



# Annual Performance Report

OMB No. 2010-0032  
Expiration Date: 06/30/03

**Facility Name:** 3M Guin  
**Performance Track ID #:** A040045  
**Annual Performance Report #:** 1  
**Reporting Year:** 2001  
**Due Date:** 07/01/2002

## Section A. General Facility Information

Please supply or revise information in A.1 – A.8 as is necessary to ensure that it is accurate, complete, and up-to-date. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

- A.1 Name of your facility:** 3M Guin
- A.2 Name of your parent company:** 3M Company
- A.3 Facility contact person for the Performance Track program:**  
**Name:** Mr. James Kotsmith  
**Title:** Advanced Environmental Engineer  
**Phone:** (651) 778-4263  
**Fax:** (651) 778-7203  
**E-mail:** jrkotsmith@mmm.com
- A.4 Facility's location**  
**Street Address:** 6675 US Highway 43

**Address (cont.):**

**City:** Guin

**State:** AL

**Zip Code:** 35563

**A.5 Facility's Website address (if any):**

**A.6 Number of employees (full-time equivalents) who currently work in the facility:**

100-499

**A.7 Does your company meet the Small Business Administration definition of a small business for your sector?**

No

**A.8 North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility:**

326113 327212

**A.9 In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them here:**

No

**A.10 Please update the list of environmental requirements that apply to your facility by listing any changes that have taken place during this reporting period. If you have no changes to report, please enter "No changes".**

No changes

**Section B.  
Environmental Management System**

**B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted during the year.**

a. Was an EMS audit or other assessment done by an independent third party?

Yes

If yes, please provide the type (e.g., ISO 14001 certification), the scope, and the dates (mo/yr) of each assessment.

Type	Scope	Dates (mo/yr)
ISO 14001	UL conducted a continuance audit at the 3M Guin facility.	04/01
ISO 14001	UL conducted a continuance audit at the 3M Guin facility.	10/01

b. Was an internal or corporate EMS audit conducted? Yes

If yes, please provide the scope and dates (mo/yr) of each audit.

Scope	Date (mo/yr)
A 3M Corporate EMS audit was conducted at the 3M Guin facility.	4/01
Internal EMS audits were completed for EMS internal auditing (03/01), EHS department, PM converting, and plant engineering.	6/01
Internal EMS audits were completed for the bubbles focus factory (10/01) and landfill.	11/01
Internal EMS audits were completed for Makers 21/22, sheeting converting, RDL, Maker 25, process engineering, contract workers, shipping and receiving, security guards, mix and mill, Makers 23/24, mogul, Maker 26, human resources, management and logistics.	12/01

c. Was a compliance audit conducted?

Yes

If yes, please provide the scope and the dates (mo/yr) of each audit, and indicate who conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Scope	Dates	Who conducted the audit
A corporate compliance audit was conducted at the 3M Guin facility.	04/01	3M Corporate environmental auditing
An internal compliance audit was conducted at the 3M Guin facility.	12/01	3M Guin EHS

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

The following agency inspections were conducted in 2001:

- ADEM, Air Division, January 2001
- ADEM, Land Division, February 2001

-ADEM, Land Division, October 2001

**e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audit**

- Implemented additional preventative maintenance procedures to enhance monitoring of containment structures.
- Revised preventative maintenance procedures for wet scrubber system.
- Provided training to all affected employees in waste handling techniques.
- Updated EMS document control procedures.
- Developed procedures to improve employee access to EMS related documentation.
- Created systems for internal auditors to send notifications and reminders.
- Updated EMS documents related to internal communication.

**f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?**

Yes

If no, please explain your plans to correct these instances.

**g. When was the last Senior Management review of your EMS completed?**

03/02

**Who headed the review? Name:** Ms. Daphne Hollingsworth **Title:** Advanced Process Safety Engineer

**B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001?**

Yes

**B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects?**

8/01

**B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. You may limit the summary to environmental aspects that are *significant* and towards which progress has been made during the *reporting year*. In cases where *progress* relates specifically to a Performance Track performance commitment, complete the Environmental Aspect column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C."**

<b><i>Environmental Aspect</i></b>	<b><i>Progress Made This Year</i></b> <b>(e.g., quantitative or qualitative improvements, activities conducted)</b>
Total Solid Waste	The plant reduced more than 100,000 lbs. of solid waste by recovering and reusing liner material. See Section C, Commitment 2.
Total Energy Use	Reduced energy consumption by 23,800 MMBTU/yr for plant's thermal oxidizers. See Section C, Commitment 4.
Total Energy Use/Total Solid Waste	Upgraded plant's glass handling operation, which reduced the amount of energy consumed by 6,700 MMBTU/yr and reduced the amount of solid waste generated by 147 tons per year. See Section C, Commitments 2 and 4.
Total Solid Waste	Recycled 71 tons of process waste back into product. See Section C, Commitment 2.
Hazardous Solid Waste	Reduced 34,000 lbs. of hazardous waste by changing mixing procedure.

**Section C.  
Environmental Performance Commitments**

Please use the tables below to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment.

**C.1 Performance Commitment 1**

a. Use this table to report data related to your first performance commitment.

