RPPR BASICS

NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF POLLUTION PREVENTION & RIGHT TO KNOW

www.state.nj.us/dep/oppppc

RELEASE & POLLUTION PREVENTION REPORT (RPPR) for RY 2012

MAY 8, 2013
Any “employer” who is subject to the reporting requirements of SARA Title III, Section 313 [i.e. required to submit a Toxic Release Inventory (TRI) Form R or Form A for any Section 313 Toxic Chemical] must complete and submit the NJ Release & Pollution Prevention Report (RPPR), including a Section B for every TRI substance.

Therefore, a New Jersey employer subject to the TRI must complete and submit their federal TRI forms and the NJ Release and Pollution Prevention Report!
Further, reporting requirements established by the New Jersey Pollution Prevention Act have set a reporting threshold of 10,000 pounds for every listed substance manufactured, processed, or otherwise used (unless the substance is a PBT with a lower threshold).

Therefore, for RPPR reporting purposes you must consider listed substances that are manufactured or processed below the federal TRI threshold of 25,000 pounds yet at or above the NJ threshold of 10,000 pounds.
RPPR Reporting Requirements
(continued)

Parallels many of the TRI Criteria & Requirements

- same due date: July 1st (every year, as appropriate)
- same activities (apply the TRI definitions of manufacture, process, & otherwise use)
- same substance list (a change to the federal toxic chemical list invokes an identical change to the state RPPR & P2 planning list of substances and compound categories)
- same de minimis concentrations
To collect toxic chemical use information on ...

- Chemical throughput data (materials accounting)
- Nonproduct Output: environmental release, on-site management, and off-site transfer data
- Pollution prevention data and pollution prevention progress data

NOTE: As mentioned earlier, if you are subject to federal TRI reporting requirements, you are also subject to the New Jersey Release & Pollution Prevention Report and Pollution Prevention Planning requirements. Please call the Office at 609-777-0518 if you need additional information.

On RPPR Section B, summarize and provide data for all activities and uses of the reported substance at the facility; i.e. facility-wide data, not process-level data.
One New Chemical Added
For Reporting Year 2012

**CAS Number**
7783-06-4

**Chemical Name**
Hydrogen Sulfide

EPA reinstated the TRI reporting requirements for hydrogen sulfide. This Lifting of the Administrative Stay was published in the Federal Register on October 17, 2011 beginning on page 64022 (76 FR 64022). This action will be effective for the 2012 TRI reporting year, with the first 2012 TRI reports and NJ RPPRs due from facilities by July 1, 2013.

Pollution Prevention (P2) Planning will be effective for reporting year 2013. P2 Plan and P2 Plan Summary updates must be completed by July 1, 2014. The first P2 Progress Reports will be effective for RY 2014, due by July 1, 2015.
For user reference, all documents are found on our web site. We no longer mail instructions packets. Notification letters were mailed April 30th.
Release and Pollution Prevention Report Links

- Got More Information
- Who Must Report
- Submit Your RPPR
- Reports Rules
- Forms, Instructions, Guidance Documents

Release and Pollution Prevention Report

The Release and Pollution Prevention Report (RPPR) is used to collect information for the NJDEP Community Right to Know and Pollution Prevention programs. The RPPR gathers data on toxic, chemical throughput, multimedia environmental releases, on-site waste management, and off-site transfers, collectively known as materials accounting. Pollution prevention progress information is also reported on the RPPR.

Materials accounting is a practical application of the chemical mass balance theory. Materials...
Go to the “RPPR” section and look for the documents you may need.

Note: The PDF files require a free PDF viewer available from Adobe.
Submission is by Internet-based Electronic Reporting (eReporting)

For eReporting you will need a “myNewJersey” account with access to DEPOOnline Services
To get to myNewJersey you need to have a Log On ID and Password
To get a myNewJersey Log On ID and Password …

... you will have to create an account beginning with www.njdelponline.com (see the next slide)
Welcome to New Jersey Department of Environmental Protection’s (NJDEP) Online Business Portal

NJDEP Online can now be accessed via the myNewJersey Portal at http://www.nj.gov or accessed directly from this page by selecting Log in to NJDEP Online. You will be required to have a myNewJersey Portal account in order to access NJDEP’s online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NEW NJDEP Online New User Registration Instructional Video (Video will open in a new window. Please make sure your computer volume is enabled.)

NJDEP Online New User Registration Instructions (Please read the instructions thoroughly before continuing. Instructions will open in a new window so you can print them or follow along. If you do not have Adobe’s free Acrobat Pdf reader please download it here in order to read or save the instructions.)

NEW USERS Request Access to NJDEP Online

Registered and Non-Registered Services:

NJDEP Online offers two different types of online services, Registered and Non-Registered.

**Registered Services** require users to create a NJDEP Online and myNewJersey account:

- View Registered Services (You must be logged in to use these services)

**Non-Registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:

- Pay a Paper Invoice (Certain invoice types are not available for online payment)
- Documents and Forms
- Pay for a License
Create an Account ...

By clicking on the “NEW USERS Request Access to NJDEP Online” button (see slide # 16) you will get this screen.

Follow the “NJDEP New User Online Registration Instructions” (see slide # 13) for the details of slides # 14 – 16 and more.
Create an Account …
(continued)

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is [ ] and my password is [ ]

Link NJDEP Online to My Account

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID [ ]
Pick a password [ ]
Retype your password [ ]
First name Andy [ ]
Last name Opperman [ ]

If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Question you want us to ask [ ]
Your answer [ ]
Email address andyo [ ]
Retype your email address andyo [ ]

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

Create this new myNewJersey Account and Link NJDEP Online To It.
Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

Create this new myNewJersey Account and Link NJDEP Online To It

C. I already have a myNewJersey account but I can't remember what it is.
Please use the Contact Form to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

More information:

What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.
So, you will have logged on, selected the “DEP Online Services”, and then will click on the “Continue” button here …
If RPPR & P2 Plan Summary are not in your Service Selection, you will need to “Configure Services” …
You will need to configure your services by adding “RPPR & P2 Plan Summary” …
"Add Facilities" screen …

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Facility ID</th>
<th>Program</th>
<th>Access Type</th>
<th>Change Access</th>
<th>Manage Security</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>No Security Role</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right To Know</td>
<td>FACID</td>
<td>Right To Know</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facility Names & FACID Numbers have been masked.

this section is in the My Workspace tab following “Service Selection”
“Facility Search” screen ...

Enter your facility’s CRTK Facility ID (FACID) number & Search ...
“Add Selected Facilities” screen ...

Select your facility using the check box and “Add Selected Facilities” ...
Facility Selection

The NJDEP Electronic Data Transfer Web Site allows users to access multiple facilities provided that each Facility ID is entered in the User's Profile. In order to access the appropriate facility, please select it from the menu below.

* Facility ID/Program Interest ID:

TESTING FACILITY 1 - 73953200000

Access Facility
Your “RPPR & P2 Plan Summary Folder”
“Folder” includes Two Important Buttons

* To create the 2012 eRPPR, click on the “Create New Report” button

** When you are ready to submit the report, click on the “Certification and Submittal” button (& see slides # 46 - 50)
Create a New Report

**Release and Pollution Prevention Report and Pollution Prevention Plan Summary**

*Enter the four-digit reporting year: 2012*

*Select the report that you would like to complete:

- Release & Pollution Prevention Report (Form DEQ-114)
- Pollution Prevention Plan Summary (Form DEP-113)

Enter reporting year “2012” and select the radio button for the RPPR
The above text does not apply to our program – Pollution Prevention & Right To Know.
Section A. General Facility Information

1. Person to contact regarding this report:
   1.1 * Name: ANDYMAN TESTER
   1.2 * Title: TECH CONTACT
   1.3 * Phone Number: 6095559999
   1.4 * Fax #: 6095551111

1.5 Contact address: (if different than facility address)

2. Briefly describe the nature of the business conducted at this facility:
   MANUFACTURE CHEMICALS

3. TRI Facility ID Number: 08625NJDR401ES
Release and Pollution Prevention Report and Pollution Prevention Plan Summary
ID: 73953200000
Facility Name: TESTING FACILITY
Report Year: 2012

Section B. Facility-Level Substances Folder

The Facility-Level Substances Folder lists the substances a facility has reported in the most recent year’s RPPR. Electronic reporting from this point forward is set up to continually reference these substances, i.e., the substances in this folder become default values for the P2-115, Sections C and D, and the Plan Summary.

