



A03-0048 1-12-04

Application Form

City of Manassas Maintenance Garage

Name of facility*

City of Manassas

Name of parent company (if any)

8500 Public Works Drive

Street address

Street address (continued)

Manassas Virginia 20110

City/State/Zip code

Give us information about your contact person for the National Environmental Performance Track Program.

Name Mr./Mrs./Ms./Dr. Richard Hill

Title Hazardous Materials/Safety Officer

Phone (703) 257-8268

Fax (703) 257-5827

E-mail rhill@ci.manassas.va.us

Facility/Company Website manassascity.org

* If you are applying for multiple facilities, you must call 1-888-339-PTRK(7875)

Section A

Tell us about your facility.

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- ◆ Provide background information on your facility.
- ◆ Identify your environmental requirements.

1 What do you do or make at your facility?

Maintains all City of Manassas Municipal Governments vehicles. (Approx. 500) Heavy trucks, heavy equipment, tractors, Police cars, school buses, pickup, cars stc.

2 List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

NAICS
- 811111 _____

3 Does your company meet the Small Business Administration definition of a small business for your sector?

Yes No

4 How many employees (full-time equivalents) currently work at your facility? If you checked "Yes" in question 3 and have fewer than 50 employees at your facility, then you are considered a "small facility" by the Performance Track Program.

Fewer than 50
 50-99
 100-499
 500-1,000
 More than 1,000

5 Complete the Environmental Requirements Checklist on pages 32-38 of the instructions and enclose it with your application.

Section A, continued

- 6 Optional: Is there anything else you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State, or Federal level?

The City of Manassas Maintenance Garage on September 4th 2002 became the first municipal facility in the State of Virginia to be awarded the E-3 Certification in the Virginia Environmental Excellence Program for fully implementing an environmental management system (EMS) the City of Manassas Garage also in Oct. 2003 was awarded the Business for the Bay award for Significant Achievement for Local Governments for their EMS and pollution prevention efforts, The City has had many other municipal governments visit our garage and have used our operations there to set their standards for environmental achievement The City of Fredericksburg Va, City of Charlottesville Va Henrico County, Prince William County and Arlington County have all visited our shop and the City has helped them with their environmental efforts. The DEQ has also visited our garage on several occasions to show others what we have accomplished. We have also involved the City High School speaking to the Biology, Environmental and Chemistry Class about Hazardous Waste.

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- ◆ Confirm that your EMS meets the Performance Track requirements.
- ◆ Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

Section B

Tell us about your EMS.

Read the EMS requirements on page 9-12 of instructions.
Tell us if your EMS meets these requirements for:

1 Environmental policy _____ Yes No

2 Planning _____ Yes No

3 Implementing and operation _____ Yes No

4 Checking and corrective action _____ Yes No

5 Management review _____ Yes No

6 Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? (i.e., have you done an aspect analysis?) Yes No

7 Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? (i.e., have you determined your significant aspects?) Yes No

8 When did you last update your aspect analysis? (mo/yr) July 2003 and Oct. 2003

9 Have you completed at least one EMS cycle (plan-do-check-act)? Yes No

10 Did this cycle include both an EMS and a compliance audit? Yes No

11 Have you completed an objective self-assessment or third-party assessment of your EMS? Yes No

If yes, what method of EMS assessment did you use?

Self-assessment

Third-party assessment

GEMI

ISO 14001 Certification

CEMP

Other done by Aegis Environmental of Virginia

Other

Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.

Section C

Tell us about your past achievements and future commitments.

Part 1 You must report past achievements for at least two environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the instructions. Please quantify each of your aspects using the units listed for that aspect in the Environmental PTrack Information Hotline at 1-888-339-PTRK.

Note to small facilities: If you are a small facility, you must report past achievements for only one environmental aspect.

First achievement

1	What aspect have you selected from the Table on page 29-31?	Total Energy Use	
2	What units are you using to quantify this aspect? (See Table, page 29-31.)	Kwh	
		PAST	CURRENT
3	List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	3646 Kwh	2553 Kwh
4	What are the years for which you are reporting these quantities?	2000	2003
5	Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	1.0	1.0
6	What is your normalizing factor based on (e.g., production, employment)?	Shop square footage 9,100	
7	You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	Replaced all of the florescent lights in the garage with metal halide bulbs to reduce energy usage and reduce the risk of florescent bulbs and ballast.	

