



Appendix A

Definitions

Site:

An organization with operations that are contiguous and under the same local management would be considered one site. An organization with operations in multiple locations should have each location interested in the program apply as an individual site. Exceptions may include multiple locations that have integrally related operations under the same local management (i.e. land applications sites, temporary offsite activities, etc.). All exceptions will be reviewed on a case-by-case basis.

Certifying official:

The highest level of management/authority for the site in question.

Normalization Factor:

Please enter the numerical value used to normalize the data (i.e. normalization factor). This factor will be used to determine the non-normalized value for the unit in question. For example: If the baseline value for nitrogen reduction is 0.025 pounds per pounds of production and the total production was 250,000 pounds, 250,000 should be entered here.

Appendix B

The following examples are intended to provide guidance on how to complete Question 5 of the ESI Annual Report. These examples represent goals in place at the facility and any new or revised goals. You can click on the facility to see how they would complete the Annual Report Question 5.

Facility A Goal

2005 Goal

Objective: Implement Motor Management Program

Target: Implement facility wide motor preventative maintenance and high efficiency replacement program by December 2005

New goal set in 2006

Objective: Reduce Production Scrap Rate

Target: Achieve average annual scrap rate of 1.5% in 2006

Facility B Goal

2005 Goal

Objective: Reduce Nitrogen Discharge to Surface Water

Target: Establish baseline and evaluate opportunities for reducing nitrogen discharge by Dec. 2005.

Revised for 2006

Objective: Reduce Nitrogen Discharge to Surface Water

Target: Achieve a 40% reduction in nitrogen discharge by 2007 from 2004 baseline

Facility C Goal

2005 Goal

Objective: Reduce the amount of cardboard packaging purchased

Target: Reduce cardboard packaging by 2% each year from 2003.

Performance data:

2004 – 100 tons of cardboard purchased

2005 – 90 tons of cardboard purchased

Goal ongoing in 2006

Next page...

Facility D Goal

2005 Goal

Objective: Reduce Energy Consumption Per Million Gallons Treated

Target: Reduce electrical use 5% by 2006 from 2003 baseline.

Performance data:

2003 – Facility wide 3,000 kWh/MG with treatment of 2,500 million gallons

2004 – Facility wide 2,900 kWh/MG with treatment of 2,300 million gallons

2005 – Facility wide 2,950 kWh/MG with treatment of 2,400 million gallons

Goal ongoing in 2006

Facility E Goal

2005 Goal

Objective: Reduce Fuel Consumption and Air Emissions from Commuter Vehicles

Target 1: Increase Van Pool Ridership by 25% per year

Target 2: Increase Bus Ridership by 10% per year

Performance data:

Van

2004 – 10 % of employees participating

2005 – 12 % of employees participating

Bus

2004 – 5% of employees participating

2005 – 6% of employees participating

Employee Fuel use avoided from rider survey

2004 – 30,000 gallons

2005 - 35,000 gallons

Goal ongoing in 2006

Next page...

Facility F Goal

2005 Goal

Objective: Reduce VOC Emissions

Target: Convert 100% of solvent coatings for product B to Non-VOC by 2005.

Performance data:

2003 – No Non VOC coatings used on Product B

2004 – 45% of coatings converted to Non-VOCs for Product B

2005 – 90% of coatings converted to Non-VOCs for Product B

2004 – Facility wide VOC emissions 60 Tons

2005 – Facility wide VOC emissions 50 Tons

2006 revised goal

Objective: Reduce VOC Emissions

Target: Convert 50% of solvent coatings for product A to Non-VOC by 2007.