<table>
<thead>
<tr>
<th>Select</th>
<th>CAS#</th>
<th>Substance Name</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>110-54-3</td>
<td>N-HEXANE</td>
<td>N</td>
</tr>
</tbody>
</table>

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.

Complete All  Modify Selection

Continue
Section B. Facility-Level Substance-Specific Information

1. Substance:
   - CAS #: 110-54-3
   - Substance Name: N-HEXANE

1.4 Does this section contain any trade secret (confidential business information) claims for data in question #5 through #10 (excluding #5.1 and #10.1)?
   - ☐ Yes  ☑ No

If Yes, DO NOT COMPLETE ANY INFORMATION ON THIS FORM THAT YOU ARE CLAIMING CONFIDENTIAL.

2. Activities and Uses of the Substance at the Facility (Check all that apply.)
   - [ ] Produce
   - ☑ Import
   - [ ] For on-site use/processing
   - [ ] For sale/distribution
   - [ ] As a byproduct
   - [ ] As an impurity
eRPPR Data Elements for Materials Accounting

- Starting inventory of substance  
  (at the beginning of the year)
- Quantity produced on site
- Quantity brought on site
- Quantity consumed on site  
  (chemically reacted in processes)  
  (NOT metals!)
- Quantity shipped off site as (or in) product  
  (e.g. mixtures, metals, metal compounds)
- Ending inventory of substance  
  (at the end of the year, in all forms)
- Total Nonproduct Output (NPO)  
  - all releases, on-site waste management and 
    all off-site transfers - that are not product
## Release and Pollution Prevention Report

### Self Verification of Materials Accounting Data Worksheet

(All Quantities Must Be Reported In Pounds except for Dioxin and Dioxin-Like Compounds Reported in Grams)

<table>
<thead>
<tr>
<th>FAC_ID:</th>
<th>CAS#:</th>
<th>Substance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Inputs

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Starting Inventory</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Quantity Produced On Site</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Quantity Brought On Site</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Quantity Recycled Out-of Process &amp; Re-Used on Site</td>
<td></td>
</tr>
</tbody>
</table>

### Outputs

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Quantity Consumed (chemically altered)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Quantity Shipped Off Site as (or in) Product</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ending Inventory</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Quantity Recycled Out-of Process &amp; Re-Used on Site</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Quantity Destroyed through On-Site Treatment</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Quantity Destroyed through On-Site Energy Recovery</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Stack Air Emissions</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Fugitive Air Emissions</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Discharge to POTWs</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Discharge to Surface Waters</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Discharge to Groundwaters</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>On-Site Land Disposal</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Other Off-Site Transfers</td>
<td></td>
</tr>
</tbody>
</table>

Sum of Inputs:  

Sum of Outputs:  

☐
End of Section B

* Important Buttons *

If yes, enter Material-Related Change in pounds* (change in the amount of the substance used due to substitution of other non-listed substance):

Basis of Estimate:

Substitute Substance: (Fill in if answered yes to question above)

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Substance Name</th>
<th>Quantity (pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Row  Delete Selection

[Calculate NPO & USE]  [View Materials Accounting Worksheet]

Save  Continue
The materials accounting must balance within five percent (± 5%). In theory, Inputs should equal Outputs. In reality, Best Estimates prevail.

### Self Verification of Materials Accounting Data Worksheet

(All Quantities Must be Reported in Pounds Except for Dioxin and Dioxin-Like Compounds Reported in Grams)

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Starting Inventory</td>
<td>8. Quantity Consumed (chemically altered)</td>
</tr>
<tr>
<td>6. Quantity Produced On Site</td>
<td>9. Quantity Shipped Off Site as (or in) Product</td>
</tr>
<tr>
<td>7. Quantity Brought on Site</td>
<td>10. Ending Inventory</td>
</tr>
<tr>
<td>12. Quantity Recycled Out-of Process &amp; Re-Used on Site</td>
<td>11. Quantity Destroyed through On-Site Treatment</td>
</tr>
<tr>
<td></td>
<td>12. Quantity Recycled Out-of Process &amp; Re-Used on Site</td>
</tr>
<tr>
<td></td>
<td>13. Quantity Destroyed through On-Site Energy Recovery</td>
</tr>
<tr>
<td></td>
<td>14. Quantity Destroyed through On-Site Energy Recovery</td>
</tr>
<tr>
<td></td>
<td>15. Stack Air Emissions</td>
</tr>
<tr>
<td></td>
<td>16. Fugitive Air Emissions</td>
</tr>
<tr>
<td></td>
<td>17. Discharge to POTWs</td>
</tr>
<tr>
<td></td>
<td>18. Discharge to Surface Waters</td>
</tr>
<tr>
<td></td>
<td>19. Discharge to Groundwaters</td>
</tr>
<tr>
<td></td>
<td>20. On-Site Land Disposal</td>
</tr>
<tr>
<td></td>
<td>21. Other Off-Site Transfers</td>
</tr>
</tbody>
</table>