Section C, continued

Second achievement

1 What aspect have you selected from the Table on page 29-31?	COD Discharges to Water	
2 What units are you using to quantify this aspect? (See Table, page 29-31.)	Pounds	
	PAST	CURRENT
3 List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	419,550	0 all discharges now go to the POTW, through the sanitary system.
4 What are the years for which you are reporting these quantities?	2000	2003
5 Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	0.9	1.0
6 What is your normalizing factor based on (e.g., production, employment)?	Vehicles Maintained	
7 You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	At the maintenance garage we removed three discharges from the garage bays that went through 3 oil/water separators then into the storm system and put them into the sanitary sewer system reducing the risk of a discharge into state waters. Because the City owns its water treatment plant the water is not metered. Battlefield Ford in Manassas was used since it has near the same square footage, amount of vehicles serviced and type of work performed. Information from the City Meter Department of Battlefield Ford shows we are reducing roughly 50,000 gallons per month of chlorinated water into the storm water system.	

Part 2 You must make future commitments for at least four environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the Instructions. The aspects you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they also should be identified as having a significant environmental impact in your EMS. No more than two of your aspects can be from the same environmental category. If you're not sure how your objectives and targets fit into our aspects or whether your aspects are significant, call the PTrack Information Hotline at 1-888-339-PTRK.

Once you have chosen your four environmental aspects, then fill in all the necessary information for these aspects in the tables on pages 7-10 of this form. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table. Each table that you must fill in corresponds to one of the environmental aspects you have chosen.

We will assume that your performance commitments are based on a constant production or employment level. If you would like to base your commitment on changing production or employment, please fill out optional questions 6a and 6b.

Note to small facilities: If you are a small facility, you must report future commitments for only two environmental aspects.

Section C, continued

First commitment

1 What aspect have you selected from the Table on pages 29-31?	Total materials Used	
2 What units are you using to quantify this aspect?	Pounds	
3a Is this aspect considered significant in your EMS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3b If no, please explain why you believe this aspect should be included as a performance commitment.	It was a new concept brought to the attention of the Maintenance Garage Supervisor as a way of reducing waste streams.	
	CURRENT	FUTURE
4 List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	10,000	0
5 What are the years for which you are reporting these quantities?	2002	2006
6a (Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b (Optional) What is your normalizing factor based on (e.g., production, employment)?		
7 You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	The garage will stop using chemical parts washers that produce approximately 10,000 lbs. of chemical soild waste a year. It will be replaced with a contained heated aqueous solution cleaner, the solution recycles and requires replacemant only about every 100 days.The oil from parts is continually skimmed off the solution and is recycled.	
8a Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Second commitment

1 What aspect have you selected from the Table on pages 29-31?	Hazardous Materials Used	
2 What units are you using to quantify this aspect?	pounds	
3a Is this aspect considered significant in your EMS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3b If no, please explain why you believe this aspect should be included as a performance commitment.		
	CURRENT	FUTURE
4 List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	459 tons	413 tons
5 What are the years for which you are reporting these quantities?	2002	2006
6a (Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	
6b (Optional) What is your normalizing factor based on (e.g., production, employment)?	Number of vehicles serviced	
7 You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	We will attempt to reduce vehicle fuel (gasoline) usage by 10%. We will put into place policies to reduce unnecessary driving, shutting off vehicles if their going to sit for more than 10 minutes, taking less vehicles to job sites etc.	
8a Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8b If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Third commitment

1	What aspect have you selected from the Table on pages 29-31?
2	What units are you using to quantify this aspect?
3a	Is this aspect considered significant in your EMS? <input type="checkbox"/> Yes <input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.
	CURRENT FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.
5	What are the years for which you are reporting these quantities?
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect? <input type="checkbox"/> Yes <input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.

Section C, continued

Fourth commitment

1	What aspect have you selected from the Table on pages 29-31?
2	What units are you using to quantify this aspect?
3a	Is this aspect considered significant in your EMS? <input type="checkbox"/> Yes <input type="checkbox"/> No
3b	If no, please explain why you believe this aspect should be included as a performance commitment.
	CURRENT
	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.
5	What are the years for which you are reporting these quantities?
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect? <input type="checkbox"/> Yes <input type="checkbox"/> No
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.

Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- ◆ Describe your approach to public outreach.
- ◆ List three references who are familiar with your facility.

Section D

Tell us about your public outreach and reporting.

- 1 How do you identify and respond to community concerns? Through newspaper, Phone number on website, through calls to the fire department, police department public works City Hall etc. WWW.manassascity.org
- 2 How do you inform community members of important matters that affect them? ,Through the Local Newspapers, website, Public Works news letter, Utility news letter and messages attached to utility bills, we do informational classes at our public schools.
- 3 How will you make the Performance Track Annual Performance Report available to the public?
- Website www.manassascity.org in Risk Management Area
 - Newspaper
 - Open Houses
 - Other

Section D, continued

4 Are there any ongoing citizen suits against your facility? Yes No

If yes, describe briefly in the right-hand column.

5 List references below

	<i>Organization</i>	<i>Name</i>	<i>Phone number</i>
<i>Representative of a Community/Citizen Group</i>	Businesses for the Bay	Mary Lynn Wilhere	(410) 267-5719
<i>State/tribal/local regulator</i>	Virginia Department of Environmental Quality	Harry Gregori Asst. Director DEQ	(804) 698-4374
<i>Other community/local reference (e.g., emergency management official or business associate)</i>	Local Emergency Planning Comitee (L.E.P.C.)	John Medici	(703) 792-7405

Section E

Application and Participation Statement.

On behalf of City of Manassas Maintenance Garage
[my facility],

I certify that

I have read and agree to the terms and conditions for Application and Participation in the National Environmental Performance Track, as specified in the *National Environmental Performance Track Program Guide* and in the *Application Instructions*;

- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS requirements, including systems to maintain compliance with all applicable Federal, State, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date	_____
Printed Name/Title	<u>Mr./Mrs./Ms./Dr. Richard Hill hazmat/safety Officer</u>
Phone Number/E-mail	<u>(703) 257-8268</u>
Facility Name	<u>City of Manassas Maintenance Garage</u>
Facility Street Address	<u>8500 Public Works Drive</u>
City/State/Zip Code	<u>Manassas Virginia 20110</u>

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection of information is estimated to average 40 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Environmental Requirements Checklist

Use the Environmental Requirements Checklist to answer Question 5 in *Section A, Tell us about your facility*. This Checklist will help you identify the *major* Federal, State, tribal, and local environmental requirements that apply at your facility, but it is not an exhaustive list of all environmental requirements that may be applicable at your facility.

Fill in your facility information below and enclose the completed Checklist with your application.

Air Pollution Regulations

Check all that apply

- 1. National Emission Standards for Hazardous Air Pollutants (40 CFR 61)
- 2. Permits and Registration of Air Pollution Sources
- 3. General Emission Standards, Prohibitions, and Restrictions
- 4. Control of Incinerators
- 5. Process Industry Emission Standards
- 6. Control of Fuel Burning Equipment
- 7. Control of VOCs
- 8. Sampling, Testing, and Reporting
- 9. Visible Emissions Standards
- 10. Control of Fugitive Dust
- 11. Toxic Air Pollutants Control
- 12. Vehicle Emissions Inspections and Testing

Other (you must list these if applicable)

- 13. Federal, State, tribal, or local regulations not listed above.
- 14. ID Numbers (specify whether State or Federal).
State Facility ID number for Vehicle Emissions and Testing 1046

Hazardous Waste Management Regulations

Check all that apply.

- 1. Identification and listing of hazardous waste (40 CFR 261)
 - Characteristic waste
 - Listed waste
- 2. Standards Applicable to Generators of Hazardous Waste (40 CFR 262)
 - Manifesting
 - Pre-transport requirements
 - Record keeping/reporting
- 3. Standards Applicable to Transporters of Hazardous Waste (40 CFR 263)
 - Transfer facility requirements
 - Manifest system and record-keeping
 - Hazardous waste discharges
- 4. Standards for Owners and Operators of TSD Facilities (40 CFR 264)
 - General facility standards
 - Preparedness and prevention
 - Contingency plan and emergency procedures
 - Manifest system, record-keeping, and reporting
 - Groundwater protection
 - Financial requirements
 - Use and management of containers
 - Tanks
 - Waste piles
 - Land treatment
 - Incinerators
- 5. Interim Standards for TSD Owners and Operators (40 CFR 265)
- 6. Interim Standards for Owners and Operators of New Hazardous Waste Land Disposal Facilities (40 CFR 267)
- 7. Administered Permit Program (Part B) (40 CFR 270)

Other (you must list these if applicable)

- 8. Federal, State, tribal, or local regulations not listed above
- 9. ID Numbers (specify whether State or Federal).
Federal EPA ID VAD988171161

Hazardous Materials Management

Check all that apply.

- 1. Control of Pollution by Oil and other Hazardous Substances (33 CFR 153)
- 2. Designation of Reportable Quantities and Notification of Hazardous Materials Spill (40 CFR 302)
- 3. Hazardous Materials Transportation Regulations (49 CFR 172-173)
- 4. Worker Right-to-Know Regulations (29 CFR 1910.1200)
- 5. Community Right-to-Know Regulations (40 CFR 350-372)
- 6. Underground Storage Tank Regulations (40 CFR 280-282)

Other (you must list these if applicable)

- 7. Federal, State, tribal, or local regulations not listed above.
- 8. ID Numbers (specify whether State or Federal).

Solid Waste Management

Check all that apply.

- 1. Criteria for Classification of Solid Waste Disposal Facilities and Practices (40 CFR 257)
- 2. Permit Requirements for Solid Waste Disposal Facilities
- 3. Installation of Systems of Refuse Disposal
- 4. Solid Waste Storage and Removal Requirements
- 5. Disposal Requirements for Special Wastes

Other (you must list these if applicable)

- 6. Federal, State, tribal, or local regulations not listed above.
- 7. ID Numbers (specify whether State or Federal).

