



Guidance for Annual Performance Reports under the EMS Alternative to P2 Planning

Ecology Fact Sheet

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Facilities who are participating in the Environmental Management System (EMS) Alternative to P2 Planning are required to submit an Annual Pollution Prevention Performance Report to the Department of Ecology by September 1st. The Performance Report should include the following elements:

- ◆ A statement indicating the time period covered by the report.

- ◆ A statement which indicates that the EMS elements described in the original application are still operative. The facility should indicate that an assessment of these elements has been completed, and describe the results of the assessment.

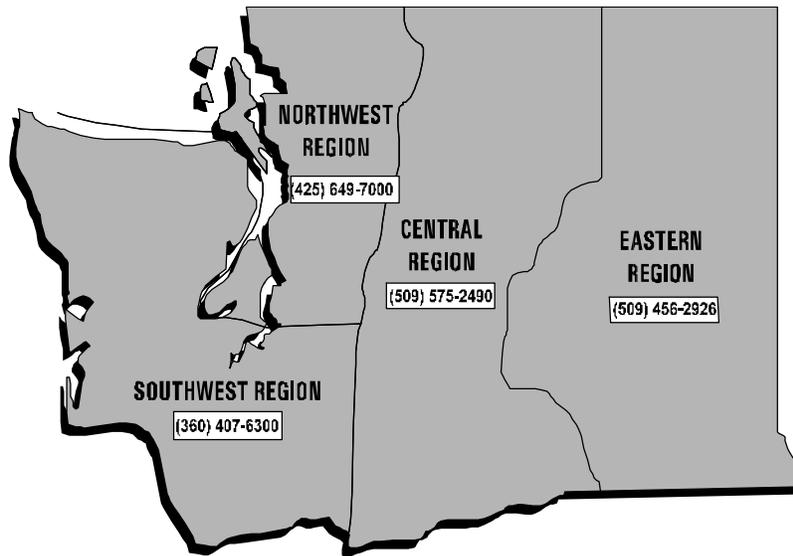
- ◆ A description of any significant changes in the EMS elements, or any relevant changes to the overall EMS of the facility.

- ◆ Report on progress towards objectives and targets, including any problems encountered. When possible, include or reference quantitative data on hazardous substance and hazardous waste reduction, air or water pollutant reduction.

- ◆ Provide or reference any new or updated objectives and/or targets. For new objectives, include milestones and implementation schedule, and assigned responsibility. (Refer to “Guidance for the Environmental Management System (EMS) Alternative to Pollution Prevention Planning”, publication # 97-401.)

- ◆ Management Signature and Date.

OPTIONAL: Facilities are encouraged to submit other information which demonstrates the effectiveness and/or performance of its environmental management system.



If you have questions, your regional Ecology contact can provide assistance and guidance during the development of your Annual Performance reports.

The Department of Ecology is an equal opportunity agency and does not discriminate on the basis of race, creed, color, disability, age, religion, national origin, sex, marital status, disabled veteran's status, Vietnam Era veteran's status or sexual orientation.

If you have a special accommodation needs or require this document in alternative format, please contact the Hazardous Waste and Toxics Reduction Program at (360) 407-6700 (Voice) or (360) 407-6006 (TDD).