**Sum Of Inputs:** 98,500  
**Sum of Outputs:** 80,000

**Materials Accounting Discrepancy (Input - Output) =** 18,500 pounds  
**Discrepancy =** 18.7817 %

The Materials Accounting balance is off by more than 5%. You must go back and refine your numbers so that the Materials Accounting balance approaches zero.
Section B. Facility-Level Substances Folder

The Facility-Level Substances Folder lists the substances a facility has reported in the most recent year's RPPR. Electronic reporting from this point forward is set up to continually reference these substances, i.e., the substances in this folder become default values for the P2-115, Sections C and D, and the Plan Summary.

Select | CAS# | Substance Name
---|---|---
[ ] | 110-54-3 | N-HEXANE

Completed: Y

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.
P2-115 process-level data worksheet is the recommended approach for P2 Progress Reporting because they are required to be in your P2 Plan!
As now required by N.J.A.C. 7:1K-4.9, the Pollution Prevention Process-Level Data Worksheet (P2-115) must first be prepared and included in the Pollution Prevention Plan that remains on site. One worksheet must be completed for each hazardous substance in each process. Multiple worksheets are therefore required to be in the Plan, except for the simplest case of only one substance in one process at the facility.

The Pollution Prevention Process-Level Data Worksheet(s) (P2-115) may be submitted in lieu of Sections C and D of the RPPR to fulfill the Pollution Prevention Plan Progress Report requirement.

For data quality reasons, a user may submit only P2-115s or only Cs and Ds for a given year. A combination of both is not acceptable.
P2 Progress Reporting

**RY 1:** TRI + RPPR Sections A & B

**RY 2:** TRI + RPPR Sections A & B
+ P2 Plan Summary

**RY 3:** TRI + RPPR Sections A & B +
P2 Progress Report (P2-115s or Sections C & D)

... and each year thereafter.

(“RY” means Report Year)
Facilities do not complete progress report Sections C&D/P2-115 until the year after they submit their first Plan Summary. Is this facility required to complete Section C&D/P2-115 this year?

- No.
- Yes. Proceed to the P2-115.

If you are in Report Year 1 or Report Year 2 of reporting, you will select “No”.
### Pollution Prevention Process-Level Data Worksheet (P2-115) Folder

<table>
<thead>
<tr>
<th>Select</th>
<th>Process ID</th>
<th>CAS #</th>
<th>Substance Name</th>
<th>Base Year</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEST1</td>
<td>110-54-3</td>
<td>N-HEXANE</td>
<td>2011</td>
<td>N</td>
</tr>
</tbody>
</table>

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.
Fill in data for 2011 & 2012 completely & “Continue”
**eRPPR**

**P2-115 Process Level Information screen**

<table>
<thead>
<tr>
<th>Hazardous Substance:</th>
<th>CAS #</th>
<th>Substance Name</th>
<th>Process ID</th>
<th>Production Quantity</th>
<th>USE (pounds)</th>
<th>Consumed</th>
<th>Shipped off-site (or in) product</th>
<th>NPO (pounds)</th>
<th>Recycled out of process</th>
<th>Destroyed on-site treatment</th>
<th>Destroyed on-site energy recovery</th>
<th>Stack air emissions</th>
<th>Fugitive air emissions</th>
<th>Discharge to POTW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>TEST1</td>
<td>97500</td>
<td>96000</td>
<td>0</td>
<td>95000</td>
<td>3600</td>
<td>1000</td>
<td>1050</td>
<td>100</td>
<td>700</td>
<td>200</td>
<td>0</td>
</tr>
</tbody>
</table>

Data filled in for 2011 & 2012
**Release and Pollution Prevention Report and Pollution Prevention Plan Summary**

**AOPPERMA**  
Version 5.10  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

### Some data is not valid

- **2012 Was facility’s P2 progress (targeted process only) less than anticipated?**
  - This is a required field.
- **2012 Did facility make process change(s) that triggered Plan modification?**
  - This is a required field.
- **2012 Was this process discontinued or sent off site in given year?**
  - This is a required field.

**NOTE:** THIS WORKSHEET IS REQUIRED AS PART OF THE POLLUTION PREVENTION PLAN, AND IS OPTIONAL AS A SUBMITTAL IN LIEU OF SECTIONS C AND D OF THE RELEASE AND POLLUTION PREVENTION REPORT. ALL OPTIONAL SUBMITTALS ARE NOT CONFIDENTIAL.

**Base Year: 2011**

**PROCESS LEVEL INFORMATION:** (Submit one worksheet for each hazardous substance in each process.)

<table>
<thead>
<tr>
<th>Process ID</th>
<th>TEST1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Units of Production (e.g., type of widget, lbs. of chemical, ft² of product)</strong></td>
<td>LBS N-HExANE</td>
</tr>
<tr>
<td><strong>Is process targeted?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Is this a grouped process?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Sample error messages**
**SECTION C. FACILITY-LEVEL SUBSTANCE-SPECIFIC POLLUTION PREVENTION PROGRESS**

**FACID:** 73953200000

**TESTING FACILITY 1**
22 CLINTON AVE
TRENTON, NJ 08625

1.1 CAS No. (Category No.) 110-54-3
1.2 Substance Name (Category Name) N-HEXANE

<table>
<thead>
<tr>
<th>2. Production Ratio or Activity Index (based on the USE per number of units of product)</th>
<th>From Base Year</th>
<th>From Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.01</td>
<td>1.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Percent Change from Base Year (based on the USE or NPO per number of units of product)</th>
<th>USE</th>
<th>NPO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.5</td>
<td>0.5</td>
</tr>
</tbody>
</table>

4. Note the Process ID of any production processes that your facility discontinued or sent off site in 2012. These Process IDs should match those identified in your Pollution Prevention Plan Summary. If any of the listed processes involved more than one reportable substance, identify the process ID only once. If no production processes were discontinued or sent off site in 2012, then leave this blank.
Completing the P2-115 worksheet prepares Sections C & D for you. Review your P2 progress and then click on the “OK” button.

Prepared Section D from P2-115 data
Your eRPPR is now complete and “Awaiting Certification” & Submittal

<table>
<thead>
<tr>
<th>Year</th>
<th>Section A</th>
<th>Section B</th>
<th>Section C/D</th>
<th>Section A</th>
<th>Section B</th>
<th>Section P2-115</th>
<th>Section A</th>
<th>Section B</th>
<th>Section P2-115</th>
<th>Section A</th>
<th>Section B</th>
<th>Section P2-115</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>Release &amp; Pollution Prevention Report</td>
<td>Submitted Pending</td>
<td>05/23/11</td>
<td>05/23/11</td>
<td>05/23/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>Release &amp; Pollution Prevention Report</td>
<td>Submitted</td>
<td>05/23/11</td>
<td>05/23/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>Release &amp; Pollution Prevention Report</td>
<td>Submitted</td>
<td>05/23/11</td>
<td>05/10/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Release &amp; Pollution Prevention Report</td>
<td>Submitted</td>
<td>05/23/12</td>
<td>05/03/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Release &amp; Pollution Prevention Report</td>
<td>Awaiting Certification</td>
<td>05/03/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pollution Prevention Plan Summary</td>
<td>Submitted</td>
<td>05/15/12</td>
<td>05/03/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create New Report | Certification and Submittal
The RPPR must be certified and submitted with:

☐ Section A;

☐ Section B – one for each reportable substance;

and a P2 Progress Report as either …

☐ P2-115 for each substance in each process;

… or …

☐ Sections C & D (as appropriate).
Certification and Submittal

Release and Pollution Prevention Report and Pollution Prevention Plan Summary

Facility Name: TESTING FACILITY 1

ID: 73953200000

RPPR and P2 Plan Summary Certification Folder for TESTING FACILITY 1

The RPPR and P2 Plan Summary Certification Folder displays a list of RPPR and P2 Plan Summary reports that are awaiting certification for this Facility ID.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Reporting Year</th>
<th>Creation Date</th>
<th>Submittal Date</th>
<th>Revision Date</th>
<th>Revised Submittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release &amp; Pollution Prevention Report</td>
<td>2012</td>
<td>05/03/13</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the report(s) that you wish to certify and click the Continue button.

[Continue button]
Certification and Submittal

There are no Pollution Prevention Plan Summaries to certify.

5. Raw Materials Certification:

"I certify that Parts I and II of the Pollution Prevention Plan have been completed for the specific combination of hazardous substances and production processes for which this Raw Material Substitution Certification is being claimed and that through completion of the Pollution Prevention Plan, this industrial facility has determined that it is not technically or economically feasible to reduce the input use of the hazardous substance below current levels by replacing the substance with a different raw material in the specific production process."

There are no Pollution Prevention Plan Summary Raw Material Certifications to certify.

Certification

Name of Certifying Party: AOPPERMA
* Certification PIN: 
* Title: Tester Numero Uno

Certify

Certification with your PIN constitutes an electronic signature in accordance with the aforementioned statements.

NOTE: If you have forgotten your PIN, you may request a new one by clicking Request New Certification PIN.
Certification was Successful!

This is your only notification!

However, the report "Status" changes from "Awaiting Certification" to "Submitted."
Certification was Successful!

Warning: Your facility's Plan Summary is due July 1st. If you have questions, please contact the Office of Pollution Prevention and Right to Know at (609) 777-0518.

The Report certification was successful.

This is your only notification!

Notice to any facility that has a Pollution Prevention Plan & Plan Summary due.
Common Reporting Errors! (eRPPR)

- Metals & metal compounds (in most cases) are NOT “Produced” nor “Consumed” (yes, there may be rare exceptions ...)
- When reporting a Metal compound category, report quantities of the parent metal only, not the entire compound
- Metals have no Btu value and, therefore, are not to be reported as “Energy Recovery” on-site or off-site
- Do not attempt to report materials accounting data in any manner other than quantified numbers; e.g. EPA TRI range codes of A, B or C; “1-10” pounds; “< 10” pounds; using scientific notation; etc.
  * these are generally not possible with e-reporting
Common Reporting Errors! (eRPPR)

- Applying & reporting any unit of measurement other than pounds to materials accounting data
  (note: see “Dioxins” - reported in grams)
- Double counting of “Consumed” & “Shipped as (or in) Product”
- Double counting of “Shipped as (or in) Product” & “Transferred Off-Site” (as nonproduct output)
- Double counting of “POTW Discharges” & “Transferred Off-Site”

Exercise due diligence!! Electronic reporting (eReports) will provide edit checks and error notices, thereby eliminating most errors!
Benefits of the eRPPR & eP2 Plan Summary

- Built-in warnings and error flags to assist you and to provide higher quality data; i.e. better data quality reduces the possibility of follow-up inquiries from the DEP.

- Instant assessment of materials accounting data and materials balance (via the Materials Accounting Worksheet).

- Pre-population of many data elements from the previous year’s report (once you have first created an e-document).

- Automatic queuing of RPPR or P2 Plan Summary sections - you can not proceed to the next section before completing the current section - keeps you organized in preparing your report.

- User has increased availability of e-documents (i.e. once submitted, the system will retain prior years’ documents) - valuable for reference as well as for revisions if necessary.
Contacts & Information

Office of Pollution Prevention & Right to Know Contacts:

- Laura Henne
- Fu Lin
- Bill Lowry
- Andy Opperman

We are here to help!

For additional information, visit the Office of Pollution Prevention & Right to Know website:

www.state.nj.us/dep/opppc
Please be advised that the NJDEP is partnering with the USEPA on the TRI Central Data Exchange (CDX) program for reporting year 2012. CDX allows you to file a paperless report, significantly reduce data errors, and receive instant receipt confirmation of your submission.

When you use the USEPA’s 2012 Toxic Release Inventory - Made Easy web-based (TRI-MEweb) software to prepare and submit your TRI forms via the Internet, your forms will be sent to USEPA and NJDEP via the Environmental Information Exchange Network.

Once a TRI submission is certified it will be electronically forwarded to the state and your obligation to report your TRI to NJDEP will be satisfied. If you choose to submit TRI via the Internet, do not send duplicate paper or diskette copies of the reports.

You are highly encouraged to use TRI-MEweb!!!
?? Questions ??

It's QUESTION TIME!!