

# **e-RETAP**

## **A Pollution Prevention Information Exchange System and Data Management System**

Robert Jackson

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





## USER LOGIN

To access service, please enter your username and password.

Username

Password

The eRETAP Reporting System is best viewed on a monitor resolution of 1024 by 768 pixels with Internet Explorer 5.5 or higher. For online documents, you will need Adobe Reader to view or print these materials. Please use the links below to obtain or update these applications as needed.



## 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.

eRETAP Home > Assessment Manager > Edit Assessment > Assessment Record

## Assessment Record Information for Assessment No.: F117

[Assessment](#)[Company Info](#)[Contacts](#)[Team Members](#)

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.

### Assessment Record Detail

Assessment No.	★	<input type="text" value="F117"/>
Request Date		<input type="text" value="6/14/2005"/> 
Preassessment Date		<input type="text" value="6/14/2005"/> 
Assessment Date		<input type="text" value="6/21/2005"/> 
Report Mailed Date		<input type="text" value="6/22/2005"/> 

[Save](#)

### Report Management

[Assessment Manager](#)[Create a New Report](#)[Edit an Open Report](#)[Submittals](#)

### Administrative Tools

[Security Manager](#)[System Manager](#)[Report Manager](#)

### My Account

[Basic Information](#)

**Report Management**

- Assessment Manager
- Create a New Report
- Edit an Open Report
- Submittals

**Administrative Tools**

- Security Manager
- System Manager
- Report Manager

**My Account**

- Basic Information

eRETAP Home > Assessment Manager > Edit Assessment > Company Information

**Company General Information for Assessment No.: F117**
[Assessment](#)
[Company Info](#)
[Contacts](#)
[Team Members](#)

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	*	<input type="text" value="Jessup"/>
Business Description	*	<input type="text" value="Community Services"/>
County	*	<input type="text" value="Dickinson"/>
Primary SIC Code	*	<input type="text" value="1200"/>
Secondary SIC Code		<input type="text" value="1000"/> <a href="#">U.S. SIC Code Search</a>
Number of Employees	*	<input type="text" value="100"/>

**Mailing Address**

Address Line 1	*	<input type="text" value="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

Lead Assessor

Report Writer

## Team Members

Engineer

**Add Team Member to Assessment**

**Add New Team Member**

Delete	Last Name	First Name
	Allardyce	Gordon
	Ball	Ronald

**Save**

- Security Manager
- System Manager
- Report Manager

**My Account**

- Basic Information

**Individual Recommendation Info**

Description

Expected Waste Reduction

Estimated Cost Savings

Expected Cost

Estimated Payback

Source Reduction Code

Energy Efficiency Code

**Save Recommendation**

**Recommendation List**

Edit	Delete	Description	Estimated Cost Savings	Estimated Cost	Estimated Payback
		Provide a spill kit at the truck door	\$20,000,000,000	something	120
		Replace the present flammable storage cabinet with an approved one	none	none	
		cover hoppers stored outside to prevent potential runoff from collected swarf and chips.	\$4000		
		Install 7 day timers on coffee machines	\$10,000		
		Placing cans to contain drip from leaky reactor	\$10 / year	\$5	

**Add New**

**Generate Report**


**Follow-up Report for Assessment No: F889**

On this screen you can enter followup report information. Enter the appropriate extent of implementation from the dropdown menu and enter achievement information where appropriate. When all information is 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 followup duration.

**Follow-up Report Detail**

 Report Interval **6-Month**

Follow-up Received Date



Information Provider

Recommendation	Extent of Implementation	Expected Achievements		Achievements	
		Waste/Prevention Reduction	\$ Savings	Waste/Prevention Reduction	\$ Savings
Turning off AC in the hallways	<input type="text" value=""/>	<input type="text" value="100 ton of paper"/>	<input type="text" value="some extent"/>	<input type="text" value=""/>	<input type="text" value=""/>

Report Management

- Assessment Manager
- Create a New Report
- Edit an Open Report
- Submittals

Administrative Tools

- Security Manager
- System Manager
- Report Manager

My Account

- Basic Information

eRETAP Home > System Manager > Task Configuration

### Task Configuration

Task Log

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.

#### Task

Select a Task Name **eRETAP Data Exchange** **Execute Now**

#### Update Exchange Flow Schedule

Status	<input type="checkbox"/> Enabled
Duration	Start Date: <input type="text" value="7/15/2005"/> <input type="button" value="Calendar"/> <input type="text" value="10"/> : <input type="text" value="56"/> (hh:mm)
Recurrence	<input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly
	Every <input type="text" value="1"/> week(s) (1 <= weeks <= 52)
	<input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu
	<input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

**Save**



# Description of report

Description

Activity Description

Measurement Info

Indiv. Assessment Info

Attachments


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 at the bottom of the page.

## Brief Description

Start Date \*  

End Date \*  

Report Frequency \*  

Description \*  

(The description will be used to identify the Report)

## Requests for Assessment

Request Date	Business Description	County	Assessment #	Primary SIC Code
02/21/2005	Oil Refinery	Hunterdon	F889	7878
06/01/2005	na	unknown	a321	123
06/01/2005	unknown	county	321	sic
06/01/2005	Metal Fabrication	mercel	123	111
06/09/2005	contact test 100	Essex	F789	4563
06/14/2005	Wrought Iron Furniture	Mercer	F370	1234
06/14/2005	Community Services	Dickinson	F117	1200
06/14/2005	Plating	White House	F329	9654
06/15/2005	Lead Manufacturer	Morris	F666	5555
06/15/2005	Wooden & Laminated Cabinets	Monroe	F307	1411



## 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