Toxics Use and Hazardous Waste Reduction Reporting

Implementation Summary Questions and Answers

1. What's the origin and purpose of the Implementation Summary?

The Implementation Summary is one of several reporting requirements in Oregon's
2005 Toxics Use Reduction and Hazardous Waste Reduction Act. (The DEQ fact
sheet *Oregon's Toxic Use & Hazardous Waste Reduction Act* describes which business must
comply with the law.) The idea of an Implementation Summary came from a Toxics Use and
Hazardous Waste Reduction Workgroup in 2004. Workgroup members – representing large
industries, small business, trade associations and environmental organizations – realized that past
reporting requirements had minimal value. The workgroup concluded that, if businesses were to
report, the information should have greater value to businesses, DEQ and the public. The group
concluded that a Web-based, searchable database chronicling successful reductions of toxic
chemicals and hazardous waste by Oregon businesses has significant value. The 2005 law
requires DEQ to post the Summaries on the Internet. DEQ uses the Implementation Summary as
the primary tool to capture the needed information for an online Clearinghouse. DEQ continues
to work on the technical issues, which have delayed placing the Clearinghouse on the Web.
DEQ is patterning its Oregon Toxics Use and Waste Reduction Clearinghouse from one
operating in Texas. See www.zerowastenetwork.org/success/index.cfm. DEQ asks that you keep
this model in mind when completing an Implementation Summary.

2. When and how often do I submit an Implementation Summary?

As you know, the first two steps are to develop a plan or Environmental Management System and
submit an electronic notice stating a Plan or EMS is done. The First Implementation Summary is
due one year after the electronic Notice of Plan or EMS Completion is due. The Second
Implementation Summary is due a year after that First Implementation Summary. This cycle
completes the required reporting. However, there is a voluntary Supplemental Implementation
option in the online reporting system for those businesses that want to share additional toxic
chemical and hazardous waste reductions.

3. What do I include in an Implementation Summary, and is there an example?

Oregon's law requires the Implementation Summary include information about successes,
challenges or impediments, and possible future reductions in your business' efforts to reduce
toxics and the generation of hazardous waste. DEQ asks that you provide additional information
that will make the Clearinghouse search function more useful. There is no minimum or maximum
length. Use whatever space is necessary to tell your toxic use and hazardous waste reduction
story. When you log onto the reporting system, a model Implementation Summary is available to
view. There are Summary examples on DEQ's Toxics Use and Hazardous Waste Reduction
Planning and Reporting Web page under Step 3.

4. Where do I go to create and submit an Implementation Summary?

DEQ's Toxics Use and Hazardous Waste Reduction Planning and Reporting Web page provides a link to the TUHWR reporting system. DEQ's *TUHWR Reporting Guide Sheet: Implementation Summary* is the best reference document for completing and submitting the online Implementation Summary. **Note:** Only businesses with a DEQ-provided personal identification number (PIN) can log on and use the reporting system, which allows you to access the Implementation Summary form.

5. Is there a special process to manage trade secrets or proprietary information?

There's no special protocol for managing trade secrets or proprietary product or process information. The Implementation Summary is public record. This means businesses must carefully craft the Summary in a way that does not divulge proprietary information. There are several ways to describe a successful reduction of a toxic chemical or hazardous waste. If you need help articulating your successful reductions, challenges and future opportunities, contact one of DEQ's technical assistance providers using the link on the main TUHWR Web page.

6. What resources do I need to complete the Implementation Summary?

Several resources are available. Some of the most helpful may include: old business records, such as Toxic Use and Hazardous Waste Reduction plans; product ordering forms; and DEQ hazardous waste reporting forms. More current resources that may help are employee knowledge, material safety data sheets, product labels, manufacturers' information and current records for products and waste management.

7. What happens to the Implementation Summary once submitted?

Each Implementation Summary goes through a three-step process by DEQ staff: 1) Review the summary for completeness and accuracy; 2) Compare like Summaries for future reduction opportunities for a chemical, waste or in a particular sector; and 3) Share Summaries that have reduction opportunities with DEQ regional technical assistance staff to further help businesses reduce their toxics and hazardous wastes. A part of continuous improvement, DEQ still will also use submitted Summaries as learning tools to make changes, leading to a better reporting system.

8. What happens if a business submits an inadequate Implementation Summary?

DEQ technical assistance staff will contact a business directly to help resolve issues over an inadequate or incomplete Summary. The business will need to amend the Summary using procedures described under Question 9 below. If the business fails to amend the summary, DEQ may refer the business to a hazardous waste inspector for further review, but will use this avenue only as a last resort. For an overview about penalties under the law, refer to the DEQ fact sheet *Oregon's Toxics Use and Hazardous Waste Reduction Act.*

9. Can I modify my Implementation Summary after I submit it? If so, how?

Yes, you can revise your Summary after you submit it. DEQ recognizes that businesses may want to edit or add to their summary. Before making a change or submitting a new Summary, you must click on <**Amend**> in the Summary form. This will send an e-mail to DEQ requesting the change. Once DEQ approves, it will contact you that the <**Edit**> function is available in your online Summary record, and you are fee to make the requested change(s). If you have any questions, please refer them to DEQ's technical assistance providers.

10. Who do I contact for help with my Implementation Summary and other requirements?

- **Form Completion and Other Assistance:** Locate your local DEQ technical assistance provider by selecting the link on DEQ's main TUHWR Program web page:

- **General Assistance or Program Questions:** Mary Fritzmann, Portland, 503-229-6968, or toll-free in Oregon at 1-800-452-4011, ext. 6968 or email fritzmann.mary@deq.state.or.us