

Guidance for Worksheet 1 – Facility Information

Worksheet 1 asks for general information about the facility. **Worksheet 1 is one of three Worksheets comprising the Plan Summary and must be submitted to the Environmental Assistance Office.**

Applicable Definitions

Interrelated Facilities. An interrelated facility means multiple facilities located on separate sites and owned and operated by the same entity. An entity with interrelated facilities where a significant majority of the processes are substantially similar may prepare a single plan. "Substantially similar" processes means processes that are essentially interchangeable, since they use similar equipment and materials, produce similar products or services, and generate similar hazardous waste. A facility desiring to submit a single plan under this provision must obtain approval prior to the plan development. Contact the Environmental Assistance Office at 802-622-4111 for more information.

In the instance where the entity has interrelated facilities without substantially similar processes, a single plan may still be prepared. However, it must contain separate detailed worksheets where appropriate for each facility. Contact the Environmental Assistance Office for more information.

Unit of Product and Production Levels. The Unit of Product is some measure of output - such as the number of units manufactured, square footage or weight of product, etc. - that most accurately affects the quantities of the toxic substances used or hazardous waste generated. If no logical production level exists, perhaps some other activity variable that has primary influence on toxics use or waste generation can be used. For example, an activity level might be based on the number of times a cleaning operation is performed per year. If you manufacture multiple products or provide significantly different services, it may be useful to describe separate units of measure for each product or service that uses toxic substances or generates hazardous waste.

For the previous calendar year, state the production or activity level(s) for your facility.

Please contact the Environmental Assistance Office for help in identifying a suitable production or activity level for your facility.

Worksheet 1 - Facility Information

Facility Name: _____

Facility Location (Street and Town: _____

Mailing Address: (if different) _____

Contact Person: _____

Phone: _____ E-mail: _____

Planning Status:

(A facility may be both a Large User
of Toxic Substances and a Class A or
B Generator of Hazardous Waste)

Large User _____

Class A Generator _____

Class B Generator _____

Facility Description

Industry type: _____

Primary NAICS Code: _____

Number of Full-Time Equivalent Employees _____

Identify any "Interrelated facilities" or other buildings covered by the Plan:

Describe products you make or services you provide:

Unit of Product and 2019 Production Levels:
