

**VIRGINIA STRATIGIC GOALS PROGRAM**  
**DOCUMENTATION NEEDED FOR DATA VERIFICATION**  
**FOR CERTIFICATION OF SILVER AND GOLD ACHIVEMENT LEVELS**

<b>Work Sheet Section</b>	<b>Work Sheet Subsection Heading</b>	<b>Calculations</b>	<b>Data Source</b>	<b>Alternate Data Source</b>
II. Normalizing Factor	Metal Finish Sales	Total Metal Finish Sales in Dollars	Computer Printout of General Ledger Report	Profit and Loss Statement from Accountants
II. Normalizing Factor	Surface Square Feet Processed	Total Square Feet Processed	Computer Printout of Production Report by Square Feet Produced	Production Reports and Parts Worksheets with Dimension of Part
II. Normalizing Factor	Production Labor Hours	Total Hours Worked by Metal Finishing Personnel	Computer Printout of Metal Finishing Personnel Labor Hours	Weekly Time Sheets for Metal Finishing Personnel
II. Normalizing Factor	Pounds of Product or Parts Manufactured or Processed	Total of Product or Parts Manufactured or Processed in Pounds	Computer Printout of Production Report by Pounds Produced	Production Reports and Parts Worksheets with Weight of Part
II. Normalizing Factor	313 Production Index	TRI Form R Report Production Ratio or Activity Index for Total Metal Finishing Operation	TRI Form R Report Section 8.9 Production Ratio or Activity Index, If Applicable to Total Metal Finishing Operation	Data used to Generate TRI Form R Report Production Ratio or Activity Index
II. Normalizing Factor	Other Method	Total Production	Operating Records	Operating Data
III. Water & Wastewater	Volume of Raw Water Purchased	Total Water Purchased in Gallons	Monthly Water Bills	Printout of Water Usage From Supplier
III. Water & Wastewater	Volume of Metal Finishing Process Water Discharged	Total Metal Finishing Process Water Discharged in Gallons	Discharge Flow Meter Readings Records	
III. Water & Wastewater	Average Concentration of Metals in Wastewater	Average Concentration of each of the Listed Metals in Wastewater Discharge in mg/L	Wastewater Discharge Analysis Records, Self Monitoring Reports	Compliance Monitoring Reports From Control Authority
IV. Wastewater Treatment Sludge	Total Amount of Wastewater Treatment Sludge Generated	Total Amount of Wastewater Treatment sludge Generated in Pounds	Manifest or Weigh Tickets From Shipments	Waste Generation Records
IV. Wastewater Treatment Sludge	Total Amount of Wastewater Treatment Sludge Shipped Off-Site for Land Disposal	Total Amount of Wastewater Treatment Sludge Shipped Off-Site for Land Disposal in Pounds	Manifest or Weigh Tickets From Shipments	

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IV. Wastewater Treatment Sludge	Average Water Content of Wastewater Treatment Sludge	Average Water Content of Wastewater Treatment Sludge in %	Sludge Analysis Records	Sludge Analysis Records from Disposal Vendor
V. Waste Disposed of in Landfills	Quantity of Metals & Cyanide Disposed of in Landfills	Total Quantity of Metals & Cyanide Disposed of in Landfills in Pounds	Manifest and Waste Analysis Reports	
VI. Inorganic Emissions to Air	Quantity of Metals & Cyanide in Air Emissions	Total Quantity of Metals & Cyanide in Air Emissions in Pounds	Air Emission Monitoring Data, Air Permit Data	Chemical Use/Purchase Records and Published Emissions Factors
VII. Organic Emissions to Air and Water	Quantity of SGP Listed 313 Organic Released to Air & Water	Total Quantity of Each SGP Listed 313 Organic Chemical Released to Air & Water in Pounds	Air Emission Monitoring Data, Air Permit Data, Wastewater Discharge Monitoring Data	Chemical Use/Purchase Records With Published Emissions Factors or VOC Data from MSDS
VIII. Energy Use	Electricity Use	Total Electricity Used in Kilo Watt Hours	Monthly Electric Bills	Printout from Utility
VIII. Energy Use	Natural Gas Use	Total Natural Gas Used in Therms	Monthly Gas Bills	Printout from Utility
VIII. Energy Use	Other Energy Source Use	Total Other Energy Source Used	Monthly Bills	Printout from Supplier
IX. Chemical Use	Quantity of Metals & Cyanide Used	Total Quantity of Each of Listed Metals & Cyanide Used in Pounds	Inventory and Purchasing Records With MSDS for Chemical Compounds	Printout from Supplier
X. Reduction in Human Exposure to Toxic Materials	Conduct Facility-Wide Environmental Audit: Process Map	N/A	Copy of Map	
X. Reduction in Human Exposure to Toxic Materials	Conduct Facility-Wide Environmental Audit: Identify Raw Materials and Energy Inputs for Each Process Step	N/A	Copy of Report	
X. Reduction in Human Exposure to Toxic Materials	Conduct Facility-Wide Environmental Audit: Identify Outputs for Each Process Step(e.g., Air, Water, Waste, & Product	N/A	Copy of Report	

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X. Reduction in Human Exposure to Toxic Materials	Conduct Facility-Wide Environmental Audit: Include Auxiliary Operations in Process Map(e.g., shipping, Waste Treatment)	N/A	Copy of Map	
X. Reduction in Human Exposure to Toxic Materials	Conduct Facility-Wide Environmental Audit: Prioritize the Waste Streams by Significance of Environmental Impact	N/A	Copy of Report	
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: Wrote Company Environmental Policy Statement including P2	N/A	Copy of Statement	
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: Establish System for Employees to Generate and Implement P2 Ideas	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: P2 Assessment conducted	N/A	Copy of Assessment	
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: Investigated Material Substitution	N/A	Copy of Report	Manufacturer's Literature
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: Implement Project to Substitute Materials	N/A	Copy of Project Report	
X. Reduction in Human Exposure to Toxic Materials	Other P2 Actions: Other	N/A	Copy of Program or Project Report	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: All Containers are Kept Closed	N/A	Copy of Program	

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X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: All Containers are Kept Closed and Labeled	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: On-Site Storage Minimized	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: Solvent Tanks Covered When Not Used	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: Implement Projects to Reuse/Recover Chemicals	N/A	Copy of Project Report	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: Implement Project to Increase Materials Use efficiency	N/A	Copy of Project Report	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: Storage Areas Kept Clean so Spilled Materials Can be Collected & Used	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Material Storage and Utilization: Other	N/A	Copy of Program or Project Report	
X. Reduction in Human Exposure to Toxic Materials	Personal Protective Equipment: Proper PPE is Always Worn	N/A	Copy of Program	
X. Reduction in Human Exposure to Toxic Materials	Personal Protective Equipment: Annual Training for Proper PPE	N/A	Copy of Program & Training Records	
X. Reduction in Human Exposure to Toxic Materials	Personal Protective Equipment: Other	N/A	Copy of Program	

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X. Reduction in Human Exposure to Toxic Materials	Industrial Hygiene Practice: Sampling When Complaints & Corrective Action When PEL Exceeded	N/A	Copy of Program, Complaint Records, Sampling Results, & Corrective Action Reports	
X. Reduction in Human Exposure to Toxic Materials	Industrial Hygiene Practice: Regular Sampling & Corrective Action When PEL Exceeded	N/A	Copy of Program, Sampling Results, & Corrective Action Reports	
X. Reduction in Human Exposure to Toxic Materials	Industrial Hygiene Practice: Proper Ventilation Rates Maintained on Ventilated Processes	N/A	Copy of Program & Ventilation Rate Check Records	
X. Reduction in Human Exposure to Toxic Materials	Industrial Hygiene Practice: Implement Medical Surveillance, if Warranted	N/A	Copy of Program & Medical Surveillance Records	
X. Reduction in Human Exposure to Toxic Materials	Industrial Hygiene Practice: Other	N/A	Copy of Program or Project Records	
X. Reduction in Human Exposure to Toxic Materials	Employee Training In Environmental Hazards: Spill Management System in Place to Track Causes & Implement Corrective Actions	N/A	Copy of Program, Spill Record, & Corrective Action Reports	
X. Reduction in Human Exposure to Toxic Materials	Employee Training In Environmental Hazards: Trained Personnel in Container Handling and Spill Response	N/A	Copy of Program & Training Records	

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X. Reduction in Human Exposure to Toxic Materials	Employee Training In Environmental Hazards: Trained Personnel in Proper Mixing and Monitoring Techniques for Baths	N/A	Copy of Program & Training Records	
X. Reduction in Human Exposure to Toxic Materials	Employee Training In Environmental Hazards: Implement SPCC Plan with Annual Review	N/A	Copy of Plan & Annual Review Report	
X. Reduction in Human Exposure to Toxic Materials	Employee Training In Environmental Hazards: Other	N/A	Copy of Program or Project Records	
X. Reduction in Human Exposure to Toxic Materials	Local Emergency Planning Committee: Contingency Plan is in Place for LEPC	N/A	Copy of Contingency Plan and Mail Receipts	
X. Reduction in Human Exposure to Toxic Materials	Local Emergency Planning Committee: Regular Communication Maintained With LEPC	N/A	Copy of Contact Records	
X. Reduction in Human Exposure to Toxic Materials	Local Emergency Planning Committee: Contingency Plans is Reviewed Annually	N/A	Copy of Contingency Plan and Review Records	
X. Reduction in Human Exposure to Toxic Materials	Local Emergency Planning Committee: Other	N/A	Copy of Program or Project Records	
X. Reduction in Human Exposure to Toxic Materials	Other Activities	N/A	Copy of Program or Project Records	
XI. Compliance with Environmental Performance Standards	Environmental Inspections	N/A	Copy of Inspection Reports	

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XI. Compliance with Environmental Performance Standards	Environmental Regulatory Violations	N/A	Copy of Violation and Corrective Action Statements	
XII. Resource Utilization & Compliance Related Unit Cost	Cost of Water	Cost in Dollars per 1000 Gallons Purchased (Include Water & Sewer)	Monthly Water & Sewer Bills	Print Out From Utility
XII. Resource Utilization & Compliance Related Unit Cost	Cost of Electricity	Cost in Dollars per Kilo Watt Hour Purchased	Monthly Electric Bills	Print Out From Utility
XII. Resource Utilization & Compliance Related Unit Cost	Cost of Natural Gas	Cost in Dollars per Therm Purchased (Include Transportation Cost)	Monthly Natural Gas Bills	Print Out From Utility
XII. Resource Utilization & Compliance Related Unit Cost	Cost of Sludge Disposal	Cost in Dollars per Pound Disposed of (Include Transportation Cost)	TSDF, Transporter, or Broker Invoices and Shipment Manifest	Print Out From TSDF, Transporter, or Broker
XII. Resource Utilization & Compliance Related Unit Cost	Cost of laboratory Analysis of Wastewater and Samples	Cost of laboratory Analysis of Wastewater and Samples in Dollars	Outside Laboratory Invoices, Inside Laboratory Accounting Records	Print Out From Outside Laboratory
XII. Resource Utilization & Compliance Related Unit Cost	Time to Complete Form R Reports	Time to Complete Form R Reports in Hours	Employee Time Charge Sheets or Employee Estimation	Estimate Using Paperwork Reduction Act Estimated Average
XII. Resource Utilization & Compliance Related Unit Cost	Time to Complete Self-Monitoring Reports	Time to Complete Self-Monitoring in Hours	Employee Time Charge Sheets or Employee Estimation	
XII. Resource Utilization & Compliance Related Unit Cost	Time to Complete Hazardous Waste Manifests	Time to Complete Hazardous Waste Manifests in Hours	Employee Time Charge Sheets or Employee Estimation	Estimate Using Paperwork Reduction Act Estimated Average
XII. Resource Utilization & Compliance Related Unit Cost	Time to Complete All Other Environmental Reports	Time to Complete All Other Environmental Reports in Hours	Employee Time Charge Sheets or Employee Estimation	Estimate Using Paperwork Reduction Act Estimated Average