

Please use this form to provide information for your Performance Track Application. When you have completed the form, email it to the Performance Track Information Center at ptrack@indecon.com. Information Center staff will transfer the contents of this form into your official application on PTrack Online. After your application has been finalized, Information Center staff will send you a copy of the online application for your review.

Your application needs to be reviewed and signed by a senior manager at your facility prior to submittal. Please sign the Self-Certification of Continued Program Participation or have it signed by a senior manager at your facility and fax it to the Performance Track Information Center at (617) 354-0463. If you have any questions please email or call the Information Center at ptrack@indecon.com or 888-339-PTRK (7875).



Application Form

Name of facility*

Name of parent company (if any)**

Facility Location, Street Address

Facility Location, Street Address (continued)

Facility Location, City/State/Zip code

If your facility has multiple street addresses, please list any other addresses for its sites or buildings

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

Name *Mr./Mrs./Ms./Dr.* _____

Title _____

Phone _____

Fax _____

E-mail _____

Facility/Company Website _____

Mailing Address (if different from facility location):

Street Address: _____

Street Address (continued): _____

City/State/Zip: _____

* The name you enter for your facility will appear on all documents pertaining to Performance Track participation, which can include but is not limited to: acceptance certificates, Performance Track membership directories, press releases, alphabetized lists on EPA websites, etc. If your company has or will have multiple members in the program, we suggest that facility names be provided that distinguish the facilities from one another.

**Please note that any parent company you list here will not appear on Performance Track documentation. If it is important that your parent company appear in the facility's title, then please include it in the facility name above.

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- ♦ Provide background information on your facility.
- ♦ Identify your environmental requirements.

Section A

Tell us about your facility.

1 What ways have you learned about Performance Track?
(select all that apply)

- ☐ At a professional conference
- ☐ Marketing mailer
- ☐ Through a trade association
- ☐ Market phone call or email
- ☐ Internally within your company
- ☐ News media / professional journal
- ☐ From a peer in your sector
- ☐ Environmental consultant
- ☐ Other (please specify) _____

2 What do you do or make at your facility?

3 List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

NAICS

Section A, continued

- 4 How many employees (full-time equivalents) currently work at your facility? If you have fewer than 50 employees at your facility, then you are considered a "small facility" by the Performance Track Program.

- ☐ Fewer than 50
☐ 50-99
☐ 100-499
☐ 500-1,000
☐ More than 1,000

- 5 Identify the environmental requirements that apply to your facility by completing the Environmental Requirements Checklist following Section E of this application. If there is something else that you would like to tell us about your facility, e.g, receipt of environmental awards, participation in other voluntary programs at the local, tribe, state, or Federal level, please describe them in the space to the right.

- 6 Is your facility currently a member of a state voluntary environmental leadership program?

If yes, what is the name and level of the program?

Note: Joint application capabilities are currently being expanded. If your facility is interested in a joint application with a state program, see the electronic application for the latest list of eligible state programs, or call the Performance Track Information Center at 888-339-PTRK

If no: (for Colorado, Georgia, Texas, Utah, and Virginia applicants only) your facility can simultaneously apply to PTrack and your state's voluntary environmental leadership program. Do you want to apply now to both programs?

- ☐ Yes ☐ No

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- ♦ Confirm that your EMS meets the Performance Track requirements.
- ♦ Confirm that you have had an independent assessment of your EMS.

Section B

Tell us about your EMS.

1 Are you a Responsible Care-certified facility?

If yes, please answer these supplementary questions regarding your Responsible Care certification:

Please indicate whether your certification is to

☐ RC EMS ☐ RC 14001

Are you a member of the American Chemistry Council (ACC)?

☐ Yes ☐ No

Are you a member of the Synthetic Organic Chemical Manufacturers (SOCMA)?

☐ Yes ☐ No

RC-certified facilities may now skip to Section C.

If no, please continue to question 2.

