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Legend

We use the following symbols throughout the instructions.



Benefits



Websites



Definitions



Important



References



Phone numbers

Completing Your Application

Background Information



The Program Guide is available at www.epa.gov/performancetrack



For questions about the application process, call 1-888-339-PTRK (7875).

1. What does filling out the National Environmental Performance Track Application form involve?

The National Environmental Performance Track Application form is designed to be easy for you to fill out while also providing EPA with enough information to evaluate whether your facility qualifies for the Performance Track.

The application consists of five sections:

- Section A—Tell us about your facility
- Section B—Tell us about your Environmental Management System (EMS)
- Section C—Tell us about your past achievements and future commitments
- Section D—Tell us about your public outreach and reporting
- Section E—Read the Participation Statement and sign the Application

The first four sections (Section A through Section D) ask you to tell us about your facility and qualifications. After completing these four sections, you will need to complete and sign the Application and Participation Statement (Section E), which certifies that you have read, understand, and meet the participation criteria as established in the National Performance Track Program Guide. The Program Guide is currently available through the EPA Performance Track website, www.epa.gov/performancetrack, or from the Performance Track Information Center, toll-free at 1-888-339-PTRK (7875), or via e-mail from ptrack@indecon.com.

These Instructions—which follow the same order as the form—should help you complete the application and answer any questions that you have.

2. Will I need to provide any confidential business information in the form?

No, we do not want you to submit any confidential business information (CBI) on your application. Please keep in mind that if your application is successful, it will be posted on the EPA Performance Track website.

3. Can you tell me more about the National Environmental Performance Track?

EPA developed the National Environmental Performance Track to recognize and encourage top environmental performers—those who go beyond compliance with regulatory requirements. It recognizes facilities that consistently meet their legal requirements and have implemented substantial environmental management systems. It also encourages facilities to achieve more by continuously improving their environmental performance and informing and involving the public.

4. What benefits do I get for joining the National Environmental Performance Track?

Participants receive several benefits when they enter the Performance Track. These include recognition, access to information sources, and other program incentives. To read about the specific incentives, please look at the Benefits page on the EPA Performance Track website, www.epa.gov/performancetrack.

5. What do I do if I have questions about the application process or about the program in general?

If you have any questions or would like a detailed description of the National Environmental Performance Track, call the Performance Track Information Center toll-free at 1-888-339-PTRK (7875) or e-mail ptrack@indecon.com. You can also get current information through the EPA Performance Track website, www.epa.gov/performancetrack.



Benefits in Brief

- *National recognition*
- *Low priority for inspection targeting*
- *Access to Peer Exchange Networks*
- *Streamlined administrative procedures*
- *Streamlined monitoring and reporting*

Cover

- *If you are submitting an application for multiple facilities in one corporation, you must call 1-888-339-PTRK.*

Facility name

Provide the name of the facility applying for admission. If you are submitting an application for multiple facilities in one corporation, you must call 1-888-339-PTRK.

Name of parent company (if any)

List the name of the parent company if your facility is owned by another company, a division of a larger company, or the responsibility of another company.

Street address

List the street address of your facility.

Street address (cont.)

Complete the street address, if necessary.

City/State/Zip Code

List the city, state, and zip code of your facility.

Give us information about your contact person for the National Environmental Performance Track Program.

Name

List the name of the individual who may be contacted for additional information about your facility's application.

Title

List the title of the contact person.

Phone

List the telephone number of the contact person (including area code).

Fax

List the fax number for the contact person (including area code).

E-mail

List the e-mail address (if any) for the contact person.

Facility/Company Website

List the facility/company website address.

Section A

Tell us about your facility.

The NAICS is a new classification that is replacing the SIC code system.



If you do not know if your company meets the SBA definition, you may contact your local SBA office or consult www.sba.gov/regulations/siccodes.

If you checked “Yes” in question 3 and have fewer than 50 employees at your facility, then you are considered a “small facility” by the Performance Track.

1. What do you do or make at your facility?

Briefly 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.

2. List the North American Industrial Classification System (NAICS) codes that you use to classify business at your 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 following website: www.census.gov/epcd/www/naicstab.htm.

3. Does your company meet the Small Business Administration definition of a small business for your sector?

Check yes or no. For the purposes of this question, your “company” is your facility's **parent** company (as you have identified on the cover page of the application). If you have not identified a parent company, then answer the question based on the size of your facility.

To qualify as a small facility, you must have fewer than 50 full-time equivalent (FTE) employees at your facility and your company must meet the Small Business Administration (SBA) definition.

4. How many employees (full-time equivalents) currently work at your facility?

Check the box 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.

5. Complete the Environmental Requirements Checklist in the back of the instructions and enclose it with your application.

We've provided an *Environmental Requirements Checklist* on pages 32-38 of these Instructions to help you identify the requirements that may be applicable at your facility. The *Checklist* is not intended to be an exhaustive list, but rather a reference to a number of Federal, State, tribal, and local requirements that are applicable to a wide range of facilities. Complete the *Checklist* and enclose it with your application.



See the *Environmental Requirements Checklist* on pages 32-38 of these Instructions.

6. Optional: Is there anything else you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State, or Federal level?

This question is optional. Use this space to share other information about your facility's environmental accomplishments and activities that you believe would be useful. You may attach additional sheets.

Section B

Tell us about your EMS

- You must be able to answer “Yes” to questions 1-11 in Section B in order to qualify for the Performance Track.

- If your EMS has been certified to ISO 14001, you may skip this checklist.

In this section tell us about the environmental management system (EMS) that your facility has in place. We need to know about your EMS because it represents your facility's systematic efforts to meet environmental requirements and improve environmental performance. You must be able to answer “yes” to questions 1-11 in order to qualify for Performance Track.

An EMS includes, but also goes beyond, managing for compliance with regulations. An EMS includes an analysis of aspects, which are those parts of a facility's activities, products, or services that can have an environmental impact. Aspects include both regulated and unregulated activities and impacts. An EMS should use a consistent, objective method for determining which of the aspects are “significant.” This method may consider environmental risk, regulatory requirements, community concerns, opportunities for pollution prevention, and other factors. An EMS should include measurable objectives and targets for maintaining compliance with environmental requirements, for reducing risk from significant environmental aspects, and for advancing other priorities contained in your facility's environmental policy.

Because we believe that your EMS is critical to maintaining and improving your environmental performance, we strongly recommend that you fill out this worksheet about your EMS before answering Questions 1 - 5 on page 4 of the Application.

If your EMS has been certified to ISO 14001, you may skip this checklist.

EMS Worksheet

I. Environmental policy

Yes No Does your EMS include a written environmental policy that has been defined by top facility management?

Yes No 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?

Yes No Does your policy commit your facility to preventing pollution at its source wherever possible?

Yes No Does your policy commit your facility to continuously improve your environmental performance, even in areas where you do not have regulatory requirements?

Yes No 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?

If you checked "Yes" to all of the questions in this section, then check "Yes" to question 1 on page 4 of the application. Otherwise, check "No."

Section B

(continued)

2. Planning

- Yes No Have you conducted an analysis of all your facility's aspects, both regulated and unregulated?
- Yes No Have you determined which aspects are significant?
- Yes No Does your EMS include an inventory of all your legal requirements at the Federal, State, tribal, or local level?
- Yes No Does your EMS include procedures for integrating changes to your legal requirements or voluntary commitments into the EMS?
- Yes No Does your EMS include measurable objectives and targets and active, documented programs to meet your policy commitments?

If you checked "Yes" to all of the questions in this section, then check "Yes" to question 2 on page 4 of the application. Otherwise, check "No."

3. Implementation and Operation

- Yes No Is there top management commitment to your EMS (e.g. a top manager with responsibility and authority for implementing your EMS)?
- Yes No Does your EMS establish roles and responsibilities for meeting the objectives and targets of the EMS, including compliance with legal requirements?
- Yes No Does your EMS establish procedures for achieving and maintaining compliance with legal requirements and meeting performance objectives?
- Yes No Does your EMS establish procedures for communicating EMS information throughout your organization, including information about your facility's environmental performance?

- Yes No Does your EMS hold managers and employees accountable for meeting EMS requirements?
- Yes No Does your EMS establish procedures for controlling EMS documents that include who will maintain the documents and where they will be stored?
- Yes No Does your EMS include a general environmental training program for all employees?
- Yes No Does your EMS include specific training for those who have direct responsibility for achieving legal compliance or the objectives and targets in the EMS?
- Yes No 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?
- Yes No 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?
- Yes No Does your EMS include an emergency-preparedness program?

If you checked "Yes" to all of the questions in this section, then check "Yes" to question 3 on page 4 of the application. Otherwise, check "No."

Section B

(continued)

4. Checking and Corrective Action

- Yes No Does your EMS include an ongoing program for assessing facility performance and for preventing and detecting nonconformance with your EMS?
- Yes No Do you have an EMS audit program?
- Yes No Does your EMS include an ongoing program for preventing and detecting noncompliance with legal requirements?
- Yes No Does your EMS include a compliance audit program?
- Yes No Does your EMS include an active program for prompt corrective action of noncompliance with legal requirements and of nonconformance with EMS requirements?

If you answered "No" to any of the questions

- 1-5, your EMS may not meet Performance Track criteria. Please call 1-888-339-PTRK (7875) for more information.

If you checked "Yes" to all of the questions in this section, then check "Yes" to question 4 on page 4 of the application. Otherwise, check "No."

5. Management Review

If you have a documented management review of the performance and the effectiveness of your EMS in meeting the EMS policy commitments, then check "Yes" to question 5 on page 4 of the application. Otherwise, check "No."

