

# Coordination of Pollution Prevention Resource Exchange (P2Rx) Network Quarterly Report - September 2011

U.S. EPA Grant X9-83497201-0

*Submitted by Jeffrey Burke, P2Rx Coordinator  
June 2011 - August 2011*

The following quarterly report is submitted in compliance with the reporting requirements of U.S. EPA Grant X9-83497201-0.

Work on this project commenced officially in March 2011. Since March 2011, the National Pollution Prevention Roundtable (NPPR) has been coordinating the work of the Pollution Prevention Resource Exchange (P2Rx), a network of eight regional pollution prevention information centers (hereinafter referred to as Centers) dedicated to providing pollution prevention and source reduction information, networking opportunities, training and other services to states, local governments, businesses, technical assistance providers, and others in their regions and nationwide.

This quarterly report concludes with a brief summary of project budget expenditures and status.

## **Collaboration**

The following activities enhanced coordination and collaboration among the Centers. Activities taking place June through August are described below.

### **Calls and meetings**

#### P2Rx Administrative Monthly Call

Meetings of the P2Rx Directors, referred to as “administrator calls” were held on the following dates: July 13 and August 10. The Centers met face-to-face June 6 and 7. A special meeting was held on June 30 to address a response to Tanya Mottley regarding the P2Rx Network and Centers both showing measures and behavior changes of their work, as well as, disseminating the value of the Centers and Network. Follow up for administrator calls includes preparing minutes, sending them out for review and amendment, and posting them to the P2Rx website. Meeting minutes for the Administrative meetings are posted by date under “Previous Admin Calls Minutes” at <http://p2rx.org/webcall/getadmingroup.cfm>. Major topics during this period included topic hubs, launch of Sustainable Lodging Network, preparing a response for Tanya that shows the value of P2Rx services, clarification of measurement report, implementation of marketing plan, and transfer of a P2Rx Center.

#### Face-to-Face Meeting

The P2Rx Annual Meeting was held in Detroit, Michigan June 5 and 6, 2011, immediately prior to the National Environmental Sustainability Summit. Major topics discussed included the Topic Hubs, integrating sustainability into the Pollution Prevention Act, and Center’s discussed one-on-one with each other their activities.

#### Committees

*Executive Committee.* The Executive Committee has been providing input on the videos that are posted to P2Rx.org.

*Content and Technology.* The Content and Technology met on Thursday, September 8. The discussion focused on the future of Topic Hubs and the Center's that are preparing for website updates. Several Centers are going to begin experimenting with a different platform to support the Topic Hubs.

*Web Work Group.* Did not meet during this time.

Communications with EPA. Jeffrey Burke has been meeting monthly with Tanya Mottley, Beth Anderson and others in EPA's CSPP-PPD. The topics of discussion have included P2Rx activities and marketing of P2Rx services and results.

### **Routine Maintenance Functions Associated with Collaboration**

Several routine maintenance functions were performed by the Coordinator team from June through August. These are described below.

1) Provided web support

The P2Rx home website was maintained and updated, including P2 content and links provided to clients and the administrative pages that contain minutes, standards, Coordinator reports, user manuals, marketing materials and other information for the Centers.

NEWMOA is handling most of the IT work for P2Rx including tasks resulting from the centralization of the Topic Hub database, the P2 Programs Directory, and P2 News. In April and May, NPPR and NEWMOA held collaborative calls. NEWMOA responds routinely to IT questions raised by individual Centers.

2) Checked programs directory and Topic Hub links.

This task was handed over from P2Ric to NPPR during this period.

3) Organized/facilitated committees as needed.

NPPR and the Coordinator team arranged conference calls for the monthly Administrator meeting.

4) Aggregate and report measures semi-annually.

Preparations started in June to accommodate collection of data for the semi-annual report. The Centers will begin collecting the information in July. These numbers will be aggregated and reported to EPA in the next quarter.