2 Read the EMS requirements in the instructions for this page.

Tell us if your EMS meets these requirements for:

Environmental Policy _____

☐ Yes ☐ No

Planning _____

☐ Yes ☐ No

Implementing and operation _____

☐ Yes ☐ No

Checking and corrective action _____

☐ Yes ☐ No

Management review _____

☐ Yes ☐ No

3 Have you done a comprehensive review of all activities conducted at your facility that could impact the environment (i.e., have you done an aspect analysis)?

☐ Yes ☐ No

4 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)?

☐ Yes ☐ No

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

6 Have you completed at least one EMS cycle (plan-do-check-act)?

☐ Yes ☐ No

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

☐ Yes ☐ No

Section B, continued

- 8 Have you completed an independent assessment of your EMS in conformance with the [Performance Track Independent EMS Assessment Criterion](#)? ☐ Yes ☐ No

**** Please see the [Performance Track website](#) for details on the Independent EMS Assessment Criterion.**

If yes, what method of EMS assessment did you use?

- ☐ NEPT Independent Assessment Protocol
☐ ISO 14001 Certification
☐ Other _____

- 9 What was the date of your last independent EMS assessment (mo/yr)? _____

- 10 Who performed the independent assessment? _____

Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions for this page to answer question 1.

Section C

Tell us about your past achievements and future commitments.

Part 1 You must report past achievements for at least two environmental indicators, and you must choose these indicators from the Environmental Performance Table. Please quantify each of your indicators using the units listed for that indicator in the Environmental Performance Table.

Note to small facilities: If you are a small facility, you must report past achievements for only one environmental indicator.

First achievement

1 What category have you selected from the Environmental Performance Table?	
1b What indicator have you selected from the Environmental Performance Table?	
1c Please provide any additional detail to describe your indicator (e.g., specific hazardous waste component, specific chemical that was reduced).	
1d What activities or process changes did you undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	

Section C, continued

	Past	Current
2a Please provide information for these calendar years.	2002	2004
2b List the past annual quantity of the indicator (from two years ago) and the current annual quantity of the indicator (from the most recent year for which you have data).		
2c What units are you using to quantify this indicator? <i>**Please refer to the Environmental Performance Table for the acceptable units for each indicator.</i>		
2d Estimate your past normalizing factor.		1.0
2e What is your normalizing factor based on? (e.g., production, employment)		

Section C, continued

Second achievement

1 What category have you selected from the Environmental Performance Table?	
1b What indicator have you selected from the Environmental Performance Table?	
1c Please provide any additional detail to describe your indicator (e.g., specific hazardous waste component, specific chemical that was reduced).	
1d What activities or process changes did you undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	

	Past	Current
2a Please provide information for these calendar years.	2002	2004
2b List the past annual quantity of the indicator (from two years ago) and the current annual quantity of the indicator (from the most recent year for which you have data).		
2c What units are you using to quantify this indicator? <i>**Please refer to the Environmental Performance Table for the acceptable units for each indicator.</i>		
2d Estimate your past normalizing factor.		1.0
2e What is your normalizing factor based on? (e.g., production, employment)		

Section C, continued

Part 2 You must make future commitments for at least four environmental indicators, and you must choose these indicators from the Environmental Performance Table. The indicators you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they also should be identified as having a significant environmental impact in your EMS. No more than two of your indicators can be from the same environmental category. If you're not sure how your objectives and targets fit into our indicators or whether your indicators are significant, call the PTrack Information Hotline at 1-888-339-PTRK.

Once you have chosen your four environmental indicators, then fill in all the necessary information for these indicators in the tables of this form. Please quantify each of your indicators listed for that indicator in the Environmental Performance Table. Each table that you must fill in corresponds to one of the environmental indicators you have chosen.

Note to small facilities: If you are a small facility, you must report future commitments for only two environmental indicators.

