



NAVAL FACILITIES ENGINEERING COMMAND  
Washington, DC 20374-5065

---

---

**NFESC**  
**User's Guide**  
**UG-2051-ENV**

**CALENDAR YEAR 2002**  
**POLLUTION PREVENTION ANNUAL**  
**DATA SUMMARY (P2ADS) GUIDE**

Prepared by

Environmental Information Systems Branch  
Naval Facilities Engineering Service Center  
Port Hueneme, CA 93043-4370

December 2002

---

Distribution authorized to DOD components only; administrative/operational use; December 2002.  
Other requests shall be referred to the Naval Facilities Engineering Service Center.

THIS PAGE PURPOSELY LEFT BLANK

<b>REPORT DOCUMENTATION PAGE</b>				<i>Form Approved</i> OMB No. 0704-0811	
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to provide information if it does not display a currently valid OMB control number.</p> <p style="text-align: center;"><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</b></p>					
1. REPORT DATE (DD-MM-YYYY) December 2002		2. REPORT TYPE Annual		3. DATES COVERED (From – To) January – December 2002	
4. TITLE AND SUBTITLE <b>CALENDAR YEAR 2002 POLLUTION PREVENTION ANNUAL DATA SUMMARY (P2ADS) GUIDE</b>				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S) Environmental Information Systems Branch Environmental Compliance Guidance Branch				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESSES Naval Facilities Engineering Service Center 1100 23 <sup>rd</sup> Avenue Port Hueneme, CA				8. PERFORMING ORGANIZATION REPORT NUMBER UG-2051-ENV	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES) Chief of Naval Operations (N451) Crystal Park 5 2211 South Clark Street Room 680 Arlington, VA 22244				10. SPONSOR/MONITORS ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT Distribution authorized to DOD components only; administrative/operational use; December 2002. Other requests shall be referred to the Naval Facilities Engineering Service Center.					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT The purpose of this guide is to assist Navy and Marine Corps shore installations, CONUS AND OCONUS, in preparing their Pollution Prevention Annual Data Summary (P2ADS). The P2ADS is the combined collection of solid waste, hazardous waste, and affirmative procurement program reporting as required by OPNAVINST 5090.1B.					
15. SUBJECT TERMS Solid waste, hazardous waste, Measures of Merit (MOM), recycling, disposal, other select waste, transferred offsite, diversion, affirmative procurement, acquisition					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (include area code)
U	U	U	UL	99	(805) 982-4807

THIS PAGE PURPOSELY LEFT BLANK



## **EXECUTIVE SUMMARY**

The purpose of this guide is to help you prepare your Pollution Prevention Annual Data Summary (P2ADS) for calendar year 2002. Due to the changes in the reporting requirements, it is important that the person responsible for completing the P2ADS report read this guide thoroughly.

The Pollution Prevention Annual Data Summary (P2ADS) is the collection of solid waste, hazardous waste, and affirmative procurement information as required by OPNAVINST 5090.1B and Chapter 17 of MCO P5090.2A. The Naval Facilities Engineering Service Center (ESC) collects P2ADS data from installations worldwide and reports the final information back to the claimants, the Chief of Naval Operations and Commandant of the Marine Corps.

New for this year are Affirmative Procurement (AP) Program questions in Chapter 5. The services are required to supply AP Program information through the chain to the Office of the Federal Environmental Executive. Even though we are asking for the information without prior warning, the information should be available at the installation. Next year, we plan to change the solid waste, other select waste, and AP Program data collection from calendar year (CY) to fiscal year (FY) to align with the RCRA and Department of Defense reporting period requirements.

P2ADS tracks the Department of the Navy's progress in meeting the Department of Defense Measures of Merit (MOM) goals for solid waste and hazardous waste. The Measures of Merit goals call for a 50% reduction of hazardous waste transferred offsite between 1992 and 1999. Until new hazardous waste MOM goals are finalized we will continue to collect data based on the current MOM goal. The solid waste MOM calls for a 40% diversion from landfilling and incineration while maintaining the economic benefit of recycling and composting.

THIS PAGE PURPOSELY LEFT BLANK

# CONTENTS

CHAPTER 1, P2ADS INTRODUCTION	PAGE
1.1 Purpose .....	1-1
1.2 Scope .....	1-1
1.3 Reporting changes .....	1-2
1.4 Reporting installation or shore activity .....	1-2
1.5 Regionalization reporting requirements .....	1-2
1.6 Reporting requirements .....	1-3
1.6.1 Solid waste--who must report .....	1-3
1.6.2 Other Select Waste—who must report .....	1-3
1.6.3 Hazardous Waste--who must report .....	1-3
1.6.4 Affirmative Procurement Program—who must report .....	1-3
1.7 P2ADS--When is it due .....	1-3
1.8 How do I report .....	1-3
1.9 Where to get help .....	1-4
CHAPTER 2, SOLID WASTE	
2.1 General--Solid waste data collection .....	2-1
2.1.1 Who must report -- Solid Waste .....	2-1
2.1.2 Host Installation and tenant relationship .....	2-2
2.1.3 Regional Solid Waste reporting .....	2-2
2.1.4 Who's exempt from reporting Solid Waste .....	2-2
2.1.5 Who prepares the P2ADS, Solid Waste .....	2-3
2.1.6 Where do I get Solid Waste information .....	2-3
2.1.7 When is the report due .....	2-4
2.1.8 Are there other sources for Solid Waste information .....	2-4
2.1.9 Measured or estimated values .....	2-6
2.1.10 Reportable and non-reportable solid waste .....	2-6
2.1.11 What is the solid waste data used for .....	2-7
2.1.12 Where to get help .....	2-8
2.1.13 MOM diversion goal .....	2-8
2.1.14 Calculating MOM goal .....	2-8
2.2 Instructions for completing the form .....	2-10
2.3 Conversions of common items from volume to weight .....	2-20
2.4 Glossary and acronyms - - Solid Waste .....	2-21
2.5 P2ADS Solid Waste – sample report form .....	2-26
2.6 P2ADS Solid Waste report form .....	2-29
CHAPTER 3, OTHER SELECT WASTE	
3.1 General—Other select waste .....	3-1