### **Summary of routine coordination activities taking place from June through August 2011**

June	• Set agenda for face-to-face meeting; sent reminder one week in advance
	• Facilitated face-to-face meeting in Detroit (6/5 - 6/6/11)
	• Checked links and distributed accumulated March-April results for Topic Hubs. Resumed routine link checking
	• Checked links and distributed March-April results for Programs Directory. Resumed routine link checking
	• Set agenda for special meeting to respond to Summit discussion with Tanya Mottley
	• Facilitated special meeting (6/30)
July	• Drafted letter response to Tanya Mottley and presented it to her.

	<ul style="list-style-type: none"> <li>• Set agenda for July 13 meeting</li> <li>• Facilitated July 13 meeting and completed meeting notes</li> </ul>
August	<ul style="list-style-type: none"> <li>• Set agenda for August 10 meeting</li> <li>• Facilitated August 10 meeting and completed meeting notes</li> </ul>
	<ul style="list-style-type: none"> <li>• Set date for September 8 Content and Technology Meeting</li> </ul>

## **Measurement**

Measurement work during this quarter fell into three categories.

- 1) Aggregation of P2 Results data for all categories of reporting for calendar years 2007 through 2009. The Centers reviewed the data for their center and revised the numbers where necessary.
- 2) Participation on the P2Results workgroup. This group met by conference call on April 26 and at the Summit. P2Rx will help the group with a marketing strategy for the call for data, and help release the results as they come out. A draft of the 3-year report on P2 Results (2007-9) has been prepared and will be sent out to a review committee in the next quarter. It is anticipated that the final report will be released prior to National P2 Week.

## **Marketing**

Marketing work during this quarter:

- 1) *Marketing and Partnership Committee.* The Marketing Committee held one conference call on August 2. Call notes are available at <http://p2rx.org/admininfo/markpartcom/>. During the August call committee members discussed ways that the P2Rx centers can communicate more effectively and they finalized plans for the public rollout of the National Sustainable Lodging Network.

## **Stakeholder Engagement**

NPPR has been publishing articles in its bi-weekly and bi-monthly newsletters about work of the P2Rx Centers. The newsletters are distributed to EPA P2 Coordinators and NPPR members. NPPR members include states, TAPs, and the Pollution Prevention Division of EPA.

During this quarter NPPR has begun putting together a catalog of the P2Rx Centers. The catalog breaks down the activities, services, and resources of each Center. The finished product will be sent to customers and potential customers of the centers, including but not limited to states, TAPs, P2 Coordinators.

## Project Budget Expenditures and Status

Project expenditures to date are on track with anticipated project tasks and schedule. There are no significant discrepancies. Expenditures are shown through June 30, 2011.

Expenditures and budget status are summarized below; additional details are available upon request.

	<b>Total All tasks</b>	<b>Task 1 Collaboration</b>	<b>Task 2 Measurement</b>	<b>Task 3 Marketing</b>	<b>Task 4 Stakeholder Engagement</b>
<b>Budget</b>	<b>\$200,000</b>	<b>\$112,509</b>	<b>\$51,392</b>	<b>\$23,590</b>	<b>\$12,509</b>
Expenses 6/30/2011	\$6,000	\$2,000	\$2,000	\$1,000	\$1,000
Expenses 7/31/2011	\$5,000	\$2,000	\$2,000	\$1,000	\$0
Expenses 8/31/2011	\$6,000	\$2,000	\$2,000	\$1,000	\$1,000
<b>Total Expenses</b>	<b>\$39,000</b>	<b>\$19,500</b>	<b>\$11,500</b>	<b>\$6,000</b>	<b>\$2,000</b>
<b>Balance Remaining</b>	<b>\$161,000</b>	<b>\$93,009</b>	<b>\$39,892</b>	<b>\$17,590</b>	<b>\$10,509</b>
<b>% of Grant Expended*</b>	<b>20%</b>	<b>17%</b>	<b>22%</b>	<b>25%</b>	<b>16%</b>

\* Based on project end date 2/28/13.

