

P2Rx Semiannual Report

October 1, 2003 – March 31, 2004
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Significant accomplishments over the last six months by the Pollution Prevention Resource Exchange (P2Rx) are highlighted in this report.

- *Held face-to-face Administrative meeting October 1-3*
- *Held face-to-face Administrative meeting February 24-27*
- *Held face-to-face Web group workshop January 7-9*
- *Presented at the Western Regional Pollution Prevention Network conference October 14-16*
- *Represented P2Rx at FOSTTA/OPPT meeting in Boston on November 17-20*
- *Represented P2Rx at Region 7 P2 Roundtable meeting, October 6-7*
- *Represented P2Rx at Region 7 P2 Measurement meeting, December 15*
- *Implemented new “global” footer for P2Rx centers*
- *Program Directory software code located on CVS server*
- *Changed program directory standard to allow generic contact name*
- *Developed on-line user satisfaction surveys*
- *Coordinated and conducted monthly calls for administrative and web groups, kept and posted minutes and logistics*
- *Facilitated subcommittee meetings*
- *Published six new Topic Hubs*
- *Provided seven editorial and web reviews of topic hubs, plus two web reviews and one editorial review.*
- *Represented P2Rx on the planning committee for the National Environmental Partnership Summit*

Held face-to-face meeting of the administrative group, Oct 1-3 in Jackson

Minutes from the meeting are found on the P2Rx web site, <http://www.p2rx.org/AdminInfo/JacksonMeeting/minutes.htm> Quite a bit of the meeting was devoted to marketing, led by Nedra Weinreich of Weinreich Communications. Some action items that resulted include:

- Identify their center as “a proud member of the P2Rx network”
- Market individual Topic Hubs to trade associations and other appropriate audiences
- Create a new P2Rx table-top display that can be used at conferences

Weinreich Communications will conduct user-satisfaction surveys in the next few months.

Held face-to-face Administrative meeting, February 24-27 in Phoenix

Minutes from the meeting are at the P2Rx website, <http://www.p2rx.org/AdminInfo/phoenixmeeting/minutes.doc>. Allan Abramson of OPPT attended the meeting. Every subcommittee reported, plus every center gave updates. Much of the discussions at the meeting focused on marketing,

Held face-to-face Web group workshop, January 7-9 in Tucson

Minutes from the workshop are found on the P2Rx web site, <http://www.p2rx.org/WebCall/minutes.cfm?ID=40>. Highlights of the meeting include:

- Documentation of Topic Hub software code
- Establishment and implementation of a global footer for all centers use on their web sites
- Instruction and beginning implementation of cascading style sheets on every center’s web site
- Review of items necessary for pages on web sites to have higher rank by search engines (provided by Scott Butner)
- Conducted usability test
- Reviewed user’s manual

Presented at the Western Regional Pollution Prevention Network conference

This conference, sponsored by the P2Rx center, WRPPN, was held in California October 14-16. A presentation on P2Rx, the value of the network, services offered, and WRPPN’s role was given on October 14.

Represented P2Rx at the FOSTTA/OPPT meeting

Attended the FOSTTA/OPPT meeting in Boston, November 17-20 and promoted P2Rx, its services, information, and tools.

Represented P2Rx at the Region 7 P2 Roundtable

Region 7 P2 roundtable was held in Kansas City October 6-7. Participated in workshop given by McKenzie-Mohr on fostering sustainable behavior. Contributed to NEWMOA “P2 Metrics” measurement tool presentation. Reported on P2Rx network activities.

Represented P2Rx at Region 7 P2 Measurement meeting, December 15

Measurement training was conducted for Region 7 by Ken Grimm of PPRC. Training centered around using the P2 aggregation tool, that captures environmental outcomes. The training highlighted the leveraging ability of P2Rx centers. It also showed the power of outcome measures when aggregated on a regional basis.

Implemented new “global” footer for P2Rx centers

Graphics were designed by Ellen Lincoln, P2RIC/P2Rx, for a footer that appears at the bottom of every Topic Hub. Daeho Kim, P2Rx, completed the software code for functionality of the footer. The web group implemented the footer on every site. The footer features the logo of the “home” center (whatever center is displaying the Topic Hub) on the left, all the url addresses and names of every center, so a user can easily go to a different center, and the P2Rx logo (which is also “live”) on the right.

This footer gives high visibility to the center and P2Rx, plus lists every center that is part of the network.