Facility A

Section A:

Goal (Objective): Implement Motor Management Program

Target: Implement facility wide motor preventative maintenance and high efficiency replacement program by December 2005

Status: Completed

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Program implemented and management developed new goal to drive improved performance from this program as well as others

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

| List 1 | Year | List 2 Value | Units | Other or Specific: _____ | <u>Normalization Factor</u> |
|---------------|-------|-----------------|-------|--------------------------|-----------------------------|
| Baseline - | _____ | _____ | _____ | | _____ |
| 2004 Status - | | _____ | _____ | | _____ |
| 2005 Status - | | _____ | _____ | | _____ |
| Target - | _____ | _____ | _____ | | _____ |

Estimated economic impact: Overall cost increase decrease - _____\$/yr

Additional comments _____

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective): Reduce Production Scrap Rate

Target: Achieve average annual scrap rate of 1.5% 2006

Revised Goal New Goal

| Performance Data | Year | Value | Units | <u>Normalization Factor</u> |
|------------------|-------------|------------|----------|-----------------------------|
| Baseline - | | _____ | _____ | _____ |
| Target - | <u>2006</u> | <u>1.5</u> | <u>%</u> | |

Section C:

Please provide data on any additional changes to negative or beneficial environmental impacts that have occurred from 2004 to 2005 or site wide data related to performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

List 1

List 2

Identify Other or Specific: _____

| Performance Data | Value | Units | <u>Normalization Factor</u> |
|-------------------------|--------------|--------------|------------------------------------|
|-------------------------|--------------|--------------|------------------------------------|

| | | | |
|--------------|-------|-------|-------|
| 2004 level - | _____ | _____ | _____ |
|--------------|-------|-------|-------|

| | | | |
|--------------|-------|-------|--|
| 2005 level - | _____ | _____ | |
|--------------|-------|-------|--|

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: _____

Estimated economic impact: Overall cost increase decrease - _____\$/yr –

Additional Comments: _____

[Back to example goal list](#)

Facility B

Section A:

Goal (Objective): Reduce Nitrogen Discharge to Surface Water

Target: Establish baseline and evaluate opportunities for reducing nitrogen discharge by December 2005

Status: Revised (Add revised goal in Section B)

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Nitrogen discharge baseline developed and opportunities for reduction of nitrogen identified including reduction of nitrogen in raw chemicals, process efficiency improvements to reduce chemical losses and improvement to treatment system for removal, a targeted reduction has been established.

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1

List 2

Other or Specific: _____

| <u>Performance Data</u> | <u>Year</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|-------------|--------------|--------------|-----------------------------|
| Baseline - | _____ | _____ | _____ | _____ |
| 2004 Status - | _____ | _____ | _____ | _____ |
| 2005 Status - | _____ | _____ | _____ | _____ |
| Target - | _____ | _____ | _____ | _____ |

Estimated economic impact: Overall cost increase decrease - _____\$/yr

Additional comments _____

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective): Reduce Nitrogen Discharge to Surface Water

Target: Achieve a 40% reduction in nitrogen discharge by 2007 from 2004 baseline

Revised Goal New Goal

| <u>Performance Data</u> | <u>Year</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|-------------|--------------|--------------|-----------------------------|
| Baseline - | <u>2004</u> | <u>400</u> | <u>Tons</u> | _____ |
| Target - | <u>2007</u> | <u>240</u> | <u>Tons</u> | _____ |

Section C:

Please provide data on any additional reductions that have occurred from 2004 to 2005 or site wide data related to a performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

List 1

List 2

Identify Other or Specific: _____

| Performance Data | Value | Units | <u>Normalization Factor</u> |
|-------------------------|--------------|--------------|------------------------------------|
| 2004 level - | _____ | _____ | _____ |
| 2005 level - | _____ | _____ | |

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: _____

Estimated economic impact: Overall cost increase decrease - _____\$/yr –

Additional Comments: _____

[Back to example goal list](#)

Facility C

Section A:

Goal (Objective): Reduce the amount of cardboard packaging purchased

Target: Reduce cardboard packaging by 2% each year from 2003

Status: Ongoing

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Eliminated paperboard slips at bottom of shipping box, working with customers to approve additional reduction options

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1 Material Consumption - Packaging material use Other or Specific:
Cardboard

| Performance Data | Year | Value | Units | Normalization Factor |
|------------------|-------------|------------|-------------|----------------------|
| Baseline - | <u>2003</u> | <u>98</u> | <u>Tons</u> | <u> </u> |
| 2004 Status - | | <u>100</u> | <u>Tons</u> | <u> </u> |
| 2005 Status - | | <u>90</u> | <u>Tons</u> | <u> </u> |
| Target - | <u>2005</u> | <u>94</u> | <u>Tons</u> | |

