

National Partnership for Environmental Priorities (NPEP) Success Story Outline



The outline provided below offers a framework for making your Success Story clear and understandable to the many readers that visit the NPEP website. The outline makes recommendations for approximate length, but you can make your Success Story as detailed as you wish. If you have a Quality Assurance/Quality Control Plan for any data you submit, would you please attach it to your Success Story. Please see the example NPEP Success Story (page 3). If you have any questions, please refer to epa.gov/minimize/achieve.htm for links to more information.

Section 1: Identifying Information. (As entered on your enrollment form.)

IDENTIFYING INFORMATION

Organization Name: _____ Facility Name: _____
Address: _____ City/State/Zip: _____
Industrial Sector/NAICS Code: _____ Parent Company: _____
Principal Contact: _____ Title: _____
Phone: _____ Email: _____
Authorizing Official: _____ Title: _____
RCRA ID Number: _____ Date: _____
Enrollment Date: _____

Check one of the following options:

- We have achieved one or more of the goals identified in our enrollment form and would like to apply for an Achievement Award.
- We are not applying for an Achievement Award at this time. However, we have made important progress and would like to submit a Success Story to post on the NPEP website.

Section 2: Background. (About 100 words.)

- How large is your organization?
- How long has your organization been in operation?
- What do you produce, and what is the product used for?
- How would you describe your customer base?
- How do you produce this product?
- How much do you produce in a year?
- What other environmental partnership programs do you participate in?

Section 3: What NPEP partnership program goal did you set and how did you achieve it? (About 250 words.)

- What chemical(s) did you choose to reduce?
- Why did you pick this chemical(s) to reduce?
- What source reduction, recycling, materials recovery and/or energy recovery goal(s) did you set?

Section 4: What source reduction, recycling, materials recovery, and/or energy recovery alternatives did you consider? (About 250 words.)

- Source Reduction or Material Management:
 - Equipment or technology modifications;
 - Reformulation or redesign of products;
 - Improvements in inventory control;
 - Process or procedure modifications;

- Substitution of less toxic raw materials;
- Improvements in maintenance/housekeeping practices;
- Other (*please describe*)
- Recycling/Recovery:
 - Direct use/reuse in a process to make a product;
 - Processing the waste to recover or regenerate a usable product;
 - Using/reusing waste as a substitute for a commercial product;
 - Other (*please describe*).
- What method did you use to achieve your goal?
- What prior successes, if any, helped you achieve this goal?

Section 5: What hurdles did you face? (About 150 words.)

- Material substitution issues.
- Product quality issues.
- Process change issues.
- Equipment issues.
- Financial issues.
- Customer issues.
- Senior management commitment and support issues.
- Training and/or departmental coordination issues.
- Other (*please describe*).

Section 6: Results. (About 250 words.)

- Describe and quantify any changes in product content, energy use, and/or environmental releases that resulted from accomplishing your goal.
- Describe cost savings and/or increases, including changes in capital, production, operations and maintenance, raw material purchases, waste management, and worker health and safety costs.
- What was the payback period for this project?
- Describe any changes in company policy, management and/or worker involvement, and/or customer satisfaction that resulted directly or indirectly from this achievement.

Section 7: Lessons Learned. (About 100 words.)

- What lessons learned from this project would you like to share with others?
- What lessons learned extend to other operations or projects in your organization?

Delivery Information

U.S. Mail

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