

Minimum Documentation Requirements for Large Quantity Generators or TRI Form R Reporters

P2 Plan	Executive Summary
<ul style="list-style-type: none"> ■ Facility description ■ List of all hazardous waste generating activities ■ List of all TRI release activities ■ Prioritized list of technically and economically feasible P2 projects ■ Explanation of P2 projects to be undertaken with discussion of: <ul style="list-style-type: none"> ▼ technical and economic considerations ▼ environmental and human health risks ■ Estimate of type and amount of reduction anticipated ■ Implementation schedule for each P2 project ■ Description of measurable P2 goals ■ Explanation of employee awareness and training programs ■ Discussion of projects that may result in the release of a different pollutant or contaminant, or that may shift the release to another medium ■ Signed certification by owner or corporate officer of commitment and ability to authorize company resources for implementation ■ Executive Summary of the P2 Plan 	<ul style="list-style-type: none"> ■ Facility description, including: <ul style="list-style-type: none"> ▼ facility name ▼ mailing and physical addresses ▼ contact, phone numbers, and e-mail ▼ general description of facility ▼ ID numbers—TCEQ solid waste, EPA, and TRI numbers ▼ SIC code or NAICS (if available) ▼ time period the five-year plan is in effect ■ List of all hazardous wastes generated and the volume of each ■ List of all reportable TRI releases and the volume of each ■ Prioritized list of pollutants and contaminants to be reduced ■ Statement of measurable reduction goals ■ Explanation of environmental and human health risks considered in determining reduction goals ■ List of projects with an associated schedule of implementation ■ Implementation schedule for future reduction goals ■ Discussion of projects that may result in the release of a different pollutant or contaminant, or that may shift the release to another medium <p style="text-align: center;">Annual Progress Report</p> <p>Every July 1 an Annual Progress Report must be submitted using TCEQ forms. Forms are available online or in this guide.</p>

Minimum Document Requirements for Small Quantity Generators That Do Not Report on TRI Form R

P2 Plan	Executive Summary
<ul style="list-style-type: none"> ■ Facility description ■ List of hazardous wastes generated and volume of each ■ Prioritized list of pollutants and contaminants to be reduced ■ Statement of measurable reduction goals ■ Discussion of environmental and human health risks considered in determining reduction goals ■ List of P2 projects with implementation schedule ■ Implementation schedule for future reduction goals ■ Signed certification by owner, or officer, of commitment and ability to authorize company resources for implementation ■ Executive Summary of the P2 Plan 	<ul style="list-style-type: none"> ■ Facility description, including: <ul style="list-style-type: none"> ▼ facility name ▼ mailing and physical addresses ▼ contact, phone numbers, and e-mail ▼ general description of facility ▼ ID numbers for TCEQ solid waste and EPA ▼ SIC code or NAICS (if available) ▼ Time period the five-year plan is in effect ■ Projection of the annual amount of hazardous waste that the facility expects to generate by the end of the 5-year plan ■ Prioritized list of pollutants and contaminants to be reduced ■ List of source-reduction activities associated with reduction of prioritized wastes identified in the plan