plans@ecy.wa.gov. (You may mail it to the staff member you have been working with as well. Using the "Send By E-mail" button will deliver it to them soon after it arrives in the p2plans@ecy.wa.gov mailbox.)

A second way to submit it is by floppy disk. Place an empty floppy disk into the drive. Once you click on the "Create Diskette" button it will automatically rename your file with a name that Ecology needs for its data-handling, save it onto the floppy and save it into its original location. If the disk is not large enough, cancel the operation and either zip it (call Ecology for details), send it by e-mail, or print it.

The third way to submit your P2 Plan is to print it out and send it in the mail. This is the **least-preferred** method, because it uses more paper and takes more time to send and enter.

Whichever way your P2 Plan is submitted, it will be reviewed by Ecology Toxics Reduction staff for adequacy. The staff person assisting you will contact you (via e-mail, mail or phone) with any questions, comments or necessary revisions. When your plan is deemed adequate the information in your plan will be transferred to a database that will allow authorized reporting for you, Ecology and the public. Ecology will also print out your plan for our files and send you a verification that we have received it.

Regional Technical Assistance Contacts

<u>Regions</u> (See inside cover for map)	<u>Phone Numbers</u>	<u>E-mail Addresses</u>
Central 15 W Yakima Ave, Suite 200 Yakima, WA 98902-3452	(509) 454-7659	bdic461@ecy.wa.gov
Eastern N 4601 Monroe Spokane, WA 99205-1295	(509) 329-3525	jblu461@ecy.wa.gov
Northwest 3190 160th Ave SE Bellevue, WA 98008-5452	(425) 649-7040	djoh461@ecy.wa.gov
Southwest PO Box 47775 Olympia, WA 98504-7775	(360) 407-6354	hone461@ecy.wa.gov
Ecology Industrial Section PO Box 47600 Olympia, WA 98504-7600	(360) 407-6941	nkme461@ecy.wa.gov

Appendix

Comparing the Old and New Formats

How it is: How it was: For planners looking for information in the old forms who want to transfer that information into the new format. Here is a quick check list of the old and the new.

Some information comes from Worksheets A-L in previous plans or plan updates, some from Annual Progress Reports, and some from permits.

Pollution Prevention Plan

Facility Name: **Worksheet A: Facility Name**

Industry Type: **Worksheet A or NAICS listing**

NAICS Code: **HW Annual Report**

EPA ID# or CRK#: **Worksheet A: Your Facility's EPA Identification number (WAD or CRK)**

Base Year: **Pre-filled by Ecology**

Description of Products and Services: **Worksheet A: Description of Products and Services**

Production Level

Units	2006	2007	2008	2009	2010	2011
Worksheet A: Level of Production	Worksheet A: Level of Production	Worksheet 4: Reporting Year Level	Same	Same	Same	Same

Previous Accomplishments

Worksheet A: Prior Accomplishments

Pollution Prevention Training **Worksheet C: Training**

Employee Involvement **Worksheet C: Involvement**

Plan Contact: **Your Organization records**

Cost Accounting **Worksheet D**

Numeric Performance Goals

Goal	2007	2008	2009	2010	2011
Hazardous Product Reduction (lbs)	Worksheet J: Performance Goals	Worksheet 3: Amended or New Goals (or Current Goals)	Same	Same	Same
Hazardous Waste Reduction (lbs)	Worksheet J	Worksheet 3	Same	Same	Same
Hazardous Waste Recycling (lbs)	Worksheet J	Worksheet 3	Same	Same	Same
On-site Hazardous Waste Treatment (lbs)	Worksheet J	Worksheet 3	Same	Same	Same
Wastewater Reduction (gal)	Permit; records; reports	Worksheet 3	Same	Same	Same
Energy Conservation (kWh)	Permit; records; reports	Worksheet 3	Same	Same	Same
Cost Savings (\$)	Permit; records; reports	Worksheet 3	Same	Same	Same
Air Emissions Reduction (lbs)	Permit; records; reports	Worksheet 3	Same	Same	Same
Solid Waste Reduction (lbs)	Permit; records; reports	Worksheet 3	Same	Same	Same

Non-Numeric Performance Goals **Worksheet J: Other Benefits & Worksheet 3: Non-numeric goals**

Management Policy Worksheet B

Processes and Opportunities

Process	Opportunity
Worksheet G	
	Worksheet J: Opportunity Name

Process (macro fills in)

Description: **Worksheet G: narrative description or (link to) process flow diagram**

Research: Worksheet H: Research

- Magazines/journals Names:
- Conferences Which ones?:
- Vendors Name(s):
- Internet searches Results:
- Industry sources Who?:
- Employee suggestions Who & what?:
- Government staff Who & which agency?:
- Other Explain:

HAZARDOUS SUBSTANCES USED Worksheet E and Worksheet 6								
Product Name	Ingredients		2006	2007	2008	2009	2010	2011
	CAS #	%						

HAZARDOUS WASTES GENERATED Worksheet F1 or F2 (Worksheet 5 does not include this table); annual reports						
Waste	2006	2007	2008	2009	2010	2011

TREATMENT, RECYCLING, RELEASES OR OTHER RESOURCES USED Worksheet J (for recycling and treatment); permits, records for others						
Resource or Release	2006	2007	2008	2009	2010	2011

Opportunity

Describe the opportunity: **Worksheet H: Give a description of the opportunity**

Targeted Hazardous Products/Wastes: **Worksheet 2: Targeted Substances and Wastes**

Observations: **Worksheet 1: Description and/or Discussion**

- Year
- 2007
- 2008
- 2009
- 2010
- 2011

What are the estimated annual environmental effects of this opportunity? **Worksheet J for HS, HW, recycling and treatment; permits, records, plans for the rest**

Hazardous Substance Reduction (lbs)

Wastewater Reduction (gal)

Hazardous Waste Reduction (lbs)

Energy Conservation (kWh)

Recycling of Hazardous Waste (lbs)

Cost Savings (\$)

Treatment of Hazardous Waste (lbs)

Air Emissions Reduction (lbs)

Solid Waste Reduction (lbs)

Other Effects

Feasibility: Worksheet H

Is this opportunity technically feasible?

Will environmental or health risks be reduced and not shifted?

Is this opportunity economically feasible?

Implementation: Worksheet H

Selected for implementation

Scheduled for further study

Rejected

What problems will there be implementing this opportunity?