

# **APPENDIX I:**

## **PrintSTEP Application**

# PrintSTEP Application

## 1. Background Information

Reporting year:		
This is a ( <i>circle one</i> ): Initial PrintSTEP Application		or Annual PrintSTEP Renewal
Your Name:	Phone:	
Facility Name:	Fax:	
Street Address:	E-mail:	
City:		
Number of Employees:	Full Time=	Part time=

## 2. Type of Printing Operations

TYPE OF PRINTING PROCESSES YOU USE	Check all that apply	If you have multiple processes, estimate the percentage of production from each process*:
Sheetfed Lithography		
Non-heatset Web Lithography		
Heatset Web Lithography		
Flexography		
Screenprinting		
Gravure		
Digital Impressions		

## 3. Waste Water Information

Refer to Chapter 3 in <i>Plain Language Workbook</i> .		Yes	No
Do you discharge any wastewater to a septic system? If so, what do you discharge? _____ _____			
Do you discharge industrial wastewater to a sewer district? If yes, what do you discharge? _____ _____			
Do you have an authorization letter or permit from your POTW?			
Do you discharge wastewater directly to surface water? If so, what do you discharge? _____ _____			
Do you have an NPDES permit for this discharge?			
If you have a wastewater permit or authorization letter, complete the following information:			
Date Permit Obtained		Permitting Authority:	
Expiration Date:		Permit Number:	
Estimate the amount of waste water discharged over the last 12 mos.			

#### 4. Storm Water Information

Refer to Chapter 4 in the *Workbook*.

	Yes	No
Do your facility meet the “no-exposure” status for wastewater as determined by the checklist on Page X of Chapter 4 in the Workbook?		
<i>Please attach a copy of your checklist.</i>		

#### 5. Hazardous Waste Generation

Refer to Chapter 5 in the *Workbook*.

Do you have an EPA ID Number for hazardous waste generation? If so, what is it? _____	
<b>What is your RCRA generator status?</b>	<b>Check One:</b>
No hazardous waste generated	
Status is Unknown	
Small Quantity Generator	
Full Quantity Generator <1000kg/month, or 2200#/month	
Full Quantity Generator >1000kg/month, or 2200#/month	

*List all industrial wastes generated during the past 12 months; attach additional sheets if necessary.*

Name of the Waste	Waste Type*	Process or Activity Generating Waste	Amount Generated (lbs or gal)

- If the waste is a listed hazardous waste, enter the RCRA waste code (such as D001), otherwise enter the RCRA characteristic  ignitable, corrosive, reactive, or toxic.

#### 6. Air Emissions

Refer to Chapter 6,7, and 8 in the *Workbook*.

What is your VOC Air Level, calculated from Chapter 6?					
<i>circle one:</i>	1	2	3	4	5
Are you below de minimus levels for each RTAP you use? (see Chapter 7 in the workbook). Yes or No?					
If YES: proceed to next section.		or	If NO: contact NH DES Air Resources Division.		
<i>circle one:</i>	1	2	3		

## 7. Public Involvement

Refer to Chapter 11 in the *Workbook*.

How has your facility interacted with your community and immediate neighbors in the past year regarding environmental concerns? (Refer to Chapter 11 in the <i>Workbook</i> )	Check all that apply
Open House	
Mailings – advertising	
Mailings - non-advertising	
Discussions with Community leaders	
Public Meeting	
No Activity	

## 8. Technical Assistance

Refer to Appendix A in the *Workbook*.

As a PrintSTEP participant, you will have access to free technical assistance. These specialists can help you with pollution prevention, environmental compliance, or any questions on PrintSTEP. A list of technical assistance contacts is provided in Appendix A. Check here if you would like a technical assistance specialist to contact you: . Please list any areas you particularly would like assistance with.

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## 9. Production or Activity Indicator

**You will report a single number without units. Only you will know the derivation of this number (be it square feet printed, sales, labor hours, etc.). You will keep that information on file for use again in the next reporting cycle, when the next year's number will be compared to the last year's number to see how it has changed.**

Please turn to page X for an explanation and directions.

What is your production or activity indicator? \_\_\_\_\_

### Directions for Completing Question #9: Productivity Indicator.

EPA is collecting environmental impact data on this application in order to evaluate the overall pilot PrintSTEP program, which is being carried out in three states. In order to accurately account for changes in environmental emissions or waste during the course of the PrintSTEP program, EPA must be able to determine if a change in emissions/waste is the result of a change in environmental management practices, or if the change is due to increasing or decreasing production. To make this determination possible, facilities must provide: 1) an indicator of current year production; OR 2) an indicator for level of activity based on a variable other than production that is the primary influence on the quantity of material your facility recycles, treats or releases. You may report a number reflecting either production or activity.

While several methods are available for determining this data element, *the production or activity indicator must be based on the variable that most directly affects the quantities of material recycled, treated or released.* Examples of indicators available include the following:

- Square feet of substrate printed this year;
- Number of impressions made this year;
- Total annual sales this year;
- Total annual labor hours this year;
- A different method that you select.

**Example 1, using sales:**

You determine that annual sales is the best indicator of the quantity of material your facility recycles, treats or releases. Your total annual sales were \$500,000 in 2000. You could report an activity indicator of 5.0; 500,000; or something similar that reflects sales but does not include units.

**Example 2, using number of impressions:**

The variable that most closely reflects the quantity of material the facility recycles, treats or releases is number of impressions, since most of those impressions are similar in terms of size, substrate, and complexity. If your total number of impressions was 104,000 in the current reporting year, you could report a production indicator of 104.

## 10. Pollution Prevention Information

Refer to Chapter 2 and Appendix B in the *Workbook*.

<b>Pollution Prevention Practice</b> For new PrintSTEP applicants, answer: Have you ever...? For annual renewal of PrintSTEP, answer: Over the last year, have you?	Check the appropriate column:				
	Yes	No	Investigating	Don't Know	N/A
<b><u>PREPRESS</u></b>					
Eliminated chrome based cleaners?					
Installed and properly maintained silver recovery units?					
Used developer and fixer recycling units for film processors?					
Used low replenishing rate film chemistry?					
Used recycling units for film and plate processor washwater?					
Used digital, dry, or water-based proofing systems?					
<b><u>PRINTING</u></b>					
Used first-in-first-out inventory system to reduce waste ink disposal costs?					
Switched to low VOC ink systems (e.g., UV curable, water or vegetable-based technology)					
Used stay open inks or cartridge ink delivery system?					
Where possible, used low solvent, or water-based ink jet inks?					
Used chiller re-circulators to reduce evaporation and lower air emissions?					
Switched to isopropyl alcohol free fountain solutions or reduced concentration of isopropyl alcohol in fountain solution?					

<b>Pollution Prevention Practice</b> For new PrintSTEP applicants, answer: Have you ever...? For annual renewal of PrintSTEP, answer: Over the last year, have you?	Check the appropriate column:				
	Yes	No	Investigating	Don't Know	N/A
Installed filtration system for fountain solution re-circulation system?					
<b><u>POST-PRESS/ CLEANING/WIPES</u></b>					
Switched to low vapor pressure or low VOC cleaning solvents (less than 10 mm Hg) to reduce air emissions and solvent use?					
Replaced hazardous solvents with non-hazardous or less hazardous solvents?					
Instituted a solvent recycling/reuse system?					
Stored soiled wipes in closed or covered containers to reduce air emissions?					
Recover free liquids from shop towels (i.e., gravity draining, wringers, centrifuges, etc.)?					
Where possible, used low solvent, no solvent-based, or water-based adhesives and glues?					
<b><u>REUSE/ RECYCLING</u></b>					
Implemented a solid waste/recycling program to recycle all possible items from your solid waste stream?					
Reused and recycled pallets and skids to reduce solid waste?					
Collected and recycled used oil, other lubricants, and batteries?					
Recycled parts washing fluids?					
Properly Recycled or disposed of spent fluorescent and HID lamps?					
Requested vendor take back all samples not consumed?					
<b><u>HOUSEKEEPING</u></b>					
Covered all open containers of liquids and keep them closed?					
Stored all materials to minimize damage due to mishandling or accidents?					

**Confidential Business Information (CBI) Notice:**

EPA's regulations on confidential business information (CBI) are found in 40 CFR Part 2, Subpart B. (A copy is available, upon request, from your State PrintSTEP coordinator.) Please identify any information that you claim is confidential business information. If you make a confidentiality claim, and if EPA determines that the information you designated meets the CBI criteria in 40 CFR Section 2.208, we will disclose the information only to the extent, and by means of the procedures, specified in 40 CFR Part 2, Subpart B. If no such claim accompanies the information when it is received by EPA, it may be made available to the public without further notice to the business.

**Signature of PrintSTEP Applicant:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_