

## INDUSTRIAL FOOTPRINT PROGRESS REPORT

Date: January 9, 2007  
Recipient: Carolyn Gangmark, EPA Region 10  
Cc: Kristina Heinemann, EPA Headquarters  
Agreement Number: EI-96028401  
Report Number: 2  
Reporting Period: September 29, 2006 – December 31 - 2006  
Agreement Project Period: May 3, 2006 – April 1, 2009  
Recipient Contact Person: Angela Fritz  
Principal Investigator/Project Director: Marc Crooks/Carol Kraege

### **I. Progress Achieved in Accomplishing Project Goals/Objectives, Outputs, and Outcomes:**

#### Milestone/Task# 1:

Secure agency resources.

#### Planned:

Hire staff, amend staff workplans.

#### Actual Work Completed:

Staff hired. Angie Fritz was hired and began work on January 2, 2007. She will work full time on the project as the project coordinator. Marc Crooks is the Industrial Section pulp and paper expert. He will spend about 30% of his time on the project as well, serving as the principle investigator. Carol Kraege continues as the project manager.

#### Output and/or Outcome Achieved:

Project fully staffed. Footprint work fully integrated into staff workplans. Task 1 complete.

#### Unit Cost thus far to accomplish this goal/objective:

See Section IV

#### Milestone/Task# 2:

Secure contractor support.

#### Planned:

Draft and issue RFP to procure contractor support.

#### Actual Work Completed:

RFP format has been established, scope of work is under development

#### Output and/or Outcome Achieved:

Draft RFP has been started. The scope of work should be completed during the next quarter. Task 2 is 5% complete.

Unit Cost thus far to accomplish this goal/objective:  
See Section IV

Milestone/Task# 3:  
Webpage development

Planned:  
Web page content developed and available on line.

Actual Work Completed:  
None

Output and/or Outcome Achieved:  
None. Task 3 is 0% complete.

Unit Cost thus far to accomplish this goal/objective:  
\$0.00

Milestone/Task# 4:  
Secure mill participation.

Planned:  
Contact mills, develop participation agreement.

Actual Work Completed:  
Contact with mills underway. Participation agreement drafted.

Output and/or Outcome Achieved:  
Boise Wallula has agreed to participate in principle, agreement not yet signed.  
Task 4 is 10% complete.

Unit Cost thus far to accomplish this goal/objective:  
\$0.00

## **II. Difficulties Encountered:**

Milestone/Task# 1:  
Secure agency resources.

Problem(s):  
This task was delayed to allow time for internal agency coordination and refinement of the planned work. New staff has just been hired effective January 2, 2007.

.Resolution/Corrective Action Plan and Schedule: none needed.

Milestone/Task# 2:

Secure contractor support.

Problem(s):

Work has just begun. New staff has just been hired effective January 1, 2007. Development of the RFP is ongoing.

.Resolution/Corrective Action Plan and Schedule: Getting staff in place and establishing a footprint presence in the agency's ongoing work on incentives will aide us in moving the project ahead swiftly.

Milestone/Task# 3:

Webpage development.

Problem(s):

Work has just begun. New staff has just been hired effective January 1, 2007. Website content is under development.

.Resolution/Corrective Action Plan and Schedule: Getting staff in place and establishing a footprint presence in the agency's ongoing work on incentives will aide us in moving the project ahead swiftly.

Milestone/Task# 4:

Secure mill participation.

Problem(s):

New staff has just been hired effective January 1, 2007. One mill has agreed to participate.

.Resolution/Corrective Action Plan and Schedule: Securing participation is likely to be an iterative process. We expect that securing at least 3 participants early on, combined with our efforts to integrate the footprint project with ongoing agency incentives work will encourage willing participation by the remaining mills.

**III. Activity Anticipated Next Reporting Period:**

Milestone/Task # 1: Task 1 complete.

Milestone/Task # 2: Secure contractor support. By the next quarterly report (February 2) the RFP process will be defined and major components of the scope of work will be defined.

Milestone/Task # 3: Webpage development. Agency templates will be identified. Webpage content outline will be completed.

Milestone/Task # 4: Secure mill participation. Finalize the participation agreement. Continue to seek participation from mills.

#### **IV. Financial Report**

As of November 6, 2006, \$13,905.21 was spent. \$3300.00 was spent on a contract to provide organizational support for project startup, mill participation, project staffing and stakeholder communications. The remaining amount was spent on completing an initial assessment of footprint indicators based on internal Ecology data, and coordinating with the Ecology Hazardous Waste Program to ensure that the footprint project is in aligned with other Agency sustainability and incentives initiatives. About 7.5 % of grant funds have been spent. The project is about 5% complete. Spending to date is generally in line with progress.

The next report will be in February, 2007. Spending from January 1 to February 10 is estimated to be about \$7,000 in staff costs.

Signature (Recipient Authorized Official): \_\_\_\_\_

Date: \_\_\_\_\_

(If progress report is transmitted by e-mail, please save the e-mail as part of the official project file).

Note: Upon receipt of progress report, the EPA project officer should make a notation on report as to whether it is acceptable or not and provide guidance to the grantee on changes that will be required for subsequent reports and amendment to the current report.