e-RETAP
A Pollution Prevention Information Exchange System and Data Management System

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Pollution Prevention Program
Michigan Dept. of Environment Quality
P2 Partnerships and Initiatives

Retired Engineer Technical Assistance Program (RETAP):

- Pollution Prevention and Energy Efficiency Assessments
- Technology Demonstration Projects
- Student Interns
P2 Partnerships and Initiatives

- Clean Corporate Citizen (C3)
- Michigan Business Pollution Prevention Partnership (MBP3)
- US EPA P2 Grants (Performance Data)
- Community P2 Grants (Performance Data)
Data Management Issues

- Paper and Electronic (MS Word and Excel) Format
- Limited Resources
- Manual Data Entry
- Verification and Quality Assurance – Completeness for Accounting Purposes
Data Management Issues

- Partial Data Analysis
- Partial Information Exchange
- Manual Identify Affiliation
- Manual Link P2 Data with Environmental Datasets
Data Management Solution

- Utilize existing environmental reporting infrastructure and platform for P2 and energy efficiency data submission and management
  - Common facility identifiers and specifications
  - Encourage P2 partner participation and self reporting
  - System that required a minimum investment in resources to implement and maintain
e-RETAP
Design Criteria

- A comprehensive pollution prevention database
- Link e-RETAP with environmental (Toxic Release Inventory, Hazardous Chemical Inventory, Annual Wastewater Release, and MAERS) datasets
- P2 and E2 recommendations categorized by P2 practice
e-RETAP
Design Criteria

- Modules for Internet data entry, quality assurance and analysis
- Passive/Continues Exchange Information with P2 partners
- Means for P2 partners to provide feedback on our performance and utility of services provided
Overview

The Michigan Retired Engineer Technical Assistance Foundation (RETAF) provides pollution prevention assistance to industrial facilities in the State of Michigan through the special Retired Engineer Technical Assistance Program (RETAP) which is funded by the state. RETAF is providing a web-enabled Reporting and Data Analysis System (e-RETAP) to streamline the reporting process and allow the Environmental Science and Services Division (ESSD) of the Michigan Department of Environmental Quality (MDEQ) to effectively obtain and use program information.

Implementing this new system will reach the goal of improving RETAP data management. The e-RETAP system will:

- Improve data quality by decreasing the likelihood of error during manual entry and remove errors caused by manual data calculation for reports.
- Simplify the reporting process by centrally storing all RETAP information for easy retrieval and management and electronically submitting report information to the ESSD.
- Allow RETAF staff to generate various summary reports to help analyze programs and better conduct business.
On this page you can edit the Assessment Number and the dates associated with the Assessment. The date information will be used when generating Monthly reports. You can select a date by clicking on the calendar next to each field and selecting the appropriate date.
Company General Information for Assessment No.: F117

Welcome to the New Assessment Wizard! The wizard will guide you through the four steps to enter a new Assessment into the e-RETAP system. At any time in the wizard you can save your progress by clicking the Save icon and clicking Exit to leave the wizard. You can navigate between steps by clicking the Continue or Previous icons. Below you can enter Assessment information specific to the company. Fields marked by a star (*) are mandatory. Click Continue to go to the next step, Company contacts. Note: The Mailing Address will be used for the Evaluation form letter and all company specific information is confidential to the State.

Assessment Record Detail

- **Company Name**: Jessup
- **Business Description**: Community Services
- **County**: Dickinson
- **Primary SIC Code**: 1200
- **Secondary SIC Code**: 1000
- **Number of Employees**: 100

**Mailing Address**

- **Address Line 1**: 11 Lawren Road
On this page you can enter the Engineer information for the Assessment. Select the corresponding engineer for the Lead Assessor and Report Writer Roles from the drop down list. To enter team members into the system select a team member from the drop down list and click Add. The team member will be listed in the box below. Continue with this process until all team members are entered into the system. Click Finish when done with entering all assessment information.