Water Pollution Control Requirements

Check all that apply.

- 1. Oil Spill Prevention Control and Countermeasures (SPCC) (40 CFR 112)
- 2. Designation of Hazardous Substances (40 CFR 116)
- 3. Determination of Reportable Quantities for Hazardous Substances (40 CFR 117)
- 4. NPDES Permit Requirements (40 CFR 122)
- 5. Toxic Pollutant Effluent Standards (40 CFR 129)
- 6. General Pretreatment Regulations for Existing and New Sources (40 CFR 403)
Name of POTW Upper Occaquan Sanitary Authority
ID # of POTW VA0024988
- 7. Organic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 414)
- 8. Inorganic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 415)
- 9. Plastics and Synthetics Point Source Effluent Guidelines and Standards (40 CFR 416)
- 10. Water Quality Standards
- 11. Effluent Limitations for Direct Dischargers
- 12. Permit Monitoring/Reporting Requirements
- 13. Classifications and Certifications of Operators and Superintendents of Industrial Wastewater Plants
- 14. Collection, Handling, and Processing of Sewage Sludge
- 15. Oil Discharge Containment, Control and Cleanup
- 16. Standards Applicable to Indirect Discharges (Pretreatment)

Other (you must list these if applicable)

- 17. Federal, State, tribal, or local regulations not listed above.
- 18. ID Numbers (specify whether State or Federal).

Drinking Water Regulations

Check all that apply.

- 1. Underground Injection and Control Regulations, Criteria and Standards (40 CFR 144, 146)
- 2. National Primary Drinking Water Standards (40 CFR 141)
- 3. Community Water Systems, Monitoring and Reporting Requirements (40 CFR 141)
- 4. Permit Requirements for Appropriation/Use of Water from Surface or Subsurface Sources
- 5. Underground Injection Control Requirements
- 6. Monitoring, Reporting and Record keeping Requirements for Community Water Systems

Other (you must list these if applicable)

- 7. Federal, State, tribal, or local regulations not listed above.
- 8. ID Numbers (specify whether State or Federal).

Toxic Substances

Check all that apply.

- 1. Manufacture and Import of Chemicals, Record-keeping and Reporting Requirements (40 CFR 704)
- 2. Import and Export of Chemicals (40 CFR 707)
- 3. Chemical Substances Inventory Reporting Requirements (40 CFR 710)
- 4. Chemical Information Rules (40 CFR 712)
- 5. Health and Safety Data Reporting (40 CFR 716)
- 6. Pre-Manufacture Notifications (40 CFR 720)
- 7. PCB Distribution Use, Storage and Disposal (40 CFR 761)
- 8. Regulations on Use of Fully Halogenated Chlorofluoroalkanes (40 CFR 762)
- 9. Storage and Disposal of Waste Material Containing TCDD (40 CFR 775)

Other (you must list these if applicable)

- 10. Federal, State, tribal, or local regulations not listed above.
- 11. ID Numbers (specify whether State or Federal).

Pesticide Regulations

Check all that apply.

- 1. FIFRA Pesticide Use Classification (40 CFR 162)
- 2. Procedures Storage and Disposal of Pesticides and Containers (40 CFR 165)
- 3. Certification of Pesticide Applications (40 CFR 171)
- 4. Pesticide Licensing Requirements
- 5. Labeling of Pesticides
- 6. Pesticide Sales, Permits, Records, Application and Disposal Requirements
- 7. Disposal of Pesticide Containers
- 8. Restricted Use and Prohibited Pesticides

Other (you must list these if applicable)

- 9. Federal, State, tribal, or local regulations not listed above.
- 10. ID Numbers (specify whether State or Federal).

Environmental Clean-Up, Restoration, Corrective Action

- 1. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund). Please identify and include date of Record of Decision.
- 2. RCRA Corrective Action. Please provide date of RCRA/HSWA permits that require corrective action.
- 3. Other Federal, State, tribal, or local environmental clean-up, restoration, corrective action regulations not listed above. Please include date of requirement.

Facility Name City of Manassas Maintenance Garage

Facility Location: 8500 Public Works Drive Manassas Virginia 20110

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK (7875) or e-mail ptrack@indecon.com.

To submit your application:

- 1) E-mail the completed application to ptrack@indecon.com,
and
- 2) Fax the completed and signed Section E (**not** the entire application) to
(617) 354-0463.

If you cannot e-mail the application, mail a hard copy of the entire completed application to:

The Performance Track Information Center
c/o Industrial Economics Incorporated
2067 Massachusetts Avenue
Cambridge, MA 02140