3.1.1	Who must report -- Other Select Waste .....	3-1
3.1.2	Where to get Other Select Waste information .....	3-2
3.1.3	When is the report due .....	3-2
3.1.4	Reportable and non-reportable Other Select Waste .....	3-2
3.1.5	Where to get help .....	3-3
3.2	Instructions for completing the form .....	3-3
3.3	P2ADS Other Select Waste – sample report form .....	3-7
3.4	P2ADS Other Select Waste report form .....	3-9

## CHAPTER 4, HAZARDOUS WASTE

4.1	General--Hazardous waste instructions .....	4-1
4.1.1	Reporting changes---Hazardous Waste .....	4-1
4.1.2	Who must report Hazardous Waste .....	4-1
4.1.3	Regional reporting .....	4-2
4.1.4	Generator class definitions .....	4-2
4.1.5	When is the report due .....	4-2
4.1.6	How do I report .....	4-2
4.1.7	Where to get help .....	4-3
4.2	How do I complete the report form--Hazardous Waste .....	4-3
4.2.1	Content .....	4-3
4.2.2	Activity information .....	4-3
4.2.3	Hazardous Waste operations .....	4-6
4.2.4	Success stories .....	4-8
4.3	P2ADS Hazardous Waste -- sample report form .....	4-10
4.4	Glossary – Hazardous Waste .....	4-14
4.5	EPA source codes .....	4-19
4.6	Navy process codes .....	4-21
4.7	P2ADS Hazardous Waste report form .....	4-23

## CHAPTER 5, AFFIRMATIVE PROCUREMENT PROGRAM

5.1	General—Affirmative Procurement instructions .....	5-1
5.1.1	Who must report .....	5-1
5.1.2	Where do I get AP Program Information .....	5-1
5.1.3	When is the report due .....	5-2
5.1.4	Where to get help .....	5-2
5.2	Instructions for completing the form .....	5-2
5.3	Affirmative Procurement Program – sample report form .....	5-7
5.4	Affirmative Procurement Program report form .....	5-11

APPENDIX A,	P2ADS Guide Distribution List .....	A-1
-------------	-------------------------------------	-----

## CHAPTER 1--P2ADS INTRODUCTION

**1.1 PURPOSE.** The Pollution Prevention Annual Data Summary (P2ADS) tracks the Navy's progress in meeting the Department of Defense Measures of Merit goals for solid waste and hazardous waste. The hazardous waste Measures of Merit (MOM) goal calls for a 50% reduction of manifested hazardous waste by 1999 using 1992 as the baseline. Until new hazardous waste MOM goals are finalized we will continue to collect data based on the current MOM goal. The solid waste MOM goal calls for a 40% diversion from landfilling and incineration while maintaining the economic benefit of recycling and composting.

This guide will assist you in preparing your Calendar Year 2002 P2ADS. The Naval Facilities Engineering Service Center (ESC) collects the data by installation and provides the data for review to CMC and Navy resource sponsors or claimants. A final report will then be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

**1.2 SCOPE.** This guide contains five chapters: P2ADS introduction; solid waste instructions; other select waste instructions; hazardous waste instructions, and affirmative procurement instructions. We acknowledge that most activities have a hazardous waste manager and a solid waste manager. Therefore, this guide has been designed for separation into separate guides. Chapter 2, 3, and 5 provides the solid waste report guide, the "other select waste" guide, and the affirmative procurement guide to be used by the solid waste reporter. Chapter 4 is the hazardous waste report guide. This will enable your program managers to complete their sections of the report and merge the forms together for a combined submission. Here's a summary of each chapter:

Chapter 1, contains P2ADS introduction, reporting changes, reporting requirements, where to get help, and the report due date.

Chapter 2, solid waste, consists of six sections. Section 2.1 contains general instructions that specify reporting requirements, who should report, and when to report. Section 2.2 contains detailed instructions of how to answer each question on the form. Section 2.3 contains the conversion factors for common items. Section 2.4 is a glossary of terms and acronyms. Section 2.5 is a sample report that illustrates how the form should be completed. Section 2.6 provides a blank solid waste report form.

Chapter 3, other select waste, consists of four sections. Section 3.1 contains general instructions that specify reporting requirements, who should report, and when to report. Section 3.2 contains detailed instructions of how to answer each question on the form. Section 3.3 is a sample report that illustrates how the form should be completed. Section 3.4 provides a blank "other select waste" report form.

Chapter 4, hazardous waste, consists of six sections. The general instructions in Section 4.1 specify who should report and when. The form instructions in Section 4.2 contain detailed instructions on how to answer each question on the form. A sample report, in Section 4.3, illustrates how the form should be completed. Section 4.4 is a glossary of terms. Section 4.5

contains a list of the EPA source codes. Section 4.6 contains a list of the Navy process codes and descriptions. Section 4.7 provides a blank hazardous waste report form.

Chapter 5, Affirmative Procurement (AP) Program is new for this year. The chapter contains general information in Section 5.1, detail instructions on how to answer the questions in Section 5.2, a sample report in Section 5.3, and a blank form in Section 5.4. Please note the AP Program information is for fiscal year rather than calendar year.

NOTE: As previously stated, this guide is designed to be separated. Chapters 2 and 3 contains all the directions and forms necessary to complete the solid waste and “other select waste” sections. Chapter 4 contains all the directions and forms necessary to complete the hazardous waste section. Chapter 5 contains all directions and forms for the AP Program section.

**1.3 CY02 REPORTING CHANGES.** For this year’s P2ADS Hazardous Waste reporting, we are including the source codes from the EPA Biennial Report. You have the option of using the Navy process codes or EPA source codes for this reporting period. For the calendar year 2003 reporting, we will only use the EPA source codes for reporting. (Refer to Chapter 4: Page 4-18 for further explanation.)

We have added an Affirmative Procurement (AP) Program chapter this year. Much of the installation information needed to fill out the AP Program questions is available at the installation.

Next year, solid waste, other select waste, and AP Program data will be collected by fiscal year while hazardous waste will continue to be collected based on calendar year. We plan to separate solid waste and hazardous waste data collection based on FY and CY to conform with RCRA and DOD reporting period requirements. Details of next year’s data collection will be emailed as soon as details have been formalized.

**1.4 REPORTING INSTALLATION OR SHORE ACTIVITY.** Installations, or host activities, are expected to report for their tenants. Refer to the solid waste, other select waste, AP Program, or hazardous waste chapters for specific directions.

**1.5 REGIONALIZATION REPORTING REQUIREMENTS.** Regionalization is the term used to describe consolidation of several installation functions into a single regional command. This includes solid waste and hazardous waste management and recycling functions. However, when reporting P2ADS solid waste and hazardous waste data, you must **submit a separate P2ADS report for each installation**. The regional solid waste or hazardous waste manager can submit all reports for the region but we need a separate P2ADS report for each installation in that region. The individual reports are necessary to report the MOM performance for each claimant. Navy and Marine Corps installations that are not part of a region can continue to report as usual.

**1.6 REPORTING REQUIREMENTS.** OPNAVINST 5090.1B and MCO P5090.2A require Navy and Marine Corps shore activities, worldwide, to report solid waste and hazardous waste.

**1.6.1 SOLID WASTE—WHO MUST REPORT?** Installations that generate one or more tons of solid waste per day are required to report. If you are a tenant and generate more than one ton a day, you must report to your host. The one ton per day includes all solid waste--refuse, recyclable materials, green waste, and other select waste. If the installation's population is 300 or more you are probably generating about one ton of solid waste per day or about 250 tons per year. The report form is provided in Chapter 2. Refer to Chapter 2, Section 2.2, for guidance in completing the report.

**1.6.2 OTHER SELECT WASTE—WHO MUST REPORT?** Installations that are required report solid waste must also report other select waste. Refer to Chapter 3, Section 3.2, for guidance in completing the report. Waste oils, ethylene based antifreeze, lead-acid batteries, and construction and demolition debris are considered to be other select waste for the P2ADS report. If any of the other select wastes are hazardous they must also be reported as hazardous waste, as described in Chapter 4 of this guide. Installation solid waste and other select waste will be used to calculate the MOM goal.

**1.6.3 HAZARDOUS WASTE—WHO MUST REPORT?** Installations that generate an average of 220 pounds or more of hazardous waste (2,640 pounds per year) or 2.2 pounds or more of acute hazardous waste per month are required to complete the hazardous waste report form provided in Chapter 4. Installations that are conditionally exempt small quantity generators—those that generate less than 220 pounds a month and whose information is not submitted by a host installation—are not required to report. Refer to Chapter 4, Section 4.2, for guidance in completing the form.

**1.6.4 AFFIRMATIVE PROCUREMENT PROGRAM – WHO MUST REPORT?**

Installations that report solid waste must also report AP Program information. The one ton per day threshold for solid waste reporting triggers AP Program reporting. The host installation will report AP data for all of its tenants.

**1.7 P2ADS-WHEN IS IT DUE?** Submit Calendar Year 2002 P2ADS to the ESC by 16 March 2003

**1.8 HOW DO I REPORT?** The P2ADS report may be submitted using either of these two reporting options:

**OPTION 1.** Send printed reports to:  
COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424/E. ROSARIO  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

You may FAX your report to: ESC424 at DSN 551-4832 or (805) 982-4832. FAXED reports will be accepted as the official report. While you may want to verify that your faxed report has been received, by calling DSN 551-4807, it is not necessary to send a printed copy. Marine Corps installations are required to provide a copy to CMC (LFL).

**OPTION 2, P2ADS SOFTWARE REPORT.** Use our P2ADS software to submit your report via e-mail. A software program is available for downloading from our homepage. The software is in Access 7.0 or Access 2000 and requires Windows 95, NT, 98, or 2000 to operate. Please note that you must have Access 97 or Access 2000 to use the software.

---

To download the software, manual, and reporting guidance from our environmental web page go to this URL: <http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#Download>

**1.9 WHERE TO GET HELP.** Contact one of our experts listed below:

**Solid Waste/Other Select Waste/AP Program:**

DSN 551-4807 or (805) 982-4807

---

---

---

- **Hazardous Waste:**

DSN 551-4807 or (805) 982-4807

---

---

## CHAPTER 2--SOLID WASTE

**2.1 GENERAL--SOLID WASTE DATA COLLECTION.** You can mail or FAX your report or use the P2ADS software.

**OPTION 1, PAPER REPORT.** Mail the hazardous waste, other select waste, and the solid waste sections to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424/E. ROSARIO  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

You may also FAX your report to ESC424/Rosario at (805) 982-4832 or DSN 551-4832.

Note: Please coordinate with the person responsible for preparing the other sections and send all sections to the address shown above. Per Chapter 14 of OPNAVINST 5090.1B, Navy installations are to provide a copy to their claimant and engineering field division (EFD) or engineering field activity (EFA). Marine Corps installations are required to provide a copy to CMC (LFL).

**OPTION 2, P2ADS SOFTWARE REPORT.** Use our P2ADS software to submit your report via e-mail. A software program is available for downloading from our homepage. The software is in Access 7.0 or Access 2000 and requires Windows 95, NT, 98, or 2000 to operate. Please note that you must have Access 97 or Access 2000.

\_\_\_\_\_.

To download the software, manual, and reporting guidance from our environmental web page go to this URL: <http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#Download>

If you need help please contact one of the personnel listed below:

- **Solid Waste/Other Select Waste/Affirmative Procurement:**

DSN 551-4807, or (805) 982-4807

\_\_\_\_\_

- **Hazardous Waste:**

DSN 551-4807 or (805) 982-4807

\_\_\_\_\_

**2.1.1 WHO MUST REPORT--SOLID WASTE.** OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that generate one or more tons of solid waste per day, to report solid

waste data. To determine if your installation meets the one ton per day requirement, use population figures to estimate the weight. Populations (work force + residents) greater than 300, normally, generate about one ton per day.

The Naval Facilities Engineering Service Center (ESC) collects data from Navy and Marine Corps installations and provides a summary to Navy claimants and to CMC for review. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

**2.1.2 HOST INSTALLATION AND TENANT RELATIONSHIP.** Installations are expected to report for their tenants. As most solid waste collection is performed for all activities at the installation, the installation or host activity shall report the solid waste information using the P2ADS form or P2ADS software. The installation should include information for all tenants. The term installation or host activity is defined in more detail in paragraph 2.1.4 and the Glossary, Section 2.4.

Here's an example: At a large naval station, the host installation will report the solid waste data for the entire installation. In our sample form, the naval station solid waste information includes the total solid waste generated, recycled, disposed, and cost information for the host and tenant activities located within the boundaries of the installation.

If the host installation has an Air Force, Army, Coast Guard, or other DOD tenants, the host's report will include the tenant's information. Conversely, Navy or Marine Corps activities on an Army base, Air Force base or other DOD installations will provide their solid waste information to their reporting hosts. You need not make a separate report to the Navy.

Navy and Marine Corps tenants of non-DOD installations that generate one or more tons of solid waste per day must report their P2ADS to NFESC. If in doubt, please call us.

**2.1.3 REGIONAL SOLID WASTE REPORTING.** As the solid waste manager you must report solid waste information by installation even if you have regionalized and manage many installations. Please do not send us a regional report. We compare solid waste data from one year to another by installation as a measure of data quality. Variations of more than 10% are questioned. The data shows historical information and data trends.

**2.1.4 WHO'S EXEMPT FROM REPORTING--SOLID WASTE.** Afloat or mobile activities are exempt from reporting solid waste and other select waste information. Ships, field units, air squadrons, and similar deployed commands normally do not have to report. The information for these units is collected and reported by the host activity or installation receiving their waste. Do not list ships or squadrons as tenants. Here's an example: while in port, ship's solid waste will be reported by the naval station; aircraft squadron waste will be reported by the host air station, and so forth.

Navy shore activities that are tenants of other DOD installations do not have to report their solid waste information to the ESC. However, you may be requested to provide information to your host

installation that reports for you. Navy and Marine Corps tenants at other DOD installations should retain a copy of the host's reporting transmittal letter for their records.

If your installation is due for closure in the reporting year, you still must report. For example, if the installation closed in July, solid waste information from January to July must be reported to ESC. This can be done by the installation staff or by NAVFAC Base Realignment and Closure (BRAC) staff. Once the installation has been turned over to NAVFAC, the report is not required.

If the installation, including tenants, generates less than one ton per day of solid waste, you do not have to complete the solid waste or other select waste sections of P2ADS. Installations that fall into this category are generally small facilities such as Navy and Marine Corps reserve centers, small communications centers, etc. Shore activities with less than 300 employees usually generate less than one ton per day and do not have to report. If you are uncertain or need advice, call your Naval Facilities Engineering Command, Engineering Field Division solid waste contact.

**2.1.5 WHO PREPARES THE P2ADS, SOLID WASTE SECTION?** The answer to this question varies from installation to installation, and, of course, is up to your command. We recommend that the installation environmental engineer or solid waste program manager complete the solid waste section. Navy and Marine Corps environmental regulations require installations to report their solid waste information. Installation environmental engineers usually complete similar environmental reports each year and are accustomed to coordinating with other departments inside and outside the facilities management group.

**2.1.6 WHERE DO I GET THE SOLID WASTE INFORMATION?** The information necessary to fill out the solid waste form can be gathered from a number of sources. See Table 2-1 for an overview of solid waste and recycling sources. The public works transportation office normally is responsible for solid waste disposal and can provide weight tickets and the total amount of solid waste generated. The contracts office can provide solid waste information if solid waste service is contracted out. The Defense Reutilization and Marketing Office (DRMO) can provide recycling revenues. Recycling information can be obtained from the Morale, Welfare, and Recreation (MWR) office, which usually operates the installation recycling program. Commissaries and exchanges often run specific recycling programs and generally keep excellent records. Reports should also include installation waste that is recycled by civilian organizations. Another source of information is the installation Qualified Recycling Program (QRP) instruction, which describes how recycled materials are collected and sold, and how revenues and expenditures are tracked. Some of the general information such as the activity population is available at your public affairs department, administrative office, or housing office.

<b>Table 2-1 Solid Waste and Recycling Information Sources</b>	
<b>Waste Stream Information</b>	<b>Source</b>
Refuse	Public works, contracting officer, base maintenance, refuse contractor, landfill operator, incinerator operator (ROICC, AROICC for construction waste and remodeling waste)
Landscaping waste	Public works, contracting officer, base maintenance, golf course manager, landscaping contractor, and compost facility on or off the

<b>Table 2-1 Solid Waste and Recycling Information Sources</b>	
<b>Waste Stream Information</b>	<b>Source</b>
	installation
Commissary/Exchange Waste	Commissary officer, Navy or post exchange manager, DRMO
C&D	ROICC, AROIC, public works, base maintenance, construction battalions, roads and grounds maintenance, paving contractor
Lead-acid batteries, used oil, and antifreeze	Public works, base maintenance, contract office, DRMO, installation hazardous waste handlers
Housing	Public works, contracting officer, base maintenance, and family housing officer
Recycling	QRP, DRMO, MWR, public works, base maintenance, material recovery facility (MRF), refuse contractor, commissaries, and the Navy or post exchange, civilian employee associations, other public or private organizations that collect recycled materials, ROICC or AROICC for C&D recycling
Compost	Grounds maintenance contractor, landscaping contractor, contracts officer, public works, base maintenance, private or municipal compost facility
NWCF recycled materials	DRMO (DRMO sells industrial scrap generated from NWCF activities; these should be collected and reported in P2ADS.)
Hobby shops	MWR (auto hobby shop, wood shop, etc.)

**2.1.7 WHEN IS THE REPORT DUE?** The completed solid waste information must be received at the ESC by 16 March 2003 for the reporting period 1 January through 31 December 2002. Submit an information copy to your claimant. Navy claimants are required to meet the MOM goals, therefore, they will be interested in your P2ADS report. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the P2ADS solid waste data to your P2ADS hazardous waste data before submitting—coordinate with your hazardous waste program manager.**

**2.1.8 ARE THERE OTHER SOURCES FOR SOLID WASTE INFORMATION?** Your Naval Facilities Engineering Command's (NAVFACENGCOM) Engineering Field Divisions (EFD) and Engineering Field Activities (EFA) have a solid waste contact that can assist you. Table 2-2 lists the NAVFACENGCOM solid waste contacts. This is a good source for sanitary landfill information, solid waste engineering studies, or similar engineering information not readily available at your installation. Another source of solid waste information is your claimant's environmental contact who can assist you regarding resource budget planning.

<b>Table 2-2 Naval Facilities Engineering Command Solid Waste/Recycling POCs</b>					
<b>COMMAND</b>	<b>NAME/ E-MAIL</b>	<b>CODE</b>	<b>DSN</b>	<b>FAX</b>	<b>COM</b>
NAVFAC			325-9257	202-685-1670	202-685-9319
LANTDIV			262-4767	757-322-4804/5	757-322-4767
LANTDIV			262-4796	757-322-4804/5	757-322-4796
PACDIV			472-1402	808-474-5939	808-472-1402
PACDIV			472-1401	808-474-5419	808-472-1401
NE DIV			443-0567	610-595-0555	610-595-0567x128
NE DIV			443-0567	610-595-0555	620-595-0567x136
SOUTHDI V			583-5558	843- 818-6357	843-818-5558
SOUTHDI V			583-5648	843-818-6357	843-818-5648
SE DIV			942-5571 Ext. 117	904-777-4174	904-542-5571 X117
SW DIV			522-3929	619-532-1195	619-532-3929
SW DIV			522-4613	619-532-1195	619-532-4613
EFAWEST Daly City			494-7450	650-746-7375	650-746-7450
EFAWEST Daly City			494-7457	650-746-7375	650-746-7457
EFA NWEST			744-0060	360-396-0857	360-396-0060
EFA CHES			325-3195	202-433-2018	202-433-3292
EFA MED			626-4720x383	39-081-568-4348	39-081-568-4720 X383
EFA MIDWEST			792-4477	847-688-6352	847-688-4477
NFESC			551-4882	805-982-4832	805-982-4882
NFESC			551-4872	805-982-4832	805-982-4872

**2.1.9 MEASURED OR ESTIMATED VALUES.** We need accurate information to show Navy and Marine Corps status and for reporting MOM goals. You can convert volume to mass, (i.e., cubic yards to tons) by referring to the density of various wastes in Section 2.3 and using the materials that most accurately represents what is generated at your installation. These values are reported as estimates of the weight. The general formula is:

$$\text{Tons} = \text{Volume(CubicYards)} \times \text{Density}\left(\frac{\text{Ton}}{\text{CubicYard}}\right) \quad \text{or}$$

$$\text{Pounds} = \text{Volume(CubicYards)} \times \text{Density}\left(\frac{\text{Pounds}}{\text{CubicYard}}\right)$$

$$2000 \text{ Pounds} = 1 \text{ Ton}$$

If you do not have the exact figures, such as the weight in tons of recycled waste, you can estimate the volume and then convert it to tons. You must convert volume to tons (2,000 pounds equals a ton). In general, non-compacted municipal solid waste is about 250 pounds per cubic yard. See Section 2.3 for conversion figures. Convert metric units to Avoirdupois System measurements (tons, etc.).

**2.1.10 REPORTABLE AND NON-REPORTABLE SOLID WASTE.** Solid waste, in general terms, includes all items recycled, discarded, and taken to the sanitary landfill. However, not all solid waste is reported in the solid waste section. **Excluded** solid waste categories are: liquid waste, radioactive waste, most hazardous waste, ordnance and explosive waste, excess hazardous materials sold by the Defense Reutilization Marketing Office, and any other waste listed in the hazardous waste section of P2ADS except oils, antifreeze, and lead acid batteries.

Items such as oil filters that are hazardous can be rendered non-hazardous and recycled. Oil filters are usually drained, crushed, and sold as metals in some states.

P2ADS does not collect infectious medical waste information. Report used oils, petroleum products, and fuels that are recycled in the “Other Select Waste” Section, see Chapter 3. Table 2-3 shows examples of reportable solid waste and Table 2-4 shows non-reportable solid waste.

<b>TABLE 2-3, REPORTABLE SOLID WASTE</b>		
trash and garbage wood waste, tires scrap metal lead zinc cardboard cooking grease sonar buoy tubes (plastic) asphalt non-hazardous sludge non-hazardous sand blast grit mess hall waste	solid waste from ships solid waste from hospitals non-hazardous incinerator ash non-hazardous sewage sludge municipal solid waste recycled solid waste demilitarized ordnance scrap metals anything that goes to a sanitary landfill *green waste or yard waste **toner cartridges	The following wastes are listed in “Other Select Waste,” see Chapter 3 for reporting details: construction demolition and debris (C&D) lead-acid batteries ethylene glycol based antifreeze waste oil.

\*If your contractor does not remove the green waste, but leaves it in place on the lawn, you do not need to report this as tons generated or cost incurred in collection. Many mulching lawn mowers cut grass in fine particles that don't require collection for disposal. The costs we want to capture are the collection cost of the green waste. If your contractor changes his practices to using a mulching mower, this is a source of waste reduction. Don't report source reduction as recycling in the P2ADS.

\*\*Toner cartridges that are collected for refilling can be reported under recycling.

<b>TABLE 2-4, NON-REPORTABLE SOLID WASTE</b>		
most hazardous waste; hazardous sludge & sandblast grit; solid waste disposed at sea; recycled hazardous waste (except oils, antifreeze, lead acid-batteries, & C&D); hazardous incinerator ash.	radioactive waste; hazardous materials sold by DRMO; sanitary sewage & wastewater; ordnance wastewater; formalin; Installation restoration waste.	non-lead-acid batteries, machine tool coolant, non-ethylene glycol based antifreeze, recycled hazardous materials; solvents.

**2.1.11 WHAT IS THE SOLID WASTE DATA USED FOR?** We will use solid waste data collected from Navy and Marine Corps activities to determine the Navy's and Marine Corps' solid waste status. We can project trends and strategies ranging from solid waste avoidance techniques, such as source segregation, packaging controls, and recycling. Much of our solid waste is recyclable. Recycling generates revenues to offset the collection cost and can provide funding for other projects. The ESC will report solid waste data and analysis to the Chief of Naval Operations, the claimants, and the Naval Facilities Engineering Command. Marine Corps data will be submitted to the Commandant of the Marine Corps.

OPNAVINST 5090.1B, Chapter 14, requires Navy claimants to achieve the DOD Measures of Merit goal. We will report the MOM status for each claimant and each reporting installation. Each Navy installation should do their fair share to ensure their claimant achieves the MOM goal. The solid waste data collected will show Navy and Marine Corps achievements in solid waste reduction. Additionally, DOD is tracking the amount of solid waste each service is recycling and the amount of solid waste that is being reduced as set forth in the Measures of Merit Goals issued by DOD Instruction 4715.4. The solid waste MOM was updated by DUSD Memorandum of 13 May 1998, subject: New DOD Pollution Prevention Measure of Merit. The new goal does not have a baseline or base year, but is measured as a yearly rate.

Solid waste success stories are used by CNO and CMC to publicize the good work installations are achieving in recycling, composting, and waste diversion. The success stories are published in P2ADS and many are published in other venues and released through public affairs. Every installation should have at least one success story.

**2.1.12 WHERE TO GET HELP.** Contact: DSN 551-4872 or (805) 982-4872.

**2.1.13 MOM DIVERSION GOAL.** Non-hazardous solid waste diversion rate MOM is “By the end of FY2005, ensure the diversion rate for non-hazardous solid waste is greater than 40%, while ensuring integrated non-hazardous solid waste management programs provide an economic benefit when compared with disposal using landfilling and incineration alone.”

The DOD MOM goal has two parts: Part 1 is diversion and Part 2 is economic. Both parts are calculated using your installations solid and other select waste data.

The diversion rate, Part 1, is shown below.

$$\text{Diversion Percent} = \frac{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons OSW Recycled}}{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Incinerated} + \text{Tons Landfilled} + \text{Tons OSW Recycled} + \text{Tons OSW Disposed}} \times 100$$

The economic benefit, Part 2, is shown below.

$$\text{PDC} - \text{ADC} = \text{ISWMCA}$$

Where:

PDC = Potential disposal cost if all waste were to be landfilled or incinerated (in dollars).

ADC = Actual disposal cost of integrated solid waste management (in dollars).

ISWMCA = Integrated solid waste management cost avoidance (dollars).

**2.1.14 CALCULATING MOM GOAL.** Using the data from our samples in Section 2.5 and Section 3.3 for Naval Station Smalltown, we will calculate the MOM goals. First, we can calculate

**Figure 2-1**

13. **SOLID WASTE ANNUAL OPERATIONS SUMMARY**

OPERATIONS A	TONS B	COST C	REVENUES D
Landfilled	4,035	\$270,000	
Incinerated	2,000	\$100,000	\$0
Composted	100	\$20,000	\$100
Recycled	1,620	\$80,000	\$98,000

14. **WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE:**  
 [The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons)]  
 A. Landfill \$ 30 B. Incinerator \$ 40

the diversion rate from the information in Figure 2-1, Question 13, Column B and Figure 2-2, Columns B and D.

Figure 2-1, Column B, contains the tons of materials landfilled, incinerated, composted, and recycled. Figure 2-2, Column B, contains disposal tons of other select waste. Column D of Figure 2-2 contains tons of other select wastes that were recycled or diverted. We need all these figures from each

table to calculate the installation diversion percent.

**Figure 2-2**

6. **Other Select Waste Annual Summary**

A	B	C	D	E	F
Waste Stream	Disposal (Tons)	Disposal Cost (\$)	Recycled (tons)	Recycle Revenues (\$)	Recycle Cost (\$)
C&D	1,200	\$30,000	800	0	\$20,000
Oils	0	0	20	\$500	\$100
Antifreeze	50	\$10	2	0	\$500
Lead-Acid Batteries	0	0	15	\$50	\$200

Disposal was 1,250 tons and recycling was 837 tons  
 Disposal cost was \$30,010 and recycling cost was \$20,800 with revenues of \$550

The diversion percent equation is shown below. Using the tons in our sample from Figures 2-1 and 2-2, we can determine the diversion percentage. The numerator contains recycled tons and composted tons from Figure 2-1, as well as other select waste that was recycled in Figure 2-2. The denominator contains tons recycled, tons composted, tons incinerated and tons

landfilled from Figure 2-1. It also contains other select waste disposed and recycled from Figure 2-2.

Diversion Percent =

$$\begin{aligned}
 & \frac{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Other Select Waste (OSW) Diverted}}{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Incinerated} + \text{Tons Landfilled} + \text{Tons OSW Recycled} + \text{OSW Disposed}} \times 100 \\
 & = \frac{1,620 + 100 + 837}{1,620 + 100 + 2000 + 4035 + 837 + 1250} \times 100 \\
 & = \frac{2,557}{9,842} \times 100 \\
 & = 25.9\%
 \end{aligned}$$

Next, calculate the economic benefit part of the MOM. Cost avoidance is the cost savings from diverting solid waste from the landfill or incinerator. There are several ways to calculate cost avoidance. For P2ADS, use the following DOD formula. Again, look at Figures 2-1 and 2-2 in the sample of Naval Station Smalltown for data used in the sample calculations below.

Integrated Solid Waste Mgmt Cost Avoidance = Potential Disposal Cost – Actual Disposal Cost

Where PDC is (cost of landfilling) + (cost of incineration) + (cost of other select waste disposal) + [(Sum of tons composted and recycled + sum of tons recycled from Other Select Waste) X (tipping fee)]

Where ADC is (sum of cost) – (sum of revenues)

Step 1, Calculate PDC

$$\begin{aligned}
 \text{PDC} &= (\$270,000 + \$100,000 + \$30,010) + [(1720 + 837) \text{ tons} \times \$40] \\
 &= \$400,010 + \$102,280 \\
 &= \$502,290
 \end{aligned}$$

We used \$40 tipping fee because it is the higher of the two tipping fees.

Step 2, Calculate ADC

$$\begin{aligned}
 \text{ADC} &= (\text{sum of cost}) - (\text{sum of revenues}) \\
 &= (\$270,000 + \$100,000 + \$20,000 + \$80,000 + \$30,010 + \$20,800) - (\$100 + \$98,000 \\
 &\quad + \$550) \\
 &= \$520,810 - \$98,650 \\
 &= \$422,160
 \end{aligned}$$

Step 3, Calculate ISWMCA

$$\begin{aligned}
 \text{ISWMCA} &= \text{PDC} - \text{ADC} \\
 &= \$502,290 - \$422,160 \\
 &= \$80,130
 \end{aligned}$$

Our example shows NAVSTA Smalltown has achieved 26% diversion but needs to increase it another 14% to achieve the goal of 40% or better. The economic benefit of solid waste management is positive which is good. NAVSTA Smalltown has to embark on a program to increase composting and recycling. They need to contact their EFD for engineering assistance to determine how they can achieve the diversion goal while maintaining a positive economic benefit.

Table 2-5 shows the Integrated Solid Waste Cost Avoidance (ISWCA) and diversion rate for each claimant and CMC. OPNAVINST 5090.1B Chapter 14 requires claimants to achieve the DOD measure of merit goal of 40% in an economic manner. Which means ISWMCA should have 0 or a positive value.

<b>TABLE 2-5, CY01 CLAIMANT DIVERSION PERFORMANCE</b>		
<b>Claimant</b>	<b>ISWMCA (\$)</b>	<b>Diversion (%)</b>
BUMED	327,809	53.06
CNET	461,939	22.56
CNO (FSA)	490,027	39.97
LANTFLT	4,262,018	33.52
NAVAIR	1,593,725	85.58
NAVEUR	105,263	49.43
NAVSEA	5,546,577	71.58
NAVSECGR	60,842	46.49
NAVSYSMGT	40,401	56.65
NVRESFOR	558,446	46.53
OCNR	57,000	20.84
PACFLT	4,801,960	41.23
SPAWAR	6,863	31.15
<b>NAVY</b>	<b>\$18,312,870</b>	<b>46.02</b>
<b>CMC</b>	<b>\$11,269,361</b>	<b>53.52</b>

**2.2 INSTRUCTIONS FOR COMPLETING THE FORM.** The solid waste information form contains 15 questions. This section will list each question and describe the information needed. If you need additional space for your answers, insert a blank page or use the comments section, to

provide the information. A completed sample form is provided in Section 2.5 and a blank form is provided in Section 2.6.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages).
2. INSTALLATION UIC. The UIC is a six character alphanumeric code with a prefix of “N” for Navy or “M” for Marine Corps and can be found in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.
3. SOLID WASTE CONTACT. Enter the name of the person preparing the report—normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS—solid waste section. Please provide an alternate contact, especially if you are military and “rotate” every two years. You can list additional personnel and related information in comments.
4. CONTACT TITLE/CODE. Enter the title, department and mail code, if any, for the person preparing the report.
5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your Internet or e-mail address.
6. INSTALLATION POPULATION. List populations for each category as requested below. Do not send a "total" population. Instead, categorize the base population as accurately as possible. We use population figures to calculate pounds per person per day and to check the installation’s disposal figures.

To get population figures contact Public Affairs for total military, students, and civilians on the installation. Contact family housing for number of military and dependents residing in installation or family housing. Contact Bachelor Quarters for transient population.

- A. MILITARY RESIDENT. Number of military personnel and their dependents who live on base or in government operated housing maintained by the base. This includes fleet personnel and others home ported at the installation or base.
- B. MILITARY NON-RESIDENT. Number of military personnel who work regularly at the installation but live off-base in non-government housing.
- C. CIVILIAN RESIDENTS. Number of civilians and their dependents who live on base or in government operated housing maintained by the base.
- D. CIVILIAN NON-RESIDENTS. Number of civilians who regularly work at the installation and live off-base in non-government housing.

7. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)? Indicate by checking “yes” or “no”. This should be “yes” because OPNAVINST 5090.1B, Chapter 14, and MCO P5090.2A, Chapter 17, requires shore activities (installations) to develop and use a Solid Waste Management Plan. The solid waste management plan and issuing instruction shall address the solid waste generation, collection, disposal and management. The SWMP is to be revised every three years or more frequently as the mission changes. If you do not have a SWMP and issuing instruction indicate "no".

The SWMP Guide, NEESA 5.0-004 of September 1993, is available through the ESC Technical Information Center. You can obtain a copy by writing to Commanding Officer, Naval Facilities Engineering Service Center, Technical Information Center, ESC122, Port Hueneme, CA 93043-4328, or by faxing your name and address to DSN 551-1409 or commercial (805) 982-1409. Remember to include the name and number of the publication!

---

8. DOES THE INSTALLATION HAVE A COMPOST OPERATION? Indicate by checking “yes” or “no”. A composting operation can be either a static pile, a windrow, or in vessel system that is located on the installation. If you send your yard or green waste to a composting facility off the installation, check “no”. If you just have a mulching operation without composting, you can record the diversion under composting but check “no” for this question. We just simply want to know how many installations are composting at the installation.

9. LIST TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT. List tenants that have a population or workforce of 100 or more. Do not include ships, squadrons, air wings, etc. These should include only tenants at your installation that generate one ton of solid waste a day or greater for whom you are reporting. You can list tenants on a separate piece of paper, if necessary, to complete this section. List tenant activity short title name and UIC.

10. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)? Indicate by checking "yes" or "no". A solid waste recycling program generally has a plan or instruction and a working group assigned to run the program. A QRP is a recycling program established at an installation by an instruction. The instruction sets up an accounting system to track the money generated from sale of recyclable materials, and usually also provides for a suspense account with DRMO. QRP requirements are discussed in the Qualified Recycling Program (QRP) Development Guide, NFESC UG-2039-ENV, which is available from the ESC. To request this document send a fax with your name and address to ESC Technical Information Center, DSN 551-1409 or (805) 982-1409. Remember to include the name and number of the publication!

\_\_\_\_\_ . If you have a formal or informal QRP you may check "yes". If you are in a regional QRP, you can check “yes”. If the region handles all the reporting, please note that in the Comments Section.

The following questions pertain to the QRP operation only. We will calculate the QRP profit and lost from your figures. **It is important to give us figures that are only for the QRP.** We want to know the impact of the QRP to the Navy and Marine Corps. The top revenue and tonnage recycling installations in the Navy are Navy Working Capital Fund and their revenues go to DRMO and are not returned to the installation. We are attempting to determine the figures attributed to the QRP.

Annual QRP Tons Recycled. If you answered “yes” above, record the annual tons recycled only by the QRP. Do not include other non-QRP recycling tonnage. Recycled items that do not qualify for the QRP include DEMIL items (with the exception of deformed brass), fuels, etc. Do not include non-qualifying QRP tons. If you have a QRP, but no QRP tons recycled, enter zero under tons recycled. Also make a note in remarks that you have a QRP but recycled no QRP tons. If your composting is under QRP, add those tons under QRP tons recycled. Anything you do under QRP, put under Question 10.

Total Annual QRP Cost. Include the total cost for the QRP operation. Do not include the other cost associated with other recycling at the installation. This cost should include the cost for QRP labor, transportation, maintenance, etc. Cost incurred by DRMO is not to be counted as QRP cost. If you have a QRP but have no cost because you don’t use the QRP for recycling, enter zero and also note it in Comments. If you have recycled QRP tons, but no cost, explain why in Comments.

Total Annual QRP Revenues. Include only revenues generated by the QRP operation. Do not include recycling revenues that do not go to the QRP such as DEMIL material that does not qualify for the QRP.

11. DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY? If you have an active disposal facility permitted by federal, state, or foreign government at your installation that receives solid waste or refuse, check “yes”. If not, check “no”. For U.S. and U.S. territories include all RCRA Subtitle D landfills located on the installation. Do not list CERCLA (IR) sites. Installations located outside the U.S. and U.S. territories check “yes” if you have a disposal site on the installation.

IF YES, WHO ISSUED THE PERMIT? Indicate who permitted the facility; federal, state, or foreign government.

WHAT TYPE OF PERMIT WAS ISSUED? Indicate if the permit is for a landfill, incinerator, compost facility, or an inert/rubble facility. If you have more than one permitted facility or have additional comments about your selection, please use the comments section to note the information. Resource Conservation and Recovery Act (RCRA) is an amendment to the Solid Waste Disposal Act (SWDA) of 1984. Information on this topic can be found under RCRA 42 USC 6901.

12. SOLID WASTE RECYCLED. We track recycled solid waste by eight categories: metals, glass, plastic, food, wood, yard trimmings or green waste, paper, and other non-food. Items you recycle that are hazardous waste should be listed in the hazardous waste section—see Chapter 4.

Hazardous and non-hazardous other select waste (C&D, used oils, ethylene glycol based antifreeze, and lead-acid batteries) should be listed as described in Chapter 3.

SOLID WASTE RECYCLED (by category). List the non-hazardous solid waste you recycle. You can summarize your recycled amounts into the eight categories mentioned above. Table 2-6 shows common items that fit in each category.

Green waste category does not include compost reported in Question 13. It does include backyard composting and mulching usually from the housing area. If your trimmings go to an on or off base compost facility, it is entered under composting, Question 13.

TONS. List the number of tons recycled for each category. Volume must be converted to tons. See Section 2.3 for conversion factors. To get total tons for each category, sum all recycling tons for the QRP program, industrial operations (NWCF organizations), and installation materials recycled on and off the installation by contractor or vendor.

<u>Food</u>	<u>Glass</u>	<u>Metals</u>	<u>Other NonFood</u>
Cooking grease; Cooking oils; Food contaminated paper napkins; Paper products