### Lead Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Assessor</td>
<td>Allardyce, Gordon</td>
</tr>
<tr>
<td>Report Writer</td>
<td>Ball, Ronald</td>
</tr>
</tbody>
</table>

### Team Members

<table>
<thead>
<tr>
<th>Delete</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Delete Icon" /></td>
<td>Allardyce</td>
<td>Gordon</td>
</tr>
<tr>
<td><img src="image" alt="Delete Icon" /></td>
<td>Ball</td>
<td>Ronald</td>
</tr>
</tbody>
</table>
Follow-up Report for Assessment No: F889

On this screen you can enter follow-up report information. Enter the appropriate extent of implementation from the dropdown menu and enter achievement information where applicable. Once completed, you can select Generate Report to view a printable report. You can also generate blank forms to send to the company by selecting the upcoming follow-up duration.

<table>
<thead>
<tr>
<th>Report Interval</th>
<th>6-Month</th>
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<tbody>
<tr>
<td>Follow-up Received Date</td>
<td>5/15/2005</td>
</tr>
<tr>
<td>Information Provider</td>
<td>Ally Luna</td>
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</table>

<table>
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<tr>
<th>Recommendation</th>
<th>Extent of Implementation</th>
<th>Expected Achievements</th>
<th>Achievements</th>
<th>Waste/Prevention Reduction</th>
<th>$ Savings</th>
<th>Waste/Prevention Reduction</th>
<th>$ Savings</th>
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</thead>
<tbody>
<tr>
<td>Turning off AC in the hallways</td>
<td></td>
<td>100 ton of paper</td>
<td>some extent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
To schedule an eRETAP task, select an appropriate task from the dropdown combo, and set up the task execution schedule as desired.

If you would like to run the task immediately, click "Execute Now" button. The selected task will be kicked off immediately.

**Select a Task Name**: eRETAP Data Exchange

**Update Exchange Flow Schedule**

- **Status**: Enabled
- **Duration**: Start Date: 7/15/2005, 10:56
- **Recurrence**: Daily, Weekly, Monthly
  - Every 1 week(s) (1 <= weeks <= 52)
  - Mon, Wed, Fri

**Save** button is available at the bottom right.
Use the tabs on the page to navigate to different areas of the open report. On this tab you can edit the general report description as well as look over the Assessment activities that occurred between the report start and end date. You can also submit the open report on this tab by clicking the Submit button on the bottom of the page.

**Brief Description**

- **Start Date**: 1/1/2005
- **End Date**: 12/1/2005
- **Report Frequency**:
- **Description**: yearly 2005

(The description will be used to identify the Report)

**Requests for Assessment**

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Business Description</th>
<th>County</th>
<th>Assessment #</th>
<th>Primary SIC Code</th>
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<tbody>
<tr>
<td>02/21/2005</td>
<td>Oil Refinery</td>
<td>Hunterdon</td>
<td>F889</td>
<td>7878</td>
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<tr>
<td>06/01/2005</td>
<td>na</td>
<td>unknown</td>
<td>a321</td>
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<td>Mercer</td>
<td>F789</td>
<td>4563</td>
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<td>Essex</td>
<td>F370</td>
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<td>Dickinson</td>
<td>F117</td>
<td>1200</td>
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<tr>
<td>06/14/2005</td>
<td>Plating</td>
<td>White House</td>
<td>F329</td>
<td>9654</td>
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<tr>
<td>06/15/2005</td>
<td>Lead Manufacturer</td>
<td>Morris</td>
<td>F666</td>
<td>5555</td>
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<td>06/15/2005</td>
<td>Wooden &amp; Laminated Cabinets</td>
<td>Monroe</td>
<td>F307</td>
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</tbody>
</table>
Implementation Schedule

- e-RETAP online by end of August 2005
- e-MBP3 online by January 2006
- e-C3 TBA
P2 Internet Submission Training Plan

- Incorporate P2 training with SARA Title III Reporting, Annual Wastewater, and TRI-Me Software training
- Custom training for non-SARA Title III and AWR reporting facilities
- Online training module