**P2 Project Progress/Final Report (Report)**

*(Note: Provide the information specified and delete existing text within parentheses)*

(Facility Name)

(Address)

(Telephone)

(Preparer Name/Title)

A. **Project Description**: (*Confirm that the Project(s) were implemented as originally described in the P2 Project Summary/Plan, or explain and justify any changes made.*  Summarize any changes made from the original description by revising details for equipment installed, materials substituted, and the actual changes made to processes or operations. Include any changed manufacturer or vendor information, and specifications.)

B. **Environmental and Economic Benefits**: (*Confirm that the natures and types of resources, and wastes predicted to be effected in the original Summary/Plan, are unchanged. Describe and explain any notable changes in resources saved up front, or wastes reduced at back of affected processes, or operations.* Specify the types and nature of each change. Update the original table, as applicable.)

Insert the original table(s) from this Section of the Summary or Plan. Update information for any changed resource or wastes. *Correct numbers presented in the table(s) for any parameters actually monitored – only if results monitoring was included as part of implementation in the original Summary or Plan.*)

C. **Project Cost**: (Include per Project the *actual* itemized, subtotal and project total costs realized for each element and component of the project – *including any changed items or costs*. The projected payback period in months or years needs to be confirmed or corrected.

Provide a grand total cost for all Projects and an averaged projected payback period, *for multiple Projects*. **Use list or table format for all.**)

D. **Project Reporting:**

 (***Indicate both the dates the Project was started and completed.*** Confirm that the information presented in Sections A-C of the Plan is unchanged, or that sections have been changed appropriately. Provide a statement that the Project(s) was/were implemented successfully, and explanation of potential problems and corrections applied. Attach expense reports, receipts, purchasing instruments and other documents itemizing costs expended on preparing and implementing the Projects.)