## **Attachment A**

### **Agenda P2Rx Admin Face-to-Face Monday, June 6 – 1 pm (EDT) Boulevard A (2<sup>nd</sup> Floor)**

1:00 pm – Networking

1:15 pm – NPPR P2 Coordinator Work plan Update (15 min)

1:30 pm – Topic Hub Update (30 min)

2:00 pm – Center Collaboration Exercise (2 hour)

3:00 pm – Break

3:15 pm – Center Collaboration Exercise (Continues)

4:15 pm – Case Studies development and database creation (45 min)

5:00 pm – Wrap up and Action Items

5:15 pm – Meeting Adjourns

6:00 pm – Meet in Hotel Lobby for Dinner with P2 Coordinators (Time is tentative)

**Agenda**  
**P2Rx Admin Face-to-Face**  
**Tuesday, June 7 – 8:30 am (EDT)**  
**Boulevard A (2<sup>nd</sup> Floor)**

- 8:30 am – Hospitality and Marketing Committee updates and discussion (30 min)
  - Tools for spreading P2 message
- 9:00 am – Reinterpreting the P2 Act toward sustainability (2 hours)
- 10:30 am – Break
- 10:45 am – Reinterpreting the P2 Act toward sustainability (continues)
- 11:45 am – Wrap up and Action Items
- 12:00 pm – Meeting adjourns
- 4:30 pm – Meeting with Tanya Mottley (Founders A, 3<sup>rd</sup> Floor)

## Attachment C

**P2Rx Administrators Meeting  
Wednesday, July 13, 2011  
11 PT, 12 MT, 1 CT, 2 ET**

### Agenda

**Call-in number: 913-227-1219**

**Access code: 547845#**

- I. Suggested Reporting Measures (10 min, Beth)  
(Sent as attachment)
- II. Follow up from Detroit Meeting
  - a. Center Collaboration Exercise (15 min, All)
  - b. Reinterpreting the P2 Act toward Sustainability (20 min, Rick)
- III. P2Rx Catalog Discussion (15 min, Angela)
  - a. Taking the catalog one step further
- IV. Testimonial Reminder (5 min, Paula)
- V. Center Updates (15 min, All)
- VI. Updates from Committees (10 min, All)
- VII. Next Meeting Wednesday, August 10

## Attachment D

### **P2Rx Administrators Meeting Wednesday, August 10, 2011 11 PT, 12 MT, 1 CT, 2 ET**

#### **Agenda**

##### **New Call-in Procedures:**

1. <https://www3.gotomeeting.com/join/526940198>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

**Dial +1 (314) 627-1504**

**Access Code: 526-940-198**

Audio PIN: Shown after joining the meeting

Meeting ID: 526-940-198

- VIII. Clarification on Measures Reporting (5 min, Beth)
- IX. Discussion on the reporting of national measures (10 min, Jeff)  
“The recipient will work with all of the P2Rx centers to document the nationwide activities and outputs of the centers quarterly. The report should summarize website and activity measurements (use the most recent P2Rx measurement standards posted on this page: <http://p2rx.org/admininfo/toc.cfm>) and data collected on the categories of clients accessing P2Rx website information. The recipient will indicate any issues or limitations related to the data reported.”
- a. The report would include measures and case studies that would help folks such as Tanya and the regional project officers understand the national reach and importance of the P2Rx Centers.
  - b. The data collected for the Regional Coordinators would be used.
  - c. It needs to be decided if this would be a quarterly or semi-annual report.
- X. Topic Hubs Discussion (15 min, Andy/All)
- XI. P2TagTeam/Delicious Discussion (10 min, Andy/All)
- XII. Updates from Committees (10 min)  
  - a. Marketing (Donna)
  - b. Content and Technology (Rick)
- XIII. Center Updates (15 min, All)
- XIV. Next Meeting Wednesday, September 14