

## 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<br>(tons/week) | 1 <sup>st</sup> Year Running Total<br>(week + week) |
|--|---------------------|-------------------------------------|---|
| 1  | 07/06/14            | 2,000                               | 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.<br>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                               | 114,957*<br>this is now your rolling total          |

**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<br/>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.