### PRE-VISIT QUESTIONNAIRE

Date:

Company Name: Web Site:

Facility Address:

Mailing Address (if different):

Primary contact: Title:

Email: Phone: Mobile:

Alternate contact: Title:

Email: Phone: Mobile:

Provide name, title, phone number and email of person completing this questionnaire if it is not the primary or alternate contact listed above:

Standard Industrial Code (SIC): NAICS Code:

Number of Employees:

Check each box that applies if your facility files any of the following:

**□**Form R (EPA) **□**Form S (DEP) **□**Tier II (EPA)

How did you learn of OTA? (What prompted this recent contact?)

According to the Massachusetts Toxics Use Reduction Act (Chapter 21I, Section 7, Part H) which is available at <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21I/Section7>:

Any information or record, in document or electronic format, received by the office in the course of providing technical assistance to a toxics user shall be kept confidential and not considered to be a public record pursuant to section 10 of chapter 66, unless:

* The toxics user agrees in writing that such information may be made available to the department.
* The office determines at its discretion, the information pertains to an imminent threat1 to public health or safety, or to the environment
* Disclosure to the department is required by law.

A copy of OTA’s Confidentiality Policy is available here: <https://www.mass.gov/service-details/the-ota-confidentiality-policy>.

1. Briefly describe the products you manufacture or the service your company provides. Please attach any product literature relevant to this visit.
2. What types of manufacturing processes are performed at your facility?
3. For what specific unit operation(s)/production process(es) would you like OTA’s assistance? Please attach any relevant process flow diagrams.

**For questions #4-7, please respond based on the unit operation(s) and/or production process(es) that you identified in question #3. To add a new row to the table, double-click on the left corner of the last row to highlight it, then right-click and select from the menu: insert> insert rows below. If a question is not relevant, you may skip the question(s):**

1. For the unit operation(s)/production process(es) listed in question #3, please list the hazardous/toxic chemicals involved in your facility’s manufacturing processes and the approximate annual usage (if available).

|  |  |
| --- | --- |
| Chemical | Approx. Annual Usage |
|  |  |
|  |  |
|  |  |
|  |  |

1. List any chemicals or materials recycled or reused in these unit operation(s)/production process(es).

|  |  |
| --- | --- |
| Chemical/Material | Recycle or Reuse |
|  |  |
|  |  |
|  |  |
|  |  |

1. Please list which operations or production process(es) are the primary source of air emissions, wastewater (WW), and/ or hazardous waste (HW) generation and what chemicals are responsible.

|  |  |  |
| --- | --- | --- |
| Operation/Production Process | Air, WW, or HW (specify) | Chemicals |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. List any treatment processes used to reduce emissions of toxics to the air, water, or as hazardous waste.
2. Please specify any assistance you need with energy conservation.
3. What is your total industrial water usage in gallons per day (gal/day)?  
      
   Would you like us to help you with water conservation? **□**Yes **□**No
4. Where is your facility’s **industrial** wastewater discharged?   
     
   Publicly Owned Treatment Works (POTW):  
     
     
   Direct discharge (e.g., stream/septic):

(name)

Other (e.g., evaporator, cooling tower, reverse osmosis, etc.):

1. Please feel free to attach any other information you think may be helpful in our working together.

ENVIRONMENTAL JUSTICE STATEMENT:

The Massachusetts Office of Technical Assistance (OTA) is a division under the Massachusetts Executive Office of Energy and Environmental Affairs (EEA). EEA prioritizes the principles of [Environmental Justice](https://www.mass.gov/environmental-justice) to address the disproportionate burden of environmental pollution experienced by lower-income, non-English speaking, and/or communities of color.

[EEA’s Environmental Justice policy](https://www.mass.gov/doc/environmental-justice-policy6242021-update/download) defines environmental justice as “the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency.” EEA promotes meaningful involvement of environmental justice populations in planning and decision-making to improve environmental quality, minimize health impacts through pollution prevention, and invest in parks and green spaces in environmental justice neighborhoods to increase access to natural resources and open spaces.

As part of [EEA’s Environmental Justice Strategy](https://www.mass.gov/doc/february-2024-environmental-justice-strategy-english/download), OTA has an ongoing commitment to key agency actions that incorporate the principles of Environmental Justice throughout our work. To find out if your company is located in or near an environmental justice neighborhood, you can type your facility address into [EEA’s Environmental Justice mapping tool](https://mass-eoeea.maps.arcgis.com/apps/MapSeries/index.html?appid=535e4419dc0545be980545a0eeaf9b53). Through site visits and technical assistance, OTA can help facilities in or near environmental justice neighborhoods identify opportunities to reduce the use, manufacturing, and processing of hazardous chemicals, evaluate safer processes and chemistries, address potential safety risks and enhance compliance with environmental regulations, maintain practices to conserve the use of energy, water, and other materials, and use toxics use reduction strategies to lessen the risk of severe weather-related industrial accidents in the event of natural hazards in climate-vulnerable areas.

If your company has questions about environmental justice or related questions about community engagement and meaningful community involvement, please let OTA staff know. [OTA](https://www.mass.gov/service-details/otas-team) is available as a resource to provide companies with additional information on the relationship between toxics use reduction and environmental justice and will frame recommendations to companies in the context of environmental justice.