

**Optional Template 1 for EPA FY20-21 P2 and SRA Grant Programs:
Facility-Level Reporting for Technical Assistance Visits**

Read-only version

<p>Welcome</p>	<p>This Excel file is one of three template files offered by EPA to recipients of Pollution Prevention (P2) Grants and Source Reduction Assistance (SRA) Grants. Each file is called a workbook, containing a set of spreadsheets (worksheets) for entering your data. Using these workbooks will allow you to track and report all required outcome elements, automatically tabulate many of your required outputs, and update and resubmit the file for sequential annual reporting. Using these workbooks will also allow EPA to easily import this information into a P2 Grants Database which helps EPA aggregate P2 grant performance information across the country. This database will also be available to all P2 grantees so you can search and find what P2 actions are being recommended and implemented by others.</p> <p>See https://www.epa.gov/p2/fy-2020-and-fy-2021-pollution-prevention-grant-program-request-applications and https://www.epa.gov/p2/fy-2020-and-fy-2021-source-reduction-assistance-grant-program-request-applications.</p>
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<p>How to Choose Among the Template Workbooks</p>	<p>Choose from among the template workbooks according to the type of grant project (activity category) you are reporting on: Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities. Template 2: For a grant project doing a green certification or state leadership program for participating business facilities. Template 3: For a grant project providing P2 technical assistance to broad audiences (training, roundtables, and so forth).</p> <p>NOTE: Always use a separate workbook for each type of project. If you enter facilities from two projects in a single workbook, the workbook cannot aggregate results by project.</p>
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<p>Getting Started in the Template 1 Workbook:</p>	<p>If you have a grant project providing technical P2 recommendations to individual facilities, Template 1 is the right format for your needs.</p> <p>Number your grant projects with your project officer. You and your EPA grant project officer should work together to number the projects under your grant. The project number is the grant number preceded by a P1-, or a P2-, and so on. For example, if a grant "XYZ1234" has two projects, one project will be P1-XYZ1234 and the other will be P2-XYZ1234. Project numbers help readily identify projects.</p> <p>Start a new workbook file using Template 1. Enter your assigned grant project number in the Grant Project Data tab. You will see the grant project number then auto-populated in the Facility tabs. As you go about your data entry, PLEASE DO NOT MODIFY THE WORKBOOK FEATURES OR FUNCTIONS. Any modification will interfere with EPA's ability to import this file into a grant reporting database used for calculating national P2 performance measures and sharing information with P2 technical assistance providers on P2 actions recommended and implemented. When you save the file, include the grant project number in the name of the file.</p> <p>Overview of workbook functionality: Use the tabs below from left to right. Full instructions appear in each tab. The Grant Project Data Tab combines data entry and an automatic list. On top is the data entry area for grant administration data. Below that is an auto-generated tracking list that will pull in facility names you've entered in numbered facility tabs and place them next to the correct numbered facility tabs. The Aggregate Results Tab is an auto-calculator that aggregates results automatically from data entered in numbered facility tabs. The Sample Facility Tab shows a facility tab filled in sufficiently to serve as an example. The Numbered Facility Tabs are for data entry of facility-level data, one facility per numbered tab. While entry of a facility name is optional, it is handy to provide one because the Grant Project Data Tab can pull it and associate it with the correctly numbered tab. This list associating numbered tabs to facility names will help you later when you need to find the correct tab for a given facility to update the status of follow-up, implementation and results achieved. Template 1 has 50 Facility Tabs; please use a new file if you need more Facility Tabs.</p>
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<p>Calculating Outcomes in the Facility Tabs</p>	<p>EPA's P2 calculators are designed to help you measure environmental and economic outcomes from pollution prevention activities.</p> <p>For help with calculating Metric Tons of Carbon Dioxide Equivalent (MTCO₂e), the required reporting unit for reductions in CO₂ and related greenhouse gases, please use the EPA P2 Greenhouse Gas Calculator. The calculator allows you to calculate your GHG reductions from electricity management, energy substitution (green energy), stationary sources, mobile sources, reduced water use, reduced chemical use, chemical substitution, and solvent remanufacturing. The calculator will also provide associated cost savings for the first five listed above (electricity management, green energy, stationary and mobile sources, and reduced water use).</p> <p>For help with calculating cost savings, please use the P2 Cost Savings Calculator. This calculator estimates the annual net cost savings realized from avoided fees and expenses associated with buying fewer hazardous inputs, shipping less hazardous waste, emitting fewer regulated air emissions, using less water, sending less wastewater through pre-treatment and treatment works, and buying less fuel and energy. The cost differences of buying greener materials, fuel and energy is also calculated. Users can use the tool to estimate prospective cost savings.</p> <p>To calculate pounds of water pollution that facilities reduce, either use the facility's permit methodology or multiply wastewater gallons by 8.35 to get pounds and divide by 10,000 to eliminate water content.</p> <p>For help with converting gallons of hazardous materials to pounds of hazardous materials, please use the P2 Gallons to Pounds Converter.</p>
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P2 Grant Project Data

How to Use This Tab:	<p>1. Fill in Rows 6 - 15. Rows 6 and 7 will be used to populate Row 6 and Row 7 entries in the Facility Tabs. In Row 8, the reference to FY is the federal Fiscal Year from Oct. 1 - Sept. 30.</p> <p>2. The tracking list starting in Row 18 is automatically generated as you enter facility names in numbered facility tabs. This list will help you later when you need to find the facility to return to for updating the status of follow-up, implementation and results achieved.</p>
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Grant Recipient:	
Grant Project Number:	
Grant Period (FY-FY):	
Grantee Contact Name:	
Grantee Contact Phone Number:	
Grantee Contact E-mail:	
EPA Region:	
EPA Technical Contact Name:	
EPA Technical Contact Phone Number:	
EPA Technical Contact Email:	

Facility Names on Facility Tabs

Facility 1:	
Facility 2:	
Facility 3:	
Facility 4:	
Facility 5:	
Facility 6:	
Facility 7:	
Facility 8:	
Facility 9:	
Facility 10:	
Facility 11:	
Facility 12:	
Facility 13:	
Facility 14:	
Facility 15:	
Facility 16:	
Facility 17:	
Facility 18:	
Facility 19:	
Facility 20:	
Facility 21:	
Facility 22:	
Facility 23:	
Facility 24:	
Facility 25:	
Facility 26:	
Facility 27:	
Facility 28:	
Facility 29:	
Facility 30:	

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Aggregate of Verified Implemented Results From All Facility Tabs								
How to Use This Tab:		1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. A background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row (and Yes in Column J) and enter a date in Row 19 for the aggregating formula to work. 2. You can also track the aggregate of output measures from all facilities in this grant project.						
Grant Recipient:		0						
Grant Project Number:		0						
	\$		Annual Reductions					
Fiscal Year	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0

Aggregate of Output Measures From All Facility Tabs	
Number of business facilities provided technical assistance.	0
Percentage of business facilities provided technical assistance that the grantee follows up with (e.g., phone call, visit, letter or email) to determine which P2 practices were implemented (should be 100%).	0%
Percentage of business facilities that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.	0%
Number of business facilities with case studies describing specific P2 best practices implemented through the grant.	0

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FACILITY 1	
<p>How to Use this Tab:</p>	<p>1. Under "Facility Information," enter data in rows 10-18. On Row 11: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on https://www.epa.gov/frs.</p> <p>2. Under "P2 Actions and Outcomes," enter each P2 recommendation provided to the facility during technical assistance in Column A, one recommendation per row. You may, at your option, enter initial estimates of costs, annual savings and annual reductions per recommendation in Columns B - I.</p> <p>3. Once you have followed up with a facility, enter in Row 19 the date(s) when you followed up with the facility to learn which P2 recommendations it implemented.</p> <p>4.a. When your follow-up confirms a P2 recommendation was implemented, in Column J select "Y" (yes it was implemented at this facility) and in Column K select a federal Fiscal Year (the Oct. 1 - Sept. 30 period when implementation occurred). In Columns B - I, enter updated cost, savings and outcome values. For calculating MTCO₂e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." In Column L, enter "quantity" information associated with implementation. In Column M, select "Y" if a case study covers this implemented action. Please note: Columns B - I values for a row will tally in this tab's Total rows and in the Aggregate Results tab only if Row 19 has a follow-up date, Column J has a "Y," and Column K has a Fiscal Year selected. If more steps of a recommendation get implemented in a second year, add a row for phase 2 steps and complete Columns B - L.</p> <p>4.b. When your follow-up confirms that a P2 recommendation has not yet been implemented, enter "N" in Column J. In Column N, enter "Y" if the facility plans to implement the recommendation within the next 5 years. In Column O, if the facility has no plans to implement the recommendation and can tell you why, enter the barrier(s) to implementation identified by the facility (e.g., high cost, not feasible, a regulatory barrier, etc.).</p> <p>5. The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the response and re-enter in the appropriate format to remove the highlighting.</p>
Grant Recipient: 0	
Grant Project Number: 0	

Facility Information (Only a business if a P2 Grant)	
Facility Name (optional)	xx
EPA Facility ID Number (optional)	xx
Facility Contact (optional)	xx
Facility City (optional)	xx
Facility State (2-letter Abbreviation)	VA
EPA Region Where Facility is Located	Region 3
Facility NAICS Code (6 Digits)	xxxxxx
NEA for This Facility	NEA 3 – Automotive Manufacturing and Maintenance
Date P2 Recommendations Provided to Facility (MM/DD/YYYY)	3/1/2020
Date(s) of Follow-up (MM/DD/YYYY)	3/1/2020

P2 Actions and Outcomes														
Recommended P2 Actions	Annual Reductions							Was the Recommendation Implemented at This Facility?		Case Study Developed	If Not Implemented:			
	\$		Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)	Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments	Y or Leave Blank	Plan to within 5 years? (Y or N)	What was the barrier to implementation?
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)												
Ex. Reduce water use for cleaning (in coating dept.) by using LVHP spray nozzles and worker training.							9,000,000	Y	2020	Washer optimization completed.				
Ex. Reduce paint and solvent use, and thus reduce VOC emissions to water, by installing electrostatic painting equip. & using infrared curing.						13,600		N		Estimated for VOCs.		Y	Awaiting permit amendment.	
Ex. Install solar array.								Y	2020	installed 1.2-megwatt solar array.	Y			
TOTAL IMPLEMENTED	\$0	\$0	0	0	0	0	1,326	9,000,000						
TOTAL IMPLEMENTED 2020	\$0	\$0	0	0	0	0	1,326	9,000,000						
TOTAL IMPLEMENTED 2021	\$0	\$0	0	0	0	0	0	0						
TOTAL IMPLEMENTED 2022	\$0	\$0	0	0	0	0	0	0						

