Toolkit for Greener Practices: Learn More About the Initiative
Performance Tracking:
Measures, Database Tracking Fields, and Responsibilities (Draft)

The following performance measures, database tracking fields and responsibilities will be recommended to the MPCA managers for approval to ensure adequate tracking of the results of implementing *Greener Practices for Business, Site Development and Site Cleanup* (formerly *Toolkit for Enhanced Opportunities for P2 and Sustainable Activities at Remediation Sites)*. Under a funding agreement with the U.S. Environmental Protection Agency, MPCA is obligated to track the progress of this initiative in the Remediation Programs. The final tracking system will be modified from these recommendations based on an approval from MPCA Remediation Program managers and experiences during initial implementation of the Toolkit. The measurement results will be used to prepare legislative reports and other documentation, and to improve the Toolkit and make decisions about its ongoing implementation.

More details about how these measures were derived can be found in a document entitled "Performance Tracking: Goals, Objectives, Activities and Measures " provided under the "Learn More" section of this Web page.

Performance Measures:

The following measures reflect the degree to which the targets and timelines of specific objectives were met.
- Percent of staff, supervisors and managers trained.
- Number of annual outreach, promotional or recognition events or activities.
- Percent of Position Descriptions or Staff/Personnel Work Plans revised. (Staff encourage screening sites for opportunities, implementing P2/S projects at remediation sites, and documentation in reports submitted by responsible or voluntary parties and owners.)
- Number of case studies or other promotional material published.
- Number of sites referred to Policy and Planning Staff for development of case studies.
- Number of referrals to business or technical assistance services.
- % increase and number of total screened sites.

- % increase in number of screened sites for which implementation recommendations are made.
- % decrease in number of sites at which recommendations are declined.
- % increase in number of screened sites for which recommendations and implementation commenced.
- % increase in number of sites at which recommendations are fully or partially implemented
- % decrease in number of sites at which recommendations are unsuccessfully implemented.
- % total sites at which implementation commences include documentation of lessons learned.
- % voluntary or negotiated and consensual implementation (i.e., not mandatory) implementation for those sites at which implementation commenced.

The following proposed outcomes measures are possible only with the development of adequate baseline data.
- % decrease in emissions due to P2 or sustainable activity.
- % decrease in volume of remediated ground water and soil sent to municipal treatment or landfill facilities from remediation sites due to P2 or sustainable activity.
- % increase in business operations at remediation sites at which P2/S projects are implemented.
- % increase in applications of green construction or green property or operations management under discretion of property owner.
- % increase in cost savings due to implementation of P2 or sustainable activity rather than pollution control methods.

Explanatory Information: Results of performance measures are typically reported with relevant explanatory information. This information reflects factors that may affect reaching the targeted objectives and timelines or other factors that affect the subgoals, for instance:
- Difficulty in designing measurement protocol that can isolate effectiveness of P2 and sustainable activities at remediation sites.
- Difficulty in distinguishing between reductions resulting from pollution control and pollution prevention methods or procedures.
- Difficulty in collecting implementation data from voluntary and responsible parties or owners.
- Availability of resources to promote the initiative internally and externally, to continue to refine the toolkit and guidelines, or to implement the long-term recommendations.
- Cost-savings and environmental improvements achieved with implementation of P2/S projects.

Alternate Approach: Instead of the measures recommended above, a series of measures could be developed to reflect the effect of the Toolkit evaluation on the quality of the remedy selection and site development processes. Process-oriented indicators of this kind provide qualitative measures of *how* staff promote enhanced environmental outcomes as part of their daily work. These measures would require provisions for site-specific remarks in support of the measured results and, in some cases, a means to track results after site cleanup or closure is complete. For example: On a scale of 1 to 4, how successfully was the Toolkit applied during the remedy selection process? On a scale of 1 to 4, how successfully was the VP/RP able to apply the

Toolkit to ongoing business operations to prevent future releases? On a scale of 1 to 4, how well was the VP/RP able to apply the Toolkit to realize enhanced environmental outcomes as part of the site development plan?.