Commitment 1

1a What category have you selected from the Environmental Performance Table?	
1b What indicator have you selected from the Environmental Performance Table?	
1c Does your commitment include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific substance or component (e.g., ethane, cardboard)? All measurements should represent the performance level for the indicator across the entire facility. For many indicators, however, you may choose to focus your commitment on a specific subset of the indicator, e.g. a specific material, a specific group of toxic air emissions, a particular waste component, a specific VOC, etc. If your commitment is to a specific substance or component, please provide additional detail on your indicator (e.g., specific chemical to be reduced, specific waste component).	<input type="checkbox"/> All <input type="checkbox"/> Specific
1d What activities or process changes do you plan to undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	
2 Are you proposing this as a regional challenge commitment ? See the regional challenge commitment policy on the Performance Track website for further information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a Does this commitment address a significant aspect in your EMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b If no, please explain why you believe this indicator should be included as a performance commitment.	

Section C, continued

	Baseline	Future
4a Please provide information for these calendar years.	2004	2008
4b What units are you using to quantify this indicator? <i>**Please refer to the Environmental Performance Table for the acceptable units for each indicator.</i>		
4c List the baseline annual quantity of the indicator and the annual quantity you are committing to achieve by the future year. Future commitments should not reflect projected changes in production.		

5 Does the quantity presented in the future quantity column represent an actual goal or a normalized goal?	<input type="checkbox"/> Normalized goal (i.e., indexed to level of business in baseline year) <input type="checkbox"/> Absolute goal (i.e., demonstrates improvement even if production increases)
6 Whether your goal is actual or normalized, in your annual performance reports you will need to provide normalizing factors and normalized quantities of your annual data. In the text box to the right, please briefly describe your basis for normalizing. Examples of potential normalizing basis include: -gallons of paint produced, -square feet of circuit boards sold, -number of patients seen, -dollars of sales adjusted for inflation, -number of employees (for R&D and administrative sites only)	
7a Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.	

Section C, continued

Commitment 2

1a What category have you selected from the Environmental Performance Table?	Energy Use
1b What indicator have you selected from the Environmental Performance Table?	Total (non-transportation) Energy Use
1c Does your commitment include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific substance or component (e.g., ethane, cardboard)? All measurements should represent the performance level for the indicator across the entire facility. For many indicators, however, you may choose to focus your commitment on a specific subset of the indicator, e.g. a specific material, a specific group of toxic air emissions, a particular waste component, a specific VOC, etc.	<input type="checkbox"/> All
1d What activities or process changes do you plan to undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	
2 Are you proposing this as a regional challenge commitment ? See the regional challenge commitment policy on the Performance Track website for further information	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a Does this commitment address a significant aspect in your EMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b If no, please explain why you believe this indicator should be included as a performance commitment.	

Section C, continued

In the table below, please enter the amount of energy that you currently use and that you intend to use in 2008. Break the energy use down by fuel type. Please note that you need only complete those lines that are relevant to your facility. If all of your energy is purchased from a local electricity generator, you may only need to complete the first line. If the facility uses natural gas, please be sure to complete the appropriate line. (Natural gas is typically combusted on site so it is listed in the "onsite" section).

Please note that this table categorizes sources of energy by where the energy is generated. The rows for Electricity and Natural Gas are underlined because most facilities have at least these two sources of energy.

The online application automatically converts units into MMBtus and MTCO₂Es.

Is the goal of your energy use commitment to reduce total energy use, to use or invest in renewable energy fuel sources, or a combination of both?		<input type="checkbox"/> Reduce total energy use <input type="checkbox"/> Invest in renewable energy sources <input type="checkbox"/> Combination of both strategies		
4a Please provide Information for these calendar years.		Baseline 2004	Future 2008	
4b Type of Energy		How much energy of each type does your facility use?		
		Baseline	Future	Units
Energy Generated Off-Site	<u>Electricity</u>			
	Steam			
	Total Energy Generated Off-Site			MMBtus
Sources of Energy Generated On-Site	Coal			
	<u>Natural Gas</u>			
	Crude Oil			
	Fuel Oil			
	Diesel			
	Propane / LPG			
	Gasoline			
	Hydrogen Powered Fuel Cells			
	Natural Gas / Methane Powered Fuel Cells			
	Biomass			
	Solar			
	Wind			

Section C, continued

	Landfill Gas			
	Geothermal			
	Hydroelectric			
	Tire Derived Fuel			
	Other Fuel or Source Specify:			
	Total Energy Generated On-Site			MMBtus
Total Renewable Energy Use *calculated				MMBtus
Total Non-Renewable Energy Use *calculated				MMBtus
Total Energy Use				MMBtus
Metric Tons of CO₂ Equivalents				MTCO ₂ E
Metric Tons of CO₂ Equivalents Offset Through Purchases of Electricity from Renewable Off- Site Sources				MTCO ₂ E
Net Metric Tons of CO₂ Equivalents				MTCO ₂ E

<p>5 Does the quantity presented in the future quantity column represent an actual goal or a normalized goal?</p>	<p><input type="checkbox"/> Normalized goal (i.e., indexed to level of business in baseline year)</p> <p><input type="checkbox"/> Absolute goal (i.e., demonstrates improvement even if production increases)</p>
<p>6 Whether your goal is actual or normalized, in your annual performance reports you will need to provide normalizing factors and normalized quantities of your annual data.</p> <p>In the text box to the right, please briefly describe your basis for normalizing. Examples of potential normalizing basis include:</p> <ul style="list-style-type: none"> -gallons of paint produced, -square feet of circuit boards sold, -number of patients seen, -dollars of sales adjusted for inflation, -number of employees (for R&D and administrative sites only) 	

Section C, continued

7a Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.	

Commitment 3

1a What category have you selected from the Environmental Performance Table?	Waste
1b What indicator have you selected from the Environmental Performance Table?	Non-Hazardous Waste Generation
1c Does your commitment include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific substance or component (e.g., ethane, cardboard)? All measurements should represent the performance level for the indicator across the entire facility. For many indicators, however, you may choose to focus your commitment on a specific subset of the indicator, e.g. a specific material, a specific group of toxic air emissions, a particular waste component, a specific VOC, etc. If your commitment is to a specific substance or component, please provide additional detail on your indicator (e.g., specific chemical to be reduced, specific waste component).	<input type="checkbox"/> All <input type="checkbox"/> Specific
1d What activities or process changes do you plan to undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	
2 Are you proposing this as a regional challenge commitment ? See the regional challenge commitment policy on the Performance Track website for further information	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a Does this commitment address a significant aspect in your EMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b If no, please explain why you believe this indicator should be included as a performance commitment.	

Section C, continued

In the table below, please enter your facility's amount of non-hazardous waste, broken down by waste management method. Please enter both the amounts that you manage currently and that you intend to manage in 2008. "Waste" is defined as all materials that are sent off-site that are neither product nor product packaging.

The online application automatically converts pounds to tons and aggregates the total in tons.

Is the goal of your non-hazardous waste commitment to reduce non-hazardous waste, to improve methods of waste management, or a combination of both?	<input type="checkbox"/> Reduce non-hazardous waste <input type="checkbox"/> Improve waste management methods <input type="checkbox"/> Combination of both strategies		
4a Please provide information for these calendar years.	Baseline 2004		Future 2008
4b Method of Waste Management	How much of your waste is handled using each management method?		
	Baseline	Future	Units
Landfill			
Incineration			
Reused/recycled off-site			
Other management Specify:			
Total Non-Hazardous Waste			Tons

Section C, continued

<p>5 Does the quantity presented in the future quantity column represent an actual goal or a normalized goal?</p>	<p><input type="checkbox"/> Normalized goal (i.e., indexed to level of business in baseline year)</p> <p><input type="checkbox"/> Absolute goal (i.e., demonstrates improvement even if production increases)</p>
<p>6 Whether your goal is actual or normalized, in your annual performance reports you will need to provide normalizing factors and normalized quantities of your annual data.</p> <p>In the text box to the right, please briefly describe your basis for normalizing. Examples of potential normalizing basis include:</p> <ul style="list-style-type: none"> -gallons of paint produced, -square feet of circuit boards sold, -number of patients seen, -dollars of sales adjusted for inflation, -number of employees (for R&D and administrative sites only) 	
<p>7a Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.</p>	

Commitment 4

1a What category have you selected from the Environmental Performance Table?	Waste
1b What indicator have you selected from the Environmental Performance Table?	Hazardous Waste Generation
1c Does your commitment include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific substance or component (e.g., ethane, cardboard)? All measurements should represent the performance level for the indicator across the entire facility. For many indicators, however, you may choose to focus your commitment on a specific subset of the indicator, e.g. a specific material, a specific group of toxic air emissions, a particular waste component, a specific VOC, etc. If your commitment is to a specific substance or component, please provide additional detail on your indicator (e.g., specific chemical to be reduced, specific waste component).	<input type="checkbox"/> All <input type="checkbox"/> Specific
1d What activities or process changes do you plan to undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	
2 Are you proposing this as a regional challenge commitment ? See the regional challenge commitment policy on the Performance Track website for further information	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a Does this commitment address a significant aspect in your EMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b If no, please explain why you believe this indicator should be included as a performance commitment.	

Section C, continued

In the table below, please enter your facility's amount of hazardous waste, broken down by waste management method. Please enter both the amounts that you manage currently and that you intend to manage in 2008. Include all hazardous waste that is treated on-site or sent off-site.

The online application automatically converts pounds to tons and aggregates the total in tons.

Is the goal of your hazardous waste commitment to reduce hazardous waste, to improve methods of waste management, or a combination of both?	<input type="checkbox"/> Reduce hazardous waste <input type="checkbox"/> Improve waste management methods <input type="checkbox"/> Combination of both strategies		
4a Please provide information for these calendar years.	Baseline 2004	Future 2008	
4b Method of Waste Management	How much of your hazardous waste is handled using each management method?		
	Baseline	Future	Units
Landfill			
Incineration			
Reused/recycled off-site			
Treated on-site			
Other management Specify:			
Total Hazardous Waste			Tons

Section C, continued

<p>5 Does the quantity presented in the future quantity column represent an actual goal or a normalized goal?</p>	<p><input type="checkbox"/> Normalized goal (i.e., indexed to level of business in baseline year)</p> <p><input type="checkbox"/> Absolute goal (i.e., demonstrates improvement even if production increases)</p>
<p>6 Whether your goal is actual or normalized, in your annual performance reports you will need to provide normalizing factors and normalized quantities of your annual data.</p> <p>In the text box to the right, please briefly describe your basis for normalizing. Examples of potential normalizing basis include:</p> <ul style="list-style-type: none"> -gallons of paint produced, -square feet of circuit boards sold, -number of patients seen, -dollars of sales adjusted for inflation, -number of employees (for R&D and administrative sites only) 	
<p>7a Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.</p>	

Section C, continued

Commitment 5 (optional)

1a What category have you selected from the Environmental Performance Table?	Air Emission
1b What indicator have you selected from the Environmental Performance Table?	Total GHGs
1c Does your commitment include everything covered by the indicator (e.g., all VOCs, all non-hazardous waste), or a specific substance or component (e.g., ethane, cardboard)? All measurements should represent the performance level for the indicator across the entire facility. For many indicators, however, you may choose to focus your commitment on a specific subset of the indicator, e.g. a specific material, a specific group of toxic air emissions, a particular waste component, a specific VOC, etc.	<input type="checkbox"/> All
1d What activities or process changes do you plan to undertake at your facility to accomplish your commitment (e.g., technology changes in a particular process line, employee training)?	
2 Are you proposing this as a regional challenge commitment ? See the regional challenge commitment policy on the Performance Track website for further information	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a Is this indicator considered significant in your EMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b If no, please explain why you believe this indicator should be included as a performance commitment.	

Section C, continued

<p>Your greenhouse gas emissions commitment may to reduce energy use, to reduce process-related emissions, or a combination of both. In the table below, for each source of emissions, please enter the level of emissions and the level you intend to emit in 2008. Quantities should be presented in Metric Tons of CO₂ Equivalents (MTCO₂E). You may also use the optional text box to the right to describe your proposed commitment.</p>			
<p>4a Please provide information for these calendar years.</p>		<p>Baseline 2004</p>	<p>Future 2008</p>
<p>4b Emission Source</p>		<p>How much greenhouse gas does your facility emit from each source?</p>	
		<p>Baseline</p>	<p>Future</p>
		<p>Units</p>	
<p>Direct Emissions</p>			
Stationary Combustion			MTCO ₂ E
Mobile Sources			MTCO ₂ E
Refrigeration/AC Equipment Use			MTCO ₂ E
Process/Fugitive (specify source):			MTCO ₂ E
Process/Fugitive (specify source):			MTCO ₂ E
Process/Fugitive (specify source):			MTCO ₂ E
Total Direct Emissions			MTCO ₂ E
<p>Indirect Emissions</p>			
Purchased Electricity			MTCO ₂ E
Purchased Steam			MTCO ₂ E
Purchased Hot Water			MTCO ₂ E
Total Indirect Emissions			MTCO ₂ E
<p>Optional Indirect Emissions</p>			
Other (specify):			MTCO ₂ E
Other (specify):			MTCO ₂ E
Other (specify):			MTCO ₂ E

Total Optional Indirect Emissions

Section C, continued

Offsets			
Offset (specify source):			MTCO ₂ E
Offset (specify source):			MTCO ₂ E
Offset (specify source):			MTCO ₂ E
Total Reduction from Offsets			MTCO ₂ E
Total Emissions Less Offsets			MTCO ₂ E

Supplemental Information			
Total CFC			MTCO ₂ E
Total HCFC			MTCO ₂ E
Total Stationary Combustion – Biomass CO ₂			MTCO ₂ E
Total Mobile Sources – Biomass CO ₂			MTCO ₂ E
Electricity trading transactions— Electricity Purchase for Resale			kWh

Section C, continued

<p>5 Does the quantity presented in the future quantity column represent an actual goal or a normalized goal?</p>	<p><input type="checkbox"/> Normalized goal (i.e., indexed to level of business in baseline year)</p> <p><input type="checkbox"/> Absolute goal (i.e., demonstrates improvement even if production increases)</p>
<p>6 Whether your goal is actual or normalized, in your annual performance reports you will need to provide normalizing factors and normalized quantities of your annual data.</p> <p>In the text box to the right, please briefly describe your basis for normalizing. Examples of potential normalizing basis include:</p> <ul style="list-style-type: none"> -gallons of paint produced, -square feet of circuit boards sold, -number of patients seen, -dollars of sales adjusted for inflation, -number of employees (for R&D and administrative sites only) 	
<p>7a Are you subject to Federal, State, tribal, or local regulatory requirements for this indicator?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.</p>	

Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- ♦ Describe your approach to public outreach.
- ♦ List three references who are familiar with your facility.

Section D

Tell us about your public outreach and reporting.

1 How do you identify and respond to the community's environmental concerns?

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

3 How will you make the Performance Track Annual Performance Report available to the public?

- ☐ Website www. _____
- ☐ Open Houses
- ☐ Meetings
- ☐ Press Releases
- ☐ Community Advisory Panel
- ☐ Other (please specify) _____

Section D, continued

- 4 Are there any ongoing citizen suits against your facility? ☐ Yes ☐ No

If yes, describe briefly below.

- 5 List references below

	Organization	Name	Phone number
<i>Representative of a Community/ Citizen Group</i>			
<i>State/tribal/local Regulator</i>			
<i>Other community/local reference (e.g., emergency management official or business associate)</i>			

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. The information you provide may help us develop additional regulatory benefits for Performance Track members.

Facility Identification Information

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you have a FRS identification number?
(A FRS (Facility Registry System) number identifies facilities, sites or places subject to environmental regulations or of environmental interest) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you have a RCRA identification number?
(A RCRA number is used in the Resource Conservation and Recovery Information System for Resource Conservation and Recovery Act (RCRA) programs) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you have a TRI identification number?
(A TRI number is used in the Toxics Release Inventory (TRI) for Emergency Planning and Community Right-to-Know Act) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you have an AFS identification number?
(An AFS number is used in the AIRS Facility Subsystem of the Aerometric Information Retrieval System (AIRS) for Clean Air Act programs) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you have a PCS/NPDES identification number?
(A PCS/NPDES number is used in the Permit Compliance System (PCS) for Clean Water Act programs monitoring National Pollutant Discharge Elimination System (NPDES) permits) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have a FIFRA identification number?
(A FIFRA number is given to facilities regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)). |

Identification Number

Air Characteristics

- | Yes | No | Is your facility: |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A State Air Permit Holder? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A Clean Air Act Major Source? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A Clean Air Act Synthetic Minor Source? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A Clean Air Act Minor Source? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Subject to New Source Performance Standards (NSPS)?
If so, which NSPS are you subject to? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Subject to National Emissions Standards for Hazardous Air Pollutants (NESHAPS)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Subject to Section 112/Maximum Achievable Control Technology (MACT)?
If so, which MACT standard(s) are you subject to? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Subject to SIP (State Implementation Plan) requirements (including Reasonably Available Control Technology (RACT))?
If so, which SIP requirement(s) are you subject to? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A Title V permit holder? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Subject to Section 129 combustion requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Subject to National Ambient Air Quality Standards (NAAQS)?
If so, which NAAQS are you subject to? |
| | | 12. List relevant state/local/tribal/other air requirements: |

Water Characteristics

- | Yes | No | Is your facility: |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A State Water Permit Holder? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Required to Pretreat? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A National Pollutant Discharge Emissions Standards (NPDES) Permit Holder? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Subject to Phase I of the NPDES Storm Water Program? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Subject to Phase II of the NPDES Storm Water Program? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Subject to the Spill Prevention Control and Counter Measure (SPCC) requirements of the Clean Water Act? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Subject to industry specific effluent guidelines and standards?
If so, which guidelines and standards are you subject to? |
| | | 8. List relevant state/local/tribal/other water requirements: |

Hazardous Waste Characteristics

- | Yes | No | Is your facility: |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A Large Quantity Generator? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A Small Quantity Generator? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A Conditionally Exempt Small Quantity Generator? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A Treatment, Storage, or Disposal (TSD) Facility? |
| | | 5. List relevant state/local/tribal/other hazardous waste requirements: |

Environmental Clean-Up, Restoration, and Corrective Action

- | Yes | No | Is your facility: |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A Potentially Responsible Party under CERCLA or Superfund for onsite clean-up?
If so, please provide Record of Decision date: |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A Potentially Responsible Party under CERCLA or Superfund for offsite clean-up?
If so, please provide Record of Decision date: |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A Potentially Responsible Party in a federal or state clean-up of hazardous waste and/or oil? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Engaged in RCRA corrective action? |
| | | 5. List other relevant federal/state/tribal/local environmental clean-up restoration or corrective actions not listed above. Please include date(s) of any remedy decisions. |

Other Environmental Characteristics

- | Yes | No | Is your facility: |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A Toxic Release Inventory (TRI) Reporter? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Regulated under the Safe Drinking Water Act? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Subject to Underground Storage Tank (UST) Regulations? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Regulated under Toxic Substances Control Act (TSCA)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Subject to Worker Right-to-Know Regulations? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Required to file an emergency management plan under the Emergency Planning and Community Right-to-Know Act (EPCRA)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Regulated under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)? |
| | | 8. List relevant state/local/tribal/other requirements: |

Section E

Application and Participation Statement.

On behalf of _____

I certify that

- I have read and agree to the terms and conditions for Application and Participation in the National Environmental Performance Track, as specified in the *National Environmental Performance Track Program Guide* and in the *Application Instructions*;
- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS requirements, including systems to maintain compliance with all applicable Federal, State, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision. I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date

Printed Name/Title

Mr./Mrs./Ms./Dr.

Phone Number/E-mail

Facility Name

Facility Street Address

City/State/Zip Code

Mailing Address (if different from facility location):

Street Address:

Street Address (continued):

City/State/Zip:

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection of information is estimated to average 40 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.