



New York Environmental Leaders Annual Performance Report Form For Entry Tier Members

New York State Department of Environmental Conservation
Pollution Prevention Unit
625 Broadway, Albany NY 12233

Directions: This form is to be used to report the annual performance of entry tier members of New York Environmental Leaders (NYEL). Please complete all sections of this Annual Performance Report Form. If there is not enough room to address the question, please attach additional sheets. **To check the “yes” and “no” check boxes, double click the appropriate box and select checked in the default value section.** The completed form must have an original signature by a senior facility manager and shall be submitted to John Vana by email at jmvana@gw.dec.state.ny.us, by fax at 518-402-9168, or to the mailing address at the end of the application.

Facility Information
Date
Name of Facility
Name of Parent Company
Facility Location, Street Address
Facility Location, City/State/ZIP code
Contact Information
Contact Name (Mr./Mrs./Ms./Dr.)
Title
Phone
Fax
E-mail
Facility/Company Website
Mailing Address (if different)
City/State/Zip code

Section A: Facility Information

1. List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

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2. Have there been any changes to the activities, products, or services that take place at your facility?

☐ Yes ☐ No

If Yes, please list the changes:

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3. Have there been any changes to the size or location of your facility?

☐ Yes ☐ No

If Yes, please list the changes:

4. Have the environmental requirements applicable to your facility changed during this reporting period?

☐ Yes ☐ No

If Yes, please list the changes:

Section B: Environmental Management System (EMS)

1. Please present the progress you are making to establish an EMS that satisfies the EMS components established in Section III of the [NYEL Guidance Document](#) and how you plan to verify its implementation.

Section C: Performance Improvement Commitments Results

In this section please present the progress your facility is making towards its performance improvement commitments.

Performance Improvement Commitment 1 Results						
Category			Indicator			
Actual Totals						
Actual Total	Baseline	Year 1	Year 2	Year 3	Performance Goal	Units
Year						
Amount						
% Change from baseline						
Normalized Totals						
Normalized Total	Baseline	Year 1	Year 2	Year 3	Performance Goal	Units
Normalizing Factor						
Updated Total						
<p>Briefly describe your activities and achievements related to this goal or, if relevant, any circumstances that delayed progress this year:</p>						
<p>Describe how your facility measured the quantity reported below (e.g., utility bills, manifests, purchasing receipts). If the quantity was derived from any assumptions or estimates, please describe these as well:</p>						
<p>Describe your basis for your normalization factor (e.g., gallons of chemical product produced; dollars of sales adjusted for inflation and weighted based on percentage of waste stream produced; number of households served):</p>						

Performance Improvement Commitment 2 Results						
Category			Indicator			
Actual Totals						
Actual Total	Baseline	Year 1	Year 2	Year 3	Performance Goal	Units
Year						
Amount						
% Change from baseline						
Normalized Totals						
Normalized Total	Baseline	Year 1	Year 2	Year 3	Performance Goal	Units
Normalizing Factor						
Updated Total						
<p>Briefly describe your activities and achievements related to this goal or, if relevant, any circumstances that delayed progress this year:</p>						
<p>Describe how your facility measured the quantity reported below (e.g., utility bills, manifests, purchasing receipts). If the quantity was derived from any assumptions or estimates, please describe these as well:</p>						
<p>Describe your basis for your normalization factor (e.g., gallons of chemical product produced; dollars of sales adjusted for inflation and weighted based on percentage of waste stream produced; number of households served):</p>						

Section D: Public Outreach

Please present the progress your facility is making in developing, or implementing, a public outreach program.

1. Please describe your process to identify potential community environmental concerns? If your facility does not have a process to identify potential community environmental concerns, please present your progress in developing such a process.

2. Did you identify any community environmental concerns during this reporting period?

☐ Yes ☐ No

If Yes, how did you respond to them?

3. Please described how you informed the community about environmental matters related to your facility? If your facility does not have a formal process to inform the community about environmental matters, please present your progress in developing such a process.

4. How did you share information on your facility's environmental performance, including making your NYEL Annual Performance Report publicly available, with the surrounding community (please check all that apply)?

- ☐ Open House
- ☐ Meetings
- ☐ Press Releases/Newspapers
- ☐ Community Advisory Panel
- ☐ Bulletin Board
- ☐ Building Lobby
- ☐ Environmental Fairs
- ☐ Events
- ☐ Publicly-Accessible Website, please provide URL: _____
- ☐ Other (Please Specify): _____

Section E: Application and Participation Commitment Statement

- I have read and agree to the terms and conditions for Application and Participation in the New York Environmental Leaders Program, as specified in the NYEL Guidance Document and CP-40 Commissioner Policy on NYEL.
- I have personally examined and am familiar with the information contained in this Annual Performance Report Form. The information contained in this form is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete.
- Based on the foregoing compliance assessment and subsequent correction actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.
- I am a senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is participating in this program.

Applicant Signature	
Signature	Date
Printed Name	Title
Facility Name	
Facility Location, Street Address	
Facility Location, City/State/ZIP code	

For additional information contact:

[New York Environmental Leaders](#)

New York State Department of Environmental Conservation
Division of Permits
Pollution Prevention Unit
625 Broadway
Albany, NY 12233-1750
(518)402-9469