<b>Category:</b>	<b>Waste</b>				
<b>Aspect :</b>	<b>Total Solid Waste</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>1937000</b>	<b>1625000</b>			<b>Optional:</b>
<b>Measurement Units</b>	<b>lbs</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.76</b>			<b>Optional:</b>
<b>Basis for your Normalizing Factor</b>	<b>production for bubbles</b>				
<b>Normalized Quantity* (per year)</b>	<b>1937000</b>	<b>2138000</b>			<b>894000</b>
<b>*Calculated for you</b>					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

After several experiments, no significant reuse projects for baghouse dust were found in 2001. Quality problems led to delayed progress in plant-wide implementation. The baghouse waste reuse program will continue to evaluate potential options and address quality concerns.

If you have additional information that you would like to include please attach it here:

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

## C.2 Performance Commitment 2

- a. Use this table to report data related to your second performance commitment.

<b>Category :</b>	<b>Waste</b>				
<b>Aspect :</b>	<b>Total Solid Waste</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>5223000</b>	<b>4387000</b>			<b>Optional:</b>
<b>Measurement Units</b>	<b>lbs</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.83</b>			<b>Optional:</b>
<b>Basis for your Normalizing Factor</b>	<b>production for traffic control materials</b>				
<b>Normalized Quantity* (per year)</b>	<b>5223000</b>	<b>5286000</b>			<b>3253000</b>
<b>*Calculated for you</b>					

- b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The plant had achievements in liner reuse, yield throughput improvements, materials recycling and various six sigma projects. These projects reduced solid waste by more than 500,000 lbs., but the overall normalized reductions were delayed due to a large reduction in production volume associated with slowing economic conditions. As a result, the corresponding process efficiency decreased.

Additional projects will continue over the next two years for further reductions in waste generation, as well as increase production yield. Economic conditions are also expected to improve in the next two years.

**Attach:**

Any attachments will be located at the end of the report.

- c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**C.3 Performance Commitment 3**

a. Use this table to report data related to your third performance commitment.

<b>Category :</b>	<b>Air Emissions</b>				
<b>Aspect :</b>	<b>Emissions of VOCs</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>474000</b>	<b>330000</b>			<b>Optional:</b>
<b>Measurement Units</b>	<b>lbs</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.83</b>			<b>Optional:</b>
<b>Basis for your Normalizing Factor</b>	<b>production for traffic control materials</b>				
<b>Normalized Quantity* (per year)</b>	<b>474000</b>	<b>398000</b>			<b>425000</b>
<b>*Calculated for you</b>					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Operation and optimization of voluntary pollution control devices for VOC sources, as well as capture optimization and product reformulation reduced VOC to levels that exceeded our commitment goal. Further reductions are expected in the coming years.

**Attach:**

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**C.4 Performance Commitment 4**

a. Use this table to report data related to your fourth performance commitment.

<b>Category :</b>	<b>Energy Use</b>				
<b>Aspect :</b>	<b>Total Energy Use</b>				
	<b>Aspect Specifics (Optional):</b>				
	<b>Baseline (as stated in your application)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Performance Commitment (the goal stated in your application)</b>
<b>Calendar Year</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>
<b>Actual Quantity (per year)</b>	<b>742000</b>	<b>628000</b>			<b>Optional:</b>
<b>Measurement Units</b>	<b>mmBtu</b>				
<b>Normalizing Factor</b>	<b>1.0</b>	<b>0.81</b>			<b>Optional:</b>
<b>Basis for your Normalizing Factor</b>	<b>production for site</b>				
<b>Normalized Quantity* (per year)</b>	<b>742000</b>	<b>775000</b>			<b>665000</b>
<b>*Calculated for you</b>					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The plant assembled an energy team that led to achievements in thermal oxidizer optimization, a glass frit drying project and various six sigma energy projects. These projects reduced energy by more than 30 MMBTU/yr, but normalized savings were delayed due to a large reduction in production volume associated with slowing economic conditions.

Additional projects will continue over the next two years for further reductions in energy. Economic conditions are also expected to improve in the next two years.

**Attach:**

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).





**Section D.  
Public Outreach and Performance Reporting**

**D.1 Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).**

The facility hosted a reception for local community members and officials, state and federal regulatory employees, community action groups and site employees in February 2001. The reception included a facility tour and a discussion of projects that lead to environmental improvements.

Local fire department personnel, emergency management officials, and law enforcement staff toured the facility and discussed emergency preparedness.

Several 3M employees visited local schools to discuss various issues, including the importance of environmental progress.

**Attachment:**

Any attachments will be located at the end of the report.

**D.2 Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Report available to the public. Please check as many as appropriate.**

Web Site  
Press Releases

URL: [www.epa.gov/performancectrack](http://www.epa.gov/performancectrack)

**Other:**

**Section E.  
Self-Certification of Continued Program Participation**

On behalf of **3M Guin,**  
(name of my facility)

I certify that

- I have read and agree to the terms and conditions as specified in the *National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, 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 applicable 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 assessments 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 Environment 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 manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date

Printed Name

Mr. Ronald Schalk

Title

Plant Manager

Phone Number

(205) 468-3315

E-mail Address

Facility Name

3M Guin

Facility Street Address

6675 US Highway 43

Guin, AL 35563

Performance Track ID#

A040045

**Appendix:****Do you want to add Appendix?****When adding additional comments, please refer to question number.****Comments:****Attachment:**

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection information is estimated to average 188 hours per respondent annually. 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.