Program Directory software code put on CVS server

The software code for the Program Directory was put on the CVS (concurrent versions system) server. The advantage of using the CVS is that any change to the software is recorded and synchronous, even though multiple programmers may work on the so

Changed Program Directory standard to allow generic contact name

The current standard that all centers agreed on for the Program Directory included listing a contact person at every P2 Program in the directory. Some P2 programs do not have a single contact person, as they have different people for different areas within P2, or the staff rotates. Therefore, in order that software coding work correctly and display something in every case, the standard was changed to allow a generic title, such as “staff engineer” or other title, to be used in place of a person’s name. The standard P2Rx process of changing a standard was used to change this standard.

Developed on-line user satisfaction surveys

Surveys were developed that every center could deploy on-line and record satisfaction of users. Surveys were customized based on whether the user was a business or technical assistance provider.

Coordinated and conducted monthly calls for administrative and web groups, kept and posted minutes and logistics

Minutes for calls can be accessed from the administrative page of p2rx.org, <http://p2rx.org/AdminInfo/toc.cfm>.

Facilitated subcommittee meetings

Some subcommittee minutes are accessible from <http://p2rx.org/AdminInfo/toc.cfm>. Keywords, news, marketing, and executive committees all had calls during this period.

Published six new topic hubs created by centers

Food Service and Meat Processing Topic Hubs were published by WRRC, Technology Diffusion was published by GLRPPR, Environmental Mentoring was published PPRC, Mercury-Automotive was published by NEWMOA, and Ski Areas was published by Peaks to Prairies.

Provided editorial and web reviews of 10 topic hubs

Editorial and web reviews were done for Environmental Mentoring, Fleets, Landscaping, Mercury – Automotive, Office Energy Efficiency, POTWs, and Ski Areas. Web review was provided for Food Service, and Meat Processing. Editorial review was provided for Technology Diffusion. These reviews were provided to the authoring centers.

Represented P2Rx on the planning committee for the National Environmental Partnership Summit

Participated in eight conference calls during this period as part of Summit planning effort. The National Environmental Partnership Summit is a cooperative effort with the National Pollution Prevention Roundtable (NPPR), EPA's office of compliance assistance, and performance track.

Deliverable/Action match

Specifically, the deliverables as outlined in P2RIC's proposal have been met as follows.

Deliverable	Action
Keep meeting records	Sent agendas prior to web and administrative meetings Recorded and posted meeting minutes at p2rx.org
Monthly conference calls	Arranged monthly calls of administrative and web groups Notified P2Rx members about calls
Facilitate subcommittees	<ul style="list-style-type: none">• Facilitated meetings of executive, news, and marketing subcommittees from the administrative group• Facilitated keywords subcommittee from the web group• Arranged conference calls and took minutes for committees• Implemented global footer• Put Program Directory software code on CVS server

Coordinate face-to-face meetings	Coordinated and facilitated Administrative meetings October 1-3 in Jackson, WY, and February 24-27 in Phoenix, plus a web group meeting January 7-9 in Tucson.
NIN and P2Rx-web list serves	Arranged for maintenance of list serves with Great Lakes Pollution Prevention Roundtable (GLRPPR)
Facilitate standards setting	Changed Program Directory standard to allow generic program contact
Promote P2Rx network	<ul style="list-style-type: none"> • Represented P2Rx on the National Environmental Partnership Summit planning committee • Promoted P2Rx at Western Regional Pollution Prevention Network meeting • Promoted P2Rx at FOSTTA/OPPT meeting in Boston • Promoted P2Rx at Region 7 P2 Roundtable • Promoted P2Rx at Region 7 P2 Measurement meeting
Coordinate grant proposals among centers	Coordinated preparation of new grant proposal.
Direct and expand p2rx.org	<ul style="list-style-type: none"> • Added committee minutes to web site • Posted six new topic hubs on p2rx.org
Compile activity measures	Compiled and submitted six-month center activity measures report in January 2004. Report can be accessed from http://www.p2rx.org/adminInfo/toc.cfm
Marketing plan	Followed up with further discussions on marketing with marketing committee and the entire administrative group at the Phoenix meeting.
Customer needs survey	Developed on-line user satisfaction surveys
Promotional materials	Arranged for purchase of mugs to be provided at the Environmental Summit this spring
Editorial review of topic hubs	Performed and distributed eight editorial reviews of Topic Hubs
Web review of topic hubs	Performed and distributed nine web reviews of Topic Hubs
Updated national P2 Programs Directory	Updated National P2 programs directory and posted software code on CVS server
Simultaneous entry form delivered to centers, help implement	Automated system has not yet been implemented.