Estimated economic impact: Overall cost increase decrease - 10,000 \$/yr

Additional comments

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective):

Target:

Revised Goal New Goal

| Performance Data | Year | Value | Units | Normalization Factor |
|------------------|-------------------|-------------------|-------------------|----------------------|
| Baseline - | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| Target - | <u> </u> | <u> </u> | <u> </u> | |

Section C:

Please provide data on any additional reductions that have occurred from 2004 to 2005 or site wide data related to a performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

| List 1 | | List 2 | Identify Other or Specific: _____ |
|-------------------------|--------------|------------------------|------------------------------------|
| Performance Data | Value | Units | <u>Normalization Factor</u> |
| 2004 level - | _____ | _____ | _____ |
| 2005 level - | _____ | _____ | |

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: _____

Estimated economic impact: Overall cost increase decrease - _____\$/yr –

Additional Comments: _____

[Back to example goal list](#)

Facility D

Section A:

Goal (Objective): Reduce Energy Consumption Per Million Gallons Treated

Target: Reduce electrical use per million gallons treated 5% by 2006 from 2003 baseline.

Status: Ongoing

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Replacing broken equipment with energy efficient equipment. Through improved control and SCADA improvements we have been able to reduce the number of starts and stops of pumps to reduced wear on equipment and energy usage. Planning for blower relocation project and performed some of the engineering work for this project.

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1 Energy use - Electrical Other or Specific: _____

| Performance Data | Year | Value | Units | <u>Normalization Factor</u> |
|------------------|-------------|--------------|---------------|-----------------------------|
| Baseline - | <u>2003</u> | <u>3,000</u> | <u>kWh/MG</u> | <u>2,500</u> |
| 2004 Status - | | <u>2,900</u> | <u>kWh/MG</u> | <u>2,300</u> |
| 2005 Status - | | <u>2,950</u> | <u>kWh/MG</u> | <u>2,400</u> |
| Target - | <u>2006</u> | <u>2,850</u> | <u>kWh/MG</u> | |

Estimated economic impact: Overall cost increase decrease - 50,000 \$/yr

Additional comments _____

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective): _____

Target: _____

Revised Goal New Goal

| Performance Data | Year | Value | Units | <u>Normalization Factor</u> |
|------------------|-------|-------|-------|-----------------------------|
| Baseline - | _____ | _____ | _____ | _____ |
| Target - | _____ | _____ | _____ | |

Section C:

Please provide data on any additional reductions that have occurred from 2004 to 2005 or site wide data related to a performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

List 1

List 2

Identify Other or Specific: _____

| Performance Data | Value | Units | <u>Normalization Factor</u> |
|-------------------------|--------------|--------------|------------------------------------|
| 2004 level - | _____ | _____ | _____ |
| 2005 level - | _____ | _____ | |

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: _____

Estimated economic impact: Overall cost increase decrease - _____\$/yr –

Additional Comments: _____

[Back to example goal list](#)

Facility E

Section A:

Goal (Objective): Reduce Fuel Consumption and Air Emissions from Commuter Vehicles

Target: Increase Van Pool Ridership by 25% per year

Status: Ongoing

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Added three routes for vanpool and offered gift cards for employees participating at company store

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1

Other

Other or Specific: Van ridership

| Performance Data | Year | Value | Units | Normalization Factor |
|------------------|-------------|-------------|-------------------------------------|----------------------|
| Baseline - | <u>2004</u> | <u>10</u> | <u>% of employees participating</u> | _____ |
| 2004 Status - | | _____ | _____ | _____ |
| 2005 Status - | | <u>12</u> | <u>% of employees participating</u> | _____ |
| Target - | <u>2005</u> | <u>12.5</u> | <u>% of employees participating</u> | |

Estimated economic impact: Overall cost increase decrease - _____\$/yr

Additional comments _____

Goal (Objective): Reduce Fuel Consumption and Air Emissions from Commuter Vehicles

Target: Increase Bus Ridership by 10% per year

Status: Ongoing

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Include article in last company newsletter rearding bus routes and times and offered gift cards for employees participating at company store

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1

Other

Other or Specific: Bus Ridership

| Performance Data | Year | Value | Units | Normalization Factor |
|------------------|-------------|------------|-------------------------------------|----------------------|
| Baseline - | <u>2004</u> | <u>5</u> | <u>% of employees participating</u> | _____ |
| 2004 Status - | | _____ | _____ | _____ |
| 2005 Status - | | <u>6</u> | <u>% of employees participating</u> | _____ |
| Target - | <u>2005</u> | <u>5.5</u> | <u>% of employees participating</u> | |

Estimated economic impact: Overall cost increase decrease - _____\$/yr

Additional comments _____

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective): _____

Target: _____

Revised Goal New Goal

| <u>Performance Data</u> | <u>Year</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|-------------|--------------|--------------|-----------------------------|
| Baseline - | _____ | _____ | _____ | _____ |
| Target - | _____ | _____ | _____ | |

Section C:

Please provide data on any additional reductions that have occurred from 2004 to 2005 or site wide data related to a performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

List 1 Energy use - Transportation other Identify Other or
Specific: [Employee fuel use avoidance](#)

| <u>Performance Data</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|------------------------|-------------------------|-----------------------------|
| 2004 level - | 30,000 | gallons | _____ |
| 2005 level - | 35,000 | gallons | |

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: [Activities discussed in section A](#)

Estimated economic impact: Overall cost increase decrease - _____ \$/yr -

Additional Comments: _____

[Back to example goal list](#)

Facility F

Section A:

Goal (Objective): Reduce VOC Emissions

Target: Convert 100% of solvent coatings for product B to Non-VOC by 2005

Status: Revised (Add revised goal in Section B)

List the top P2, efficiency improvements, or other activities that were implemented during this reporting period to meet the target: Replaced 90% of coatings on product B to Non VOC but will not be able to replace remaining 10% due to quality issues, goal has been revised to address solvents in Product A

Provide performance data related to goal/target (if applicable):

Select a category that represents the performance data:

List 1 Material Consumption - Other Other or Specific: Non VOC coatings

| <u>Performance Data</u> | <u>Year</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|-------------|--------------|--------------|-----------------------------|
| Baseline - | <u>2003</u> | <u>0</u> | <u>%</u> | _____ |
| 2004 Status - | | <u>45</u> | <u>%</u> | _____ |
| 2005 Status - | | <u>90</u> | <u>%</u> | _____ |
| Target - | <u>2005</u> | <u>100</u> | <u>%</u> | |

Estimated economic impact: Overall cost increase decrease - _____\$/yr

Additional comments No change in economics

Section B:

Please provide information on NEW or REVISED goals (These goals are in addition to the ongoing goals listed above)

Goal (Objective): Reduce VOC Emissions

Target: Convert 50% of solvent coatings for Product A by 2007

Revised Goal New Goal

| <u>Performance Data</u> | <u>Year</u> | <u>Value</u> | <u>Units</u> | <u>Normalization Factor</u> |
|-------------------------|-------------|--------------|--------------|-----------------------------|
| Baseline - | <u>2005</u> | <u>0</u> | <u>%</u> | _____ |
| Target - | <u>2007</u> | <u>50</u> | <u>%</u> | |

Section C:

Please provide data on any additional reductions that have occurred from 2004 to 2005 or site wide data related to a performance goal:

Select a category (Select one category from list 1 or 2 that best represents data):

Air - Total VOCs

List 2

Identify Other or Specific: _____

| Performance Data | Value | Units | <u>Normalization Factor</u> |
|-------------------------|--------------|--------------|------------------------------------|
| 2004 level - | <u>60</u> | <u>Tons</u> | _____ |
| 2005 level - | <u>50</u> | <u>Tons</u> | |

List the P2, efficiency improvements, or other activities that were implemented to achieve this reduction: [Replacement of VOC based coatings](#)

Estimated economic impact: Overall cost increase decrease - _____\$/yr -

Additional Comments: [No change](#)

[Back to example goal list](#)