

## How to Track your Weekly Rolling 12-Month Total Production

### Instructions for GCP-3 Hot Mix Asphalt

A “rolling” weekly 12-month total is a consecutive 52 week period moving over time. As the consecutive 52 weekly period “rolls” over time, each new week is added to the new total as its one year old weekly counterpart is deleted.

To calculate a weekly rolling 12-month total you will need to have 53-weeks of records before you can start tracking the weekly rolling total production. Until then, you will be keeping a weekly running total.

Week	Beginning Week Date	Weekly Product Total (tons/week)	1 <sup>st</sup> Year Running Total (week + week)
1	07/06/14	<b>2,000</b>	2,000
2	07/13/14	2,400	4,400
3	07/20/14	1,800	6,200
Without actually showing weeks 4-51 here, we will jump to week 52. See page 2 for a detailed table example. After week 53/1 this will now be a rolling total and not a running total.			
52	06/28/15	2,300	115,457
53/1	07/05/15	1,500	<b>114,957*</b> <b>this is now your rolling total</b>

**Week 1:** This is the week that operations at your facility first begin. Week 1 can occur anytime during the year and is not restricted to the calendar year. In the example, the facility began operating for the first time in July.

**Beginning Week Date:** A week is typically Sunday through Saturday. However, if you begin operating on a Wednesday, then Wednesday through Saturday will be considered one week for your product total.

**Example:** The table above shows steps 1-3 below. See the table on page 2 for a complete example of the 53 week period.

**Step 1.** At the end of each week, add up the daily product that was produced at your facility and record the total under the **weekly product total (tons/week)** heading as shown in the table above.

**Step 2.** At the end of each week add the weekly product total to the amount in the **1<sup>st</sup> year running total** column.

- Week 1 (**07/06/14**) production total = 2,000 tons.  
This is the beginning of your **1<sup>st</sup> year running total**.
- Each new week add your product total to the running total. For example, week 1 + week 2.  
2000 tons/week + 2400 tons/week = 4,400 tons. For week 3 add that total of 1,800 to 4,400 and continue this step for each following week.

**Step 3.** After 52-weeks of keeping records, add the next week’s product total that will be week 53/1 (this is labeled as both week 53 and week 1 to make tracking the production counterpart from one year ago easier). This will now become your **Rolling Total**.

- At week 52 (**06/28/15**) the running total is **115,457** tons.
- Add next week product total (**week 53/1 for 07/05/15 is 1,500**) to the running total: **1,500 + 115,457 = 116,957**
- Subtract the previous year’s total for that comparable week (**07/06/14 total of 2000 tons/week**). This is now your weekly rolling 12-month total production. Continue the pattern.

$$115,457 + 1,500 = 116,957$$

$$116,957 - 2,000 = \underline{\underline{114,957 \text{ Rolling Total}}}$$

**Weekly Rolling 12-Month Total Production: Example for New Facilities**  
**GCP-3 Hot Mix Asphalt Plants (Keep for at least 2 years)**

Company Name: <u>Hot Mix Asphalt, Inc.</u>				Permit Number: <u>GCP-3-9000</u>			
Week	Beginning Week Date (dd/mm/yy)	Weekly Product Total (tons/week)	1 <sup>st</sup> Year Running Total (week + week)	Week	Beginning Week Date (dd/mm/yy)	Weekly Product Total (tons/week)	1 <sup>st</sup> Year Running Total (week + week)
1	07/06/14	2,000	2,000	29	01/18/15	2,300	62,075
2	07/13/14	2,400	4,400	30	01/25/15	2,145	64,220
3	07/20/14	1,800	6,200	31	02/01/15	1,900	66,120
4	07/27/14	2,600	8,800	32	02/08/15	2,200	68,320
5	08/03/14	2,800	11,600	33	02/15/15	2,050	70,370
6	08/10/14	2,200	13,800	34	02/22/15	1,680	72,050
7	08/17/14	2,500	16,300	35	03/01/15	2,773	74,823
8	08/24/14	2,700	19,000	36	03/08/15	2,465	77,288
9	08/31/14	2,900	21,900	37	03/15/15	2,600	79,888
10	09/07/14	2,500	24,400	38	03/22/15	2,690	82,578
11	09/14/14	2,450	26,850	39	03/29/15	1,542	84,120
12	09/21/14	2,240	29,090	40	04/05/15	2,250	86,370
13	09/28/14	2,610	31,700	41	04/12/15	1,700	88,070
14	10/05/14	1,725	33,425	42	04/19/15	2,540	90,610
15	10/12/14	2,025	35,450	43	04/26/15	2,570	93,180
16	10/19/14	2,500	37,950	44	05/03/15	1,800	94,980
17	10/26/14	1,750	39,700	45	05/10/15	2,550	97,530
18	11/02/14	0	39,700	46	05/17/15	2,600	100,130
19	11/09/14	1,800	41,500	47	05/24/15	2,635	102,765
20	11/16/14	2,200	43,700	48	05/31/15	2,755	105,520
21	11/23/14	2,500	46,200	49	06/07/15	2,200	107,720
22	11/30/14	1,500	47,700	50	06/14/15	2,937	110,657
23	12/07/14	2,100	49,800	51	06/21/15	2,500	113,157
24	12/14/14	2,075	51,875	52	06/28/15	2,300	115,457
25	12/21/14	1,900	53,775	<b>Begin weekly rolling total next week This will be week 53 and also week 1</b>			<b>Rolling Total</b>
26	12/28/14	2,000	55,775	53/1	07/05/15	1500	<b>114,957*</b>
27	01/04/15	2,200	57,975	2	07/12/15	1000	<b>113,557</b>
28	01/11/15	1,800	59,775	<i>Continue the pattern by adding week 3 to the rolling total column and then subtract week 3 of last year.</i>			

\*To calculate the rolling total, take week 52 running total production (115,457) and add week 53/1 total (1,500) and then subtract 1 year ago counterpart (2000 tons from week 1 of 07/06/14) = 114,957.

**Example: (115,457 + 1500) – 2000 = 114,957 tons for weekly rolling 12-month total production**

Continue with week 2 and add weekly total 1000 to 114,957 and subtract 2,400 from week 2 of 07/13/14.

Continue this pattern for each following week. Make sure you keep records for at least 2 years.