



NEW MEXICO ENVIRONMENT DEPARTMENT
Pollution Prevention (P2) Pre-Assessment

This questionnaire is intended to determine the needs of New Mexico businesses wanting to evaluate pollution prevention strategies. It will assist the NMED P2 Program with identifying amounts of various wastes produced, existing P2 measures, and the current needs of your businesses. All information is confidential and will be used for a non-regulatory review of your business operations in order for us to develop a site-specific P2 plan for your facility.

The NMED P2 Program will do a preliminary review of the information provided here to determine the resources necessary for a comprehensive Pollution Prevention assessment. If you have any questions or need assistance, please contact the NMED P2 program at (505) 827-0677.

Please send the completed form to: michelle.vattano@state.nm.us or mail to Michelle Vattano, NMED P2 Program, P.O. Box 5469, Santa Fe, New Mexico 87502. Or fax to (505) 827-2836.

GENERAL INFORMATION:

Facility /Business Name: _____

Contact Name/Title: _____

Phone: _____ **Contact E-Mail:** _____

Facility Address: _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Number of Employees: _____

Facility Square Footage (If more than one building on site, list separately): _____

POLLUTION PREVENTION FOCUS:

Are there specific areas that you need/want NMED P2 to focus on?

- | | |
|---|--|
| <input type="checkbox"/> Energy Reduction | <input type="checkbox"/> Solid Waste Reduction |
| <input type="checkbox"/> Hazardous Waste | <input type="checkbox"/> Water Reduction |
| <input type="checkbox"/> Low VOC chemical substitution or reuse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Recycling | |

If "Other" please explain _____

Please indicate a response for each of the following questions for your business. If a question is not applicable to your business, please put "NA" in the comment field.

Business Information	Yes	No	Comment
ENVIRONMENTAL MANAGEMENT			
Is there a written environmental/pollution prevention policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business established written pollution prevention goals?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the business have a designated pollution prevention or Green Team in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is waste reduction (hazardous and nonhazardous) an integral part of the production planning process?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a written procedure for managing materials in a manner that minimized the risk of a release into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a written protocol for the cleaning/maintenance of production equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
MANAGEMENT INVOLVEMENT			
Does management routinely stress the importance of pollution prevention and waste reduction to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Does management require the facility to conduct periodic pollution prevention/waste reduction assessments?	<input type="checkbox"/>	<input type="checkbox"/>	
EMPLOYEE TRAINING			
Are employees trained in the proper handling of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained in pollution prevention or recycling?	<input type="checkbox"/>	<input type="checkbox"/>	
RECYCLING			
Does the business reuse wastes or scraps?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a recycling process in place?	<input type="checkbox"/>	<input type="checkbox"/>	
QUALITY CONTROL			
Has the facility implemented a quality control system?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there written standard operating procedures for each process?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the process scrap/reject rates tracked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are material usage rates tracked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are raw material inventories monitored to ensure that products do not exceed their expiration date?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business established a centralized purchasing program?	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials inspected prior to accepting a shipment?	<input type="checkbox"/>	<input type="checkbox"/>	
POLLUTION PREVENTION			
Are utility costs tracked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are processes/business waste generation rates tracked?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the facility examined or implemented alternative production processes to reduce emissions or wastes?	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials purchased in bulk containers when feasible and practice	<input type="checkbox"/>	<input type="checkbox"/>	
Has the facility requested suppliers to take back used shipping containers, totes and pallets for reuse?	<input type="checkbox"/>	<input type="checkbox"/>	

Types of Wastes Generated (check all that apply):

Cardboard

Cleaning Waste

Coating Operations

Electronics

General Office Waste

Plating Waste

Printing Waste

Process Waste (ink cans, foil paper)

Process Water

Scrap Metal

Universal Waste

*Other

*If "Other", please explain:

Waste Disposal	Annual Costs	Usage/Amounts	Units
Solid Waste			tons/yr
Hazardous Waste			lbs/yr
Electric Utilities			kWh
Water Usage			gal/yr
Sewer			gal/yr
Wastewater Treatment			gal/yr
Air Emissions Inventory Fees			tons/yr
Hazardous Waste Assessment Fee/Permit			lbs/yr
Natural Gas			CCF/yr
Propane			gal/yr
Recycling Fees (paper, organic, plastics, etc.)			

Does the facility have any of the following permits/plans/reporting obligations?	YES	NO	List any recent compliance improvements or issues
Stormwater Discharge	<input type="checkbox"/>	<input type="checkbox"/>	
Wastewater Discharge	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Air Source	<input type="checkbox"/>	<input type="checkbox"/>	
Minor Air Source	<input type="checkbox"/>	<input type="checkbox"/>	
Title V Air Source	<input type="checkbox"/>	<input type="checkbox"/>	
Registered CESQG	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Small Quantity Generator	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Large Quantity Generator	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Waste Annual Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Sara 313 Reporter	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution Prevention Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Universal Waste Generator	<input type="checkbox"/>	<input type="checkbox"/>	

If needed Attach Additional Comments/information to assist with assessment.



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The Green Zia Environmental Leadership Program is designed to recognize businesses that practicing waste reduction, pollution prevention or other sustainable practices.

For more information: <http://www.nmenv.state.nm.us/P2/GreenZia/> or call Michelle Vattano for more information at (505) 827-0677.