6. 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, check "Yes" to this question. Otherwise, check "No."

Examples of activities and aspects are:

Activity	Aspect(s)
Degreasing	Hazardous material use (toxic solvents)
Painting & Coating	Emissions of VOCs, Emissions of air toxics
Employee Commuting	Emissions of greenhouse gases, VOCs, NOx
Office HVAC Use	Energy use

7. 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, check "Yes." Otherwise, check "No."

8. When did you last update your aspect analysis? (mo/yr)

As part of your EMS implementation cycle, your aspect analysis should be reviewed and updated to insure that it continues to

Section B

(continued)

accurately reflect your facility's activities. Please list the date (mo/yr) that you last updated your aspect analysis.

9. 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, check "Yes." If not, check "No."

10. Did this cycle include both an EMS and a compliance audit?

Check "Yes" if you have completed an audit of the EMS and an audit of compliance with applicable Federal, State, tribal and local environmental requirements. (These audits may have been performed by someone in your facility or parent company or by an independent auditor. This question does not refer to inspections by government agencies). Otherwise, check "No."

II. Have you completed an objective self-assessment or third-party assessment of your EMS?

Check the box corresponding to whether you completed an objective self-assessment or a third-party assessment. If you completed a third-party assessment, indicate the protocol you used by checking one of the boxes under "Third-party assessment."

- ISO 14001 Certification- International Standards Organization 14001 Certification (www.iso.org)
- Other- Please fill in the blank with the method you used.

If you completed a self-assessment, indicate the protocol you used by checking one of the boxes under "Self-assessment."

- GEMI- Global Environmental Management Initiative (www.gemi.org)
- CEMP- Code of Environmental Management Principles Self-Assessment Matrix (es.epa.gov/oeca/ceмп/ceмпtoc.html)
- Other- Please fill in the blank with the method you used.



Useful websites:

- www.gemi.org
- es.epa.gov/oeca/ceмп/ceмпtoc.html
- www.iso.org

Section C

*Tell us about your past achievements
& future commitments.*



See the *Environmental Performance Table* on pages 29-31 of the *Instructions*.



In the *Environmental Performance Table*, we use the terms *category* and *aspect*.

- **Categories** are general types of environmental impacts.
- **Aspects** are more specific impacts.

If you choose accomplishments and goals in aspects that are currently regulated, you must commit to going beyond Federal, State, tribal, and local regulatory requirements.



See the *National Environmental Performance Track Program Guide*, Section II.A for a full description of program criteria.

In this section, we need you to

- Demonstrate your facility's past achievements, and
- Commit to reporting on future improvements at your facility.

To demonstrate your past achievements and future improvements, you will need to refer to the *Environmental Performance Table* (on pages 29-31 of the *Instructions*).

The *Environmental Performance Table* includes a broad range of environmental impacts. Not all of these environmental impacts will be relevant to your facility. In the *Table*, we've captured the general types of environmental impacts as "categories" and then broken them down into more specific impacts we call "aspects." These "aspects" can be quantified by the units in the right-hand column.

In the *Table*, we've given you units that you **must** use to capture performance on an aspect. When you report on your performance, please state units with all quantities.

It is important to remember that some aspects are currently regulated and some are not. If you choose an aspect that is regulated, then you must commit to performance goals that go beyond the Federal, State, tribal, and local regulatory requirements.

To demonstrate past achievements, you will select a minimum of two environmental aspects from any of the categories in the *Environmental Performance Table* (on pages 29-31 of the *Instructions*). Then, fill out the table on pages 5 and 6 to report performance on those aspects. If you are a small facility, you can choose to complete only the table for the first aspect.

To commit to future improvements, you will select at least four environmental aspects (2 for small facilities) from any of the categories in the *Environmental Performance Table* (on pages 29-31 of the *Instructions*). You must commit to specific improvements over the next three years. The commitments you identify must go beyond any actions that you already take to comply with existing legal requirements at the Federal, State, tribal, or local levels. No more than 2 of your environmental aspects can be from the same environmental category.

Past Achievements Table

You must report past achievements for at least two environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of these Instructions. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table.

First achievement

1. What aspect have you selected from the Table on page 29-31?

Use the Environmental Performance Table on pages 29-31 of these Instructions to choose your first aspect. Write the name of that aspect (e.g., energy use) in the Table.

2. What units are you using to quantify this aspect? (See Table on page 29-31.)

Refer to the Environmental Performance Table on pages 29-31 of these Instructions to choose the units that you are going to use to quantify your past achievements. For any aspect you choose, you must use the units we've provided in the Table.

3. List the past annual quantity of the aspect (from two years ago), and the current annual quantity of the aspect (from the most recent year for which you have data).

For the "Past" annual quantity, please give us an annual measurement of the aspect from two years ago. For the "Current" quantity, give us an annual measurement of the aspect from the most recent calendar year for which you have data.

4. What are the years for which you are reporting these quantities?

List the calendar years during which you measured the "Past" annual quantity of the aspect and the "Current" annual quantity of the aspect.

! If you qualify as a small facility, you need to report past achievements for only one environmental aspect.



To qualify as a small facility, you must have fewer than 50 FTE at your facility, and your company must meet the Small Business Administration definition of a small business for your sector.

! For any aspect you choose, you must use the units we've provided in the Table.

Section C

(continued)

5. Estimate your past normalizing factor.

We're asking for a normalizing factor so that we can determine improvements in eco-efficiency (environmental impact relative to economic activity) as well as absolute reductions. This allows us to report total reductions from all Performance Track facilities and also to show that, in many cases, Performance Track facilities have achieved these reductions at the same time they have increased the scale of their operations.

In most cases, production level is the best normalizing factor. However, in some cases, employment might be a better normalizing factor: e.g., if your aspect is reduction in greenhouse gases from a carpooling program.

If you are using production as a normalizing factor, the factor will be the ratio of production in the past to production in the most recent year for which you have aspect data. If you are using aspect data for the calendar years 1998 and 2000, your past normalizing factor would be:

Production level in 1998
Production level in 2000

For example,

$$\frac{54,000 \text{ cars produced in 1998}}{60,000 \text{ cars produced in 2000}} = 0.9 = \text{normalizing factor for 1998}$$

6. What is your normalizing factor based on (e.g., production, employment)?

Your normalizing factor is the type of activity that you quantified in the numerator and denominator of the fraction that determined your normalizing factor. The normalizing factor in the example for Question 5 above is "production." If you produce different kinds of products, you may choose to express production as a number of units weighted by product complexity or type.

7. You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?

We'd like to know how you achieved the improvement you reported

in Question 3. Information you might include is: process changes, equipment, product redesigns, shutting off equipment when not in use, etc.

To complete the Past Achievements section: Fill out the table on page 6 of the application for the second aspect unless you are a small facility. If you are a small facility, you need to report past achievements for only one aspect. You can report on additional past achievements by copying page 6 and attaching the extra sheets to your completed application.

Example of a completed Past Achievements Table

First achievement

1	What aspect have you selected from the Table on page 29-31?	<i>Energy Use</i>	
2	What units are you using to quantify this aspect?	<i>mmBtu</i>	
		PAST	CURRENT
3	List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	<i>1,112,400 mmBtu</i>	<i>960,000 mmBtu</i>
4	What are the years for which you are reporting these quantities?	<i>1998</i>	<i>2000</i>
5	Estimate your past normalizing factor. (Page 18 of the Instructions will help you calculate this)	<i>0.9</i>	<i>1.0</i>
6	What is your normalizing factor based on (e.g., production, employment.)?	<i>Production</i>	
7	You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	<i>Powered down lighting, HVAC, and production equipment; repaired compressed air leaks.</i>	

Section C

(continued)



See the *Environmental Performance Table* on page 29-31 of these *Instructions*.



If you're not sure how your objectives and targets fit into our aspects or whether your aspects are significant, call the *PTrack Information Hotline* at 1-888-339-PTRK.



If you choose accomplishments and goals in aspects that are currently regulated, you must commit to going beyond Federal, State, tribal, and local regulatory requirements.

Future Commitments Table

You must make future commitments for at least four environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of these Instructions. The aspects you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they should also be identified as having a significant environmental impact in your EMS.

First aspect you've selected

1. What aspect have you selected from the Table on pages 29-31?

Use the Environmental Performance Table on pages 29-31 of these Instructions to choose your first aspect. Write the name of that aspect (for example, energy use) in the table.

2. What units are you using to quantify this aspect?

Refer to the Environmental Performance Table on pages 29-31 of the Instructions to choose the units that you are going to use to quantify your past achievements. For any aspect you choose, you must use the units we've provided in the Table.

3a. Is this aspect significant in your EMS?

Tell us if this aspect is considered significant in your EMS.

3b. If no, please explain why you believe this aspect should be included as a performance commitment.

If the aspect is not considered significant in your EMS, we'd like to know why you have chosen to include it as a performance commitment.

4. List the current annual quantity of the aspect and the quantity you are committing to achieve by the end of your third year in Performance Track.

For the "Current" quantity, give us an annual measurement of the aspect from the most recent calendar year for which you have

data. For the "Future" annual quantity, please give us the amount that you are committed to achieve by the end of the third year of your participation in Performance Track.

5. What are the years for which you are reporting these quantities (mo/yr to mo/yr)?

List the calendar years during which you measured the "Current" annual quantity of the aspect. Under "Future" list the calendar year that corresponds to the third year of your participation in Performance Track. For example, if you apply in the fall of 2002 and are accepted in January, 2003, then your third year of participation will be 2005. If you apply in the spring of 2003 and are accepted in July, 2003, then your third year of participation will be 2005.

6a. (Optional) Estimate your future normalizing factor.

We will assume that your performance commitments are based on a constant production or employment level. If you would like to base your commitment on changing production or employment, please fill out optional questions 6a, b.

In most cases, production level is the best normalizing factor. However, in some cases, employment might be a better normalizing factor: e.g., if your aspect is reduction in greenhouse gases from a carpooling program.

If you are using production as a normalizing factor, the factor will be the ratio of estimated production in the future to actual production in the most recent year for which you have aspect data. If your commitment will be met in 2005 and your most recent data is available for 2001, your future normalizing factor would be:

$$\frac{\text{estimated production level in 2005}}{\text{production level in 2001}}$$

For example,

$$\frac{1.2 \text{ million yards of carpet to be produced in 2005}}{1 \text{ million yards of carpet to be produced in 2001}} = 1.2$$

= normalizing factor for 2004

Section C

(continued)

6b. (Optional) What is your normalizing factor based on?

Your normalizing factor is the type of activity you quantified in the numerator and denominator of the fraction that determined your normalizing factor. The normalizing factor in the example for Question 6 above is production.

7. You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?

How do you plan to achieve the improvement stated in Question 4. You might include information like: process changes, equipment upgrades, product redesign, shutting off equipment while not in use, etc.

8a. Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?

Check "Yes" if you are subject to Federal, State, tribal, or local regulatory requirements for this aspect. Check "Yes" if requirements have been established and will apply to you in the future. Otherwise, check "No."

8b. If "Yes," please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.

If you are subject to any requirements, we'd like for you to list those in the space provided. Tell us how you will exceed those requirements.

To complete the Future Commitments section: Fill out the tables on pages 8-10 of the application for the second, third, and fourth aspect. If you are a small facility, you need to complete only the tables for the first and second aspect. You can make additional commitments by copying page 7 and attaching the extra sheets to your completed application.

Example of a completed *Future Commitments Table*

First commitment

1 What aspect have you selected from the Table on pages 29-31?	<i>Water use</i>	
2 What units are you using to quantify this aspect?	<i>gallons</i>	
3a Is this aspect considered significant in your EMS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3b If no, please explain why you believe this aspect should be included as a performance commitment.		
	CURRENT	FUTURE
4 List the current annual quantity of the aspect and the annual quantity you are committing to.	<i>4.84 million gallons</i>	<i>4.70 million gallons*</i>
5 What are the years for which you are reporting these quantities?	<i>2001</i>	<i>2005</i>
6a (Optional) Estimate your future normalizing factor. (page 21 of the instructions will help you calculate this.)	1.0	
6b (Optional) What is your normalizing factor based on (e.g., production, employment)?	<i>production</i>	
7 You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	<i>Optimize dyeing process, find opportunities to reuse cooling water, assess water use efficiency of future investments in yard dyeing.</i>	
8a Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8b If yes, please list those requirements, including the quantitative limits that apply to you. Explain how your commitment exceeds requirements.		

Section D

Tell us about your public outreach and reporting.



See the **National Environmental Performance Track Program Guide**, Section A, “Public Outreach and Performance Reporting” for a full description of program criteria.

In this section, tell us about your commitment to public outreach.

1. How do you identify and respond to community concerns?

Briefly 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.”)

2. How do you inform community members of important matters that affect them?

Briefly describe how you inform community members of important matters. (For example, “We send out a monthly newsletter detailing important issues.”)

3. 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 checking one or more of the boxes. If you will be using a website, provide the URL. If “Other,” please describe what will be done.

4. 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, check “Yes” and briefly describe their current status. Otherwise, check “No.”

5. List references below.

We may call references to learn more about your facility. Please write 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. See below for further explanation about the kinds of references you can include. Please list at least one contact in each of the categories.

- **Representative of a community/citizen group.**

Name a person representing a community/citizen group based in your facility's community. Examples include civic groups, neighborhood associations, local chapters of environmental groups, and community development organizations. Consider choosing a reference from a community/citizen group that is familiar with your facility either through proximity (e.g., a group representing an adjacent neighborhood) or other involvement with the facility (e.g., a group with representation on a facility's community advisory committee).

- **State/tribal/local regulator.**

Name a person who is a regulator familiar with your facility. This person does not have to be associated with an environmental regulatory agency or department. For example, other appropriate regulatory agencies include those associated with public health or housing.

- **Other community/local reference (e.g., emergency management official or business associate).**

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.

Section E

Read the Participation Statement and sign the Application.



See the **National Environmental Performance Track Program Description**, Section A, “Public Outreach and Performance Reporting” for a full description of program criteria.



To be able to sign the Participant Statement, you must meet certain criteria detailed to the right.

In this section, read over the Participation Statement and then sign the Application. When you sign the Application, it means that you are familiar with the criteria of the program and you agree to fulfill them if you are accepted. It also means that all the information you have included in your Application is true and accurate.

By signing this statement, you are telling us that your facility:

- Is eligible for the Performance Track program because it complies with all applicable Federal, State, tribal, and local environmental requirements. (To make sure that your program is eligible, you should assess your facility's compliance record using the same screening criteria that EPA and its state partners will use. These criteria are listed on the next page);
- Has an EMS that meets all the specified requirements, and that you will keep in place as long as your facility participates in the program; and
- Has undergone an objective compliance assessment, and that you have corrected any noncompliance you may have found.

By signing this statement, you are also telling us that you understand that:

- EPA can accept or remove you from the program at any time, and that you do not have a right to challenge this decision; and
- Your facility's participation in the program is not relevant to any legal enforcement proceedings for violations of environmental requirements.

By signing the Participation Statement, you are confirming that you:

- Have enough knowledge of the facility to truthfully and accurately execute the certification;
- Are authorized on behalf of the applicant organization to sign the statement; and
- Are in a senior position with a significant level of management responsibility for the facility.

Screening Criteria

Please use the following criteria to judge whether your facility is eligible to participate in the National Environmental Performance Track. Your facility **should not** participate if a compliance screen shows any of the following, under Federal or State law:

- Corporate criminal conviction or plea for environmentally-related violations of criminal laws involving the corporation or a corporate officer within the past 5 years
- Criminal conviction or plea of employee at your facility for environmentally-related violations of criminal laws within the past 5 years
- Ongoing criminal investigation/prosecution of corporation, corporate officer, or employee at your facility for violations of environmental law within the past 5 years
- Three or more significant civil violations at your facility in the past 3 years
- Unresolved, unaddressed Significant Non-compliance (SNC) or Significant Violations (SV) at the facility
- Ongoing EPA- or State-initiated litigation at your facility
- Situation where a facility is not in compliance with the schedule and terms of an order or decree

In addition, we may also consider whether there are significant problems, or a pattern of non-compliance, in an applicant's overall civil or criminal compliance history.



The term **significant** refers to how different media enforcement policies characterize the violation. To find out more about this, please see www.epa.gov/performancetrack/compliance

Completing Your Application

Final Steps



For questions about the application process, call 1-888-339-PTRK (7875).

1. How do I know if my application is complete?

A complete application for the Performance Track Program consists of a fully completed Application Form and a signed Performance Track Program Application and Participation Statement.

2. How do I submit my application?

To submit your application:

- 1) E-mail the completed application to ptrack@indecon.com,
and
- 2) Fax the completed and signed Section E (**not** the entire application) to (617) 354-0463.

If you cannot e-mail the application, mail a hard copy of the entire completed application to:

The Performance Track Information Center
c/o Industrial Economics Incorporated
4th floor
2067 Massachusetts Avenue
Cambridge, MA 02140

3. What do I do if I have questions about the application process?

If you have any questions about the application process, you can call the Performance Track Information Center toll-free at 1-888-339-PTRK (7875), or you can e-mail questions to www.ptrack@indecon.com.

4. What happens after I submit my application?

Through the appropriate regional office, EPA will consult with the State where your facility is located to help determine whether your facility qualifies for Performance Track.

5. About how long will it take for EPA to review my application?

It will take EPA approximately 90 days to review your application and tell you its decision.

Environmental Performance Table

You will use the Environmental Performance Table to choose the aspects for which you will report past achievements and future commitments on pages 5-10 of the Application.

The Environmental Performance Table includes a broad range of environmental impact, but not all of these impacts will be relevant to your facility. In the Table, we use the terms **category** and **aspect** to classify these environmental impacts:

- **Categories are general types of environmental impacts.**
- **Aspects are more specific impacts that can be quantified by the units in the right-hand column.**

The units that we've given in the table are some common examples of quantities that can capture performance on specific aspects. **You must use the units we've provided on your Performance Track Application.** We need standard measures to report on the progress of Performance Track participants as a group. When you report on your performance in the application, please state your units with all quantities.

It is important to remember that some of these aspects are currently regulated, and some are not. If you choose an aspect that is regulated, then you must commit to performance goals that go beyond the regulatory requirements.

The Environmental Performance Table is based on the Global Reporting Initiative (GRI), an international standard for voluntary corporate sustainability reporting. The GRI has been developed by an international coalition of industrial firms, financial and accounting organizations, and environmental groups. For more information on GRI, see www.globalreporting.org.

The following acronyms are used in the Environmental Performance Table:

BOD	=	Biological Oxygen Demand
COD	=	Chemical Oxygen Demand
Btu	=	British Thermal Units
kWh	=	Kilowatt Hours
mmBtu	=	Million Metric British Thermal Units
ppm	=	Parts per million
NOx	=	Nitrous Oxides
VOC	=	Volatile Organic Compounds
CGU	=	Colony Forming Unit
MPN	=	Most Probable Number
dBA	=	decibels adjusted to measure human response to sound

Category	Aspect	Units
Energy Use	Total Energy Use	Btu, mmBtu, KwH, MwH
Water Use	Total Water Use	gallons
Materials Use	Total Materials Use	tons, lbs
	Hazardous Materials Use	tons, lbs
	Recycled/Reused Materials Use	tons, lbs
Air Emissions (including motor vehicle emissions)	Emissions of Greenhouse Gases	tons, lbs
	Emissions of Ozone-Depleting Gases	tons, lbs
	Emissions of VOCs	tons, lbs
	Emissions of NOx	tons, lbs
	Emissions of Sulfur Dioxide	tons, lbs
	Emissions of Particulate Matter	tons, lbs
	Emissions of Carbon Monoxide	tons, lbs
	Emissions of Toxics	tons, lbs
Waste	Total Solid Waste	tons, lbs
	Hazardous Solid Waste	tons, lbs
Preservation/Restoration	Removal	tons, lbs
	Remediation	acres, sq ft
	Habitat Impacts	acres, sq ft

Category	Aspect	Units
Discharges to Water	COD Discharges to Water	tons, lbs
	BOD Discharges to Water	tons, lbs
	Discharges of Toxics to Water	tons, lbs
	Discharges of Total Suspended Solids to Water	tons, lbs
	Discharges of Nutrients to Water	tons, lbs
	Sediment from Runoff	tons, lbs
	Discharges of Pathogens to Water	MPN/g, MPN/ml, CFU/g, CFU/ml
Accidental Releases	Release History	lbs, tons, or gallons; number of releases
	Vulnerability and Potential for Releases	sq ft, acres (size of vulnerable zone), lbs, tons, or gallons
Product Performance	Expected Lifetime Energy Use of Product	Btu, mmBtu, KwH, MwH
	Expected Waste (to Air, Water, Land) of Product	ton, lbs
	Packaging Materials Used in Product	tons, lbs
	Waste to Air, Water, Land from Disposal or Recovery of Product	tons, lbs
Other	Noise	dBA, duration of events (with noise levels exceeding established thresholds)
	Odor	applicant's discretion

Environmental Requirements Checklist

Use the Environmental Requirements Checklist to answer Question 5 in *Section A, Tell us about your facility*. This Checklist will help you identify the *major* Federal, State, tribal, and local environmental requirements that apply at your facility, but it is not an exhaustive list of all environmental requirements that may be applicable at your facility.

Fill in your facility information below and enclose the completed Checklist with your application.

Air Pollution Requirements

Check all that apply.

- 1. National Emission Standards for Hazardous Air Pollutants (40 CFR 61)
- 2. Permits and Registration of Air Pollution Sources
- 3. General Emission Standards, Prohibitions, and Restrictions
- 4. Control of Incinerators
- 5. Process Industry Emission Standards
- 6. Control of Fuel Burning Equipment
- 7. Control of VOCs
- 8. Sampling, Testing, and Reporting
- 9. Visible Emissions Standards
- 10. Control of Fugitive Dust
- 11. Toxic Air Pollutants Control
- 12. Vehicle Emissions Inspections and Testing

Other (you must list these if applicable)

- 13. Other Federal, State, tribal, or local regulations not listed above.

- 14. ID Numbers (specify whether State or Federal).

Hazardous Waste Management Regulations

Check all that apply.

- 1. Identification and listing of hazardous waste (40 CFR 261)
 - Characteristic waste
 - Listed waste

- 2. Standards Applicable to Generators of Hazardous Waste (40 CFR 262)
 - Manifesting
 - Pre-transport requirements
 - Record-keeping/Reporting

- 3. Standards Applicable to Transporters of Hazardous Waste (40 CFR 263)
 - Transfer facility requirements
 - Manifest system and record-keeping
 - Hazardous waste discharges

- 4. Standards for Owners and Operators of TSD Facilities (40 CFR 264)
 - General facility standards
 - Preparedness and prevention
 - Contingency plan and emergency procedures
 - Manifest system, record-keeping, and reporting
 - Groundwater protection
 - Financial requirements
 - Use and management of containers
 - Tanks
 - Waste piles
 - Land treatment
 - Incinerators

- 5. Interim Standards for TSD Owners and Operators (40 CFR 265)

- 6. Interim Standards for Owners and Operators of New Hazardous Waste Land Disposal Facilities (40 CFR 267)

- 7. Administered Permit Program (Part B) (40 CFR 270)

Other (you must list these if applicable)

- 8. Other Federal, State, tribal, or local regulations not listed above.
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9. ID Numbers (specify whether State or Federal).

Hazardous Materials Management

Check all that apply.

1. Control of Pollution by Oil and other Hazardous Substances (33 CFR 153)
2. Designation of Reportable Quantities and Notification of Hazardous Materials Spill (40 CFR 302)
3. Hazardous Materials Transportation Regulations (49 CFR 172-173)
4. Worker Right-to-Know Regulations (29 CFR 1910.1200)
5. Community Right-to-Know Regulations (40 CFR 350-372)
6. Underground Storage Tank Regulations (40 CFR 280-282)

Other (you must list these if applicable)

7. Other Federal, State, tribal, or local Regulations not listed above.

8. ID Numbers (specify whether State or Federal).

Solid Waste Management

Check all that apply.

1. Criteria for Classification of Solid Waste Disposal Facilities and Practices (40 CFR 257)
2. Permit Requirements for Solid Waste Disposal Facilities
3. Installation of Systems of Refuse Disposal
4. Solid Waste Storage and Removal Requirements
5. Disposal Requirements for Special Wastes

Other (you must list these if applicable)

6. Other Federal, State, tribal, or local regulations not listed above.

-
7. ID Numbers (specify whether State or Federal).

Water Pollution Control Requirements

Check all that apply.

1. Oil Spill Prevention Control and Countermeasures (SPCC) (40 CFR 112)
2. Designation of Hazardous Substances (40 CFR 116)
3. Determination of Reportable Quantities for Hazardous Substances (40 CFR 117)
4. NPDES Permit Requirements (40 CFR 122)
5. Toxic Pollutant Effluent Standards (40 CFR 129)
6. General Pretreatment Regulations for Existing and New Sources (40 CFR 403)

Name of POTW _____

ID # of POTW _____

7. Organic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 414)
8. Inorganic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 415)
9. Plastics and Synthetics Point Source Effluent Guidelines and Standards (40 CFR 416)
10. Water Quality Standards
11. Effluent Limitations for Direct Dischargers
12. Permit Monitoring/Reporting Requirements
13. Classifications and Certifications of Operators and Superintendents of Industrial Wastewater Plants
14. Collection, Handling, and Processing of Sewage Sludge
15. Oil Discharge Containment, Control, and Cleanup
16. Standards Applicable to Indirect Discharges (Pretreatment)

Other (you must list these if applicable)

17. Other Federal, State, tribal, or local regulations not listed above.

18. ID Numbers (specify whether State or Federal).

Drinking Water Regulations

Check all that apply.

- 1. Underground Injection and Control Regulations, Criteria, and Standards (40 CFR 144, 146)
- 2. National Primary Drinking Water Standards (40 CFR 141)
- 3. Community Water Systems Monitoring and Reporting Requirements (40 CFR 141)
- 4. Permit Requirements for Appropriation/Use of Water from Surface or Subsurface Sources
- 5. Underground Injection Control Requirements
- 6. Monitoring, Reporting, and Record-keeping Requirements for Community Water Systems

Other (you must list these if applicable)

- 7. Other Federal, State, tribal, or local regulations not listed above.

- 8. ID Numbers (specify whether State or Federal).

Toxic Substances

Check all that apply.

- 1. Manufacture and Import of Chemicals, Record-keeping, and Reporting Requirements (40 CFR 704)
- 2. Import and Export of Chemicals (40 CFR 707)
- 3. Chemical Substances Inventory Reporting Requirements (40 CFR 710)
- 4. Chemical Information Rules (40 CFR 712)
- 5. Health and Safety Data Reporting (40 CFR 716)
- 6. Pre-manufacture Notifications (40 CFR 720)
- 7. PCB Distribution Use, Storage, and Disposal (40 CFR 761)
- 8. Regulations on Use of Fully Halogenated Chlorofluoroalkanes (40 CFR 762)
- 9. Storage and Disposal of Waste Material Containing TCDD (40 CFR 775)

Other (you must list these if applicable)

- 10. Other Federal, State, tribal, or local regulations not listed above.

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11. ID Numbers (specify whether State or Federal).

Pesticide Regulations

Check all that apply.

1. FIFRA Pesticide Use Classification (40 CFR 162)
 2. Procedures for Storage and Disposal of Pesticides and Containers (40 CFR 165)
 3. Certification of Pesticide Applications (40 CFR 171)
 4. Pesticide Licensing Requirements
 5. Labeling of Pesticides
 6. Pesticide Sales, Permits, Records, Application, and Disposal Requirements
 7. Disposal of Pesticide Containers
 8. Restricted Use and Prohibited Pesticides

Other (you must list these if applicable)

9. Other Federal, State, tribal, or local regulations not listed above.

10. ID Numbers (specify whether State or Federal).

Environmental Clean-up, Restoration, and Corrective Action

1. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund). Please identify and include date of Record of Decision.

2. RCRA Corrective Action. Please provide date of RCRA/HSWA permits that require corrective action.

-
3. Other Federal, State, tribal, or local environmental clean-up, restoration, corrective action regulations not listed above. Please include date of requirement.

Facility name:

Facility location:
