

# P2 Annual Progress Report: Step-by-Step

This document serves as a step-by-step for the P2 Annual Progress Report, which can be found at [www.P2Plan.org](http://www.P2Plan.org). For further assistance, please contact the P2 Team at 512-239-0010 or [P2@tceq.texas.gov](mailto:P2@tceq.texas.gov).

## PART 1. FACILITY DESCRIPTION

The thumbnail shows the 'PART 1. FACILITY DESCRIPTION' section of the P2 Annual Progress Report form. It includes fields for Report Year, Report Date, Company Name, Facility Name, Mailing Address, and Physical Address. It also has a section for 'PART 2. PRODUCTION AMOUNTS FOR YEAR OF YOUR PLANS' with checkboxes for various types of production.

<b>1</b> Report Year:	<b>2</b> Report Date:
<b>3</b> Company Name:	
<b>4</b> Facility Name:	
<b>5</b> Mailing Address:	<b>6</b> Physical Address:
<b>5a</b> Mailing City, State, Zip:	<b>6a</b> Physical City, State, Zip:

- 1. Report Year** – The P2 Annual Progress Report is due on July 1 and details your activities from the previous calendar year. For example, if you are reporting in July of 2025, the report year is 2024.
- 2. Report Date** – The date the form is filled out.
- 3. Company Name** – Name of the entity assigned to the P2 ID.
- 4. Facility Name** – Name of the facility assigned to the P2 ID.
- 5. Mailing Address (City, State, Zip)** – The mailing address for the Pollution Prevention Contact.
- 6. Physical Address (City, State, Zip)** – The facility address.

The thumbnail shows the 'PART 1. FACILITY DESCRIPTION' section of the P2 Annual Progress Report form, specifically the area for the Pollution Prevention Contact. It includes fields for Name of Pollution Prevention Contact, Telephone, Fax, and Email (optional). It also has a section for 'PART 2. PRODUCTION AMOUNTS FOR YEAR OF YOUR PLANS' with checkboxes for various types of production.

<b>7</b> Name of Pollution Prevention Contact:	<b>8</b> TCEQ SW Reg. No.
<b>7a</b> Telephone:      -      -      Ext.	<b>9</b> TRI ID No.
<b>7b</b> Fax:      -      -	<b>10</b> EPA ID No.
<b>7c</b> Email (optional):	<b>11</b> P2 Program ID No. (PNumber):

- 7 (a-c). Name of Pollution Prevention Contact (including phone number, fax, and email)** – List the person who can answer questions about the facility's P2 program. This does not have to be the same person that completed the APR.
- 8. TCEQ SW Reg. No.** – Enter the five-digit Solid Waste Registration Number (if applicable).
- 9. TRI ID No.** – Enter the 15-character Toxic Release Inventory (TRI) identifier from your TRI Form R (if applicable).
- 10. EPA ID No.** – Enter the 12-character EPA ID number attached to the facility.
- 11. P2 Program ID No. (PNumber)** – Enter the five-digit P2 ID for the facility (PXXXXX, i.e., P00010). If you do not know the PNumber, contact [P2@tceq.texas.gov](mailto:P2@tceq.texas.gov).

<b>12</b> Primary SIC Code:	<b>13</b> Number of Employees:
<b>14</b> Primary NAICS:	<b>15</b> Regulated Entity No. (RN):
<b>16</b> First year of your current plan:	<b>17</b> Customer No. (CN):
<b>18</b> Does this report revise a previously submitted APR? <input type="checkbox"/> Yes <input type="checkbox"/> No	

- 12. Primary SIC Code** – Four-digit number that best describes the principal product or service at the facility.
- 13. Number of Employees** – Estimate the total number of full-time employees for the entire company.
- 14. Primary NAICS** – Four to six-digit number that best describes the products or services at the facility ([NAICS](#)).
- 15. Regulated Entity No. (RN)** – What is the nine-digit RN for this address? (RNXXXXXXXXXX)
- 16. First year of your current plan** – The first year of the P2 Planning cycle is the first year of the plan. For example, if the first year of the P2 five-year plan was 2023 and you are reporting in 2025, then 2023 is the “First Year of Your Current Plan.”
- Exception: If your facility started a new P2 five-year plan cycle during the current reporting year, you will not list the first year of the current plan. Rather, you will list the first year of the previous five-year plan. For example, if you are reporting for July 1, 2025 and your P2 Plan renewed in 2025, you will use the first year of your previous plan (i.e., 2020).*
- 17. Customer No. (CN)** – What is the nine-digit CN affiliated with this P2 ID? (CNXXXXXXXXXX)
- 18. Does this report revise a previously submitted APR?** Is this a revision? Answer Yes or No.

## SPECIAL NOTES FOR PARTS 2 AND 3:

Any supplemental materials submitted on behalf of the APR should be in a PDF or Word document. The P2 Team will not accept any other type of document (i.e., Excel documents).

Any results or goals submitted can ONLY be numbers. No words or fractions are allowed. Any statements in your plan, such as 10 lbs. per unit produced, 5 tons per 1,000,000 units, etc., need to be converted to one number.

TRI numbers should reflect TRI releases/transfers.

## PART 2. PROJECTED AMOUNTS FOR GOAL YEAR (FROM YOUR PLAN)

<b>19</b> Goal Year (the 5th year of your plan): _____
--

- 19. Goal Year** – This is the final year of the current five-year planning cycle. For example, if the first year of your plan is 2020, the goal year 2024.
- Note: If your facility initiated a new P2 five-year plan during the current reporting year, you will still list the goal year of the previous five-year plan. For example, if you are reporting for July 1, 2025, and your P2 Plan renewed in 2025, you will list the goal year of your previous plan (i.e., 2020).*

	20	Estimate Quantity	
		HW [Column A]	TRI [Column B]
20a 1. Projected amount of HW generation or TRI releases/transfers by Goal Year		Tons	Tons
20b 2. Source reduction anticipated over five-year period		Tons	Tons
20c 3. % Waste minimization by the Goal Year		%	%

**20a Projected amount by Goal Year (fifth year)** – How much HW/TRI is expected to be generated by the Goal Year of the P2 plan? This can account for potential increases in waste generation. Include source reduction goals if part of your P2 Plan (How much waste do you expect to reduce by the end of the fifth year?). Do not include waste minimization goals.

*\*If your plan only includes waste minimization projects (i.e., recycling, reuse, etc.) then your number should be zero.*

If a waste minimization statement is not in your plan, then enter the percentage of waste you generate at the end of the five-year planning cycle that will be recycled, burned for energy recovery, treated, or subject to other waste-minimization practices.

A company predicts they will generate 100 tons of hazardous sludge per year in the fifth year of their P2 Plan. In the fifth year, they also plan to treat 30 tons of that sludge such that after treatment the waste will no longer be hazardous. Since  $30/100=0.3$ , or 30%, this company will enter 30% in 20c (or Part 2, Column A, Row 3) for “% Waste Minimization by the Goal Year.”

Family Name _____	Date _____	Page 1 of 1
-------------------	------------	-------------

  

### Part 1: Redaction Assignment for the Report Year

**Source Redaction Address**

The following redaction addresses for households were generated by the automated system that family requested a redaction of their property information.

	2019 Annual Assessment	2020 Annual Assessment
1. <u>GreenSpring Properties</u>		
2. <u>GreenSpring Properties</u>		
3. <u>GreenSpring Properties</u>		
4. <u>Red and Green Properties</u>		
5. <u>GreenSpring Properties</u>		
6. <u>GreenSpring Properties</u>		
7. <u>GreenSpring Properties</u>		
8. <u>GreenSpring Properties</u>		
9. <u>GreenSpring Properties</u>		
10. <u>GreenSpring Properties</u>		

☐ **Redact the addresses listed in the table above**

Family requests that redactions be put in place on all of your product contact programs, including the website and all other media where the redacted information is posted.

Note: Redactions are not required for information that is otherwise available to the public through public records laws, or information that is otherwise available to the public through public records laws, or information that is otherwise available to the public through public records laws.

(b)(7)(D) (b)(7)(F) (b)(7)(G) (b)(7)(H) (b)(7)(I) (b)(7)(J) (b)(7)(K) (b)(7)(L) (b)(7)(M) (b)(7)(N) (b)(7)(O) (b)(7)(P) (b)(7)(Q) (b)(7)(R) (b)(7)(S) (b)(7)(T) (b)(7)(U) (b)(7)(V) (b)(7)(W) (b)(7)(X) (b)(7)(Y) (b)(7)(Z)

**21**

**Source Reduction Activities**

Estimate the amount of reduction for hazardous waste generation and TRI release/transfer that your facility experienced in each category below.

	Estimate Quantity	
	HW (Tons) [Column A]	TRI (Tons) [Column B]
1. Good Operating Practices		
2. Inventory Control		
3. Spill and Leak Prevention		
4. Raw-Material Modifications/Substitutions		
5. Process and Equipment Modifications		
6. Cleaning and Degreasing		
7. Surface Preparation and Finishing		
8. Product Modifications		
<b>9. Total Source Reduction (Sum 1 through 8) in Tons</b>		

**Estimate** the amount of waste that **would have been** generated if a pollution prevention activity had not been implemented during the reporting year. See [RG-409](#) for calculation examples. This can include projects that began in previous years but are still implemented and showing reductions.

### Notes for Source Reduction Activities:

- Must report all numbers in **TONS**.
- **NO** negative or positive numbers (+, -); if there were **no reductions**, then enter zero.
- No letters or words—only numbers are permitted.
- Only include source reduction data for **projects that are listed in your P2 plan**.
- If you are not a hazardous waste generator, leave column A blank. If you are not a TRI Form R reporter, leave column B blank.
- If you only implemented waste minimization projects, leave this section blank (or enter zeros) and describe WM projects in notes section (last portion of APR).

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page 2 of 2

**Part 5: Reduction Activities for the Report Year**

**Source Reduction Activities**  
Reporting the amount of hazardous waste generated and TRI released under that your facility reported in the previous year.

Project Name	TONS REDUCED (Column A)	TONS RELEASED (Column B)
1. Recycling Programs		
2. Reuse Programs		
3. Solid and Liquid Treatment		
4. Hazardous Waste Minimization		
5. Pollution Prevention Projects		
6. Cleaning and Disinfecting		
7. Pollution Prevention and Training		
8. Pollution Prevention		
9. Other Source Reduction Data (through 12/31/2020)		

Briefly describe any modifications to your plan as well as your pollution prevention projects, especially the activity you undertook to reduce waste at its source for the report year:

Notes: Submission of waste-minimization information and information about HW generated and TRI released and transferred for the previous reporting year is required by the Waste Reduction Policy Act. SQGs that are non-TRI Form R reporters meet this requirement through submission of their annual waste summary. All hazardous waste generators are required to submit an annual waste summary. Submission of this form does not substitute for submission of the annual waste summary.

Briefly describe any modifications to your plan as well as your pollution prevention projects, especially the activity you undertook to reduce waste at its source for the report year:

---

---

---

---

---

---

---

---

---

---

**Note:** Submission of waste-minimization information and information about HW generated and TRI released and transferred for the previous reporting year is required by the Waste Reduction Policy Act. SQGs that are non-TRI Form R reporters meet this requirement through submission of their annual waste summary. All hazardous waste generators are required to submit an annual waste summary. Submission of this form does not substitute for submission of the annual waste summary.

### Notes – Items that can be included:

- Waste minimization success (recycling, reuse, treatment) from the last year.
- Success (or lack of) with other P2 projects.
- Increase in waste and why reductions were not achieved with P2 projects.
- Problems encountered this reporting year.
- Anything you would like to communicate to the TCEQ Pollution Prevention Team about your P2 Plan and this last reporting year.
- Anything you would like to be noted that may be helpful for the next person submitting the APR.
- **Supplemental Materials** – Any supplemental materials submitted in regard to your APR should be in a **PDF** or **Word document**. We will not accept any other format (i.e., Excel).

TABLE 1

## Source Reduction Activities by Category

<b>Row 1</b> Good Operating Practices	<ul style="list-style-type: none"> <li>• Segregate hazardous waste from non-hazardous waste</li> <li>• Improve maintenance scheduling, record keeping, or procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Segregate waste to increase recycling</li> <li>• Change production schedule to minimize equipment and feedstock changeovers</li> </ul>
<b>Row 2</b> Inventory Control	<ul style="list-style-type: none"> <li>• Institute procedures to eliminate expired materials</li> <li>• Test outdated material—continue to use if still effective</li> <li>• Institute better labeling procedures</li> <li>• Inspect and label raw materials when they arrive</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase materials only when needed</li> <li>• Eliminate shelf-life requirements for stable materials</li> <li>• Institute clearinghouse to exchange waste materials</li> </ul>
<b>Row 3</b> Spill and Leak Prevention	<ul style="list-style-type: none"> <li>• Improve storage and stacking procedures</li> <li>• Improve procedures for loading, unloading, and transfer operations</li> <li>• Install overflow alarms or automatic shut-off valves</li> </ul>	<ul style="list-style-type: none"> <li>• Install vapor recovery systems</li> <li>• Implement inspection or monitoring program of potential spill and leak sources</li> <li>• Update your spill response plan</li> </ul>
<b>Row 4</b> Raw Material Modification/Substitution	<ul style="list-style-type: none"> <li>• Use aqueous cleaners instead of petroleum-based solvents</li> <li>• Increase purity of materials</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute non-hazardous materials for hazardous materials</li> <li>• Use low VOC paints and coatings</li> </ul>
<b>Row 5</b> Process and Equipment Modification	<ul style="list-style-type: none"> <li>• Institute recirculation within a process</li> <li>• Modify equipment, layout, or piping</li> <li>• Use a different process catalyst</li> <li>• Change from small volume containers to bulk containers</li> </ul>	<ul style="list-style-type: none"> <li>• Institute better controls on operating bulk containers to minimize discarding of empty containers</li> <li>• Institute closed-loop recycling</li> <li>• Replace outdated equipment with more efficient models</li> </ul>
<b>Row 6</b> Cleaning and Degreasing	<ul style="list-style-type: none"> <li>• Modify stripping/cleaning equipment</li> <li>• Change to mechanical stripping/cleaning devices (from solvents or other materials)</li> <li>• Change to aqueous cleaners (from solvents or other materials)</li> <li>• Modify containment procedures for cleaning units</li> <li>• Improve draining procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Redesign parts racks to reduce drag out</li> <li>• Modify or install rinse systems</li> <li>• Improve rinse equipment design</li> <li>• Improve rinse equipment operation</li> <li>• Reduce number of solvents used, to make waste more amenable to recycling</li> </ul>
<b>Row 7</b> Surface Preparation and Finishing	<ul style="list-style-type: none"> <li>• Modify spray systems or equipment</li> <li>• Change from spray to other system</li> </ul>	<ul style="list-style-type: none"> <li>• Substitute coating materials used Improved application techniques</li> </ul>
<b>Row 8</b> Product Modifications	<ul style="list-style-type: none"> <li>• Change product specifications</li> <li>• Modify design or composition of product</li> </ul>	<ul style="list-style-type: none"> <li>• Modify packaging</li> </ul>