Performance Measurement Tracking

The MPCA Policy and Planning Division (P&P) staff assigned to coordinate this initiative and District staff will hold specific responsibilities for tracking information necessary to conduct performance measurement. Fields to be added to the Remediation Site Database will facilitate the responsibilities of District staff.

The Toolkit Coordinator (Policy and Planning Staff) will track the following measures manually:
- % MPCA remediation employees trained.
- Number of outreach, promotional or recognition events of activities.
- % Position Description or Staff Work Plan revised to include standardized (?) responsibility statement specific to this initiative (staff, supervisors, managers).
- Number of case studies or other promotional material published.
- Scope of partnerships in training, outreach and referral network.
- Degree to which the project recommendations made by MPCA P2/S staff and the stakeholder Advisory Group have been implemented. Barriers will be documented.
- Assist with collection of benefits information (cost-savings, environmental improvements).

District Staff will populate the following fields that are proposed to be added to the **MPCA Remediation Database**:
- [Case study referred]
  Mark Yes for sites with elements of P2 or sustainable activities that were referred to P&P Coordinator for development of case studies necessary to meet MPCA obligation to Federal P2 Initiatives for States grant.
- [Technical or Business Assistance Referral] [Drop down box: MPCA (SBAP/other), MnTAP, OEA, Web site, other]
  Mark Yes when VP/RP/Owner were referred to or MPCA staff sought out assistance.
  Details of referral --- contact name, organization, phone number, web address or publication and nature of referral--- will be entered in a Remarks box.
- [Site Screened]
  Mark Yes if the site was screened for potential opportunities using the Toolkit.
- [Recommendations Made]
  Mark Yes if recommendations were made to implement P2 or sustainable activities. The document and page number where the recommendations are documented will be entered in a Remarks box.
- [Recommendations Declined]
  Mark Yes if the recommendations were not implemented.
- [Recommendation Implementation Commenced]
  Type in date on which implementation commenced.
- [Fully or Partially Implemented] [Drop down box: Cost-Savings, Environmental Improvements]

Type in date on which implementation was completed (for part or all of recommendations). Details of savings and improvements will be entered in a Remarks box.

- [Unsuccessfully Implemented]
  Type in date on which implementation was abandoned.
- [Lessons Learned]
  Mark Yes if Remarks are provided regarding lessons learned that can help others avoid pitfalls and increase successful implementation of P2 and sustainable activities at remediation sites.
- [Voluntary Implementation]
  Mark Yes if implementation was voluntary and not included as part of conditions of an MPCA approval or assurance document.
- [Negotiated or Consensual Implementation]
  Mark Yes if voluntary implementation was included in the conditions of MPCA approval or assurance documents. (Alternatively, call this item [Voluntarily included in Decision Document] and create it as a subset of the preceding item.)
- [Mandatory Implementation]
  Mark Yes if P2 or sustainable activity was implemented as a means of addressing a compliance violation or a threatened release.
- **FIELDS TO BE PROPOSED FOR EVALUATION OF TRACKING ACHIEVABILITY**
  Environmental outcomes will be tracked once a measurement protocol is developed.

Database Reporting Needs

Information regarding P2 and sustainable activities at remediation sites that is collected in the database fields will be compiled for annual reports. The desired calculations include:

- Number of sites referred to Policy and Planning Staff for development of case studies.
- Number of referrals to business or technical assistance services.
- % increase and number of total screened sites.
- % increase in number of screened sites for which implementation recommendations are made.
- % decrease in number of sites at which recommendations are declined.
- % increase in number of screened sites for which implementation of recommendations commenced.
- % increase in number of sites at which recommendations are fully or partially implemented
- % decrease in number of sites at which recommendations are unsuccessfully implemented.
- % total sites at which implementation commences include documentation of lessons learned.
- % voluntary or negotiated and consensual implementation (i.e., not mandatory) implementation for those sites at which implementation commenced.

Additional information will be provided based on the explanatory information and, to the degree possible, the proposed measures described above under Performance Measures. Manually tracked information will also be included within reports. Most importantly, cost-savings and environmental improvements will be described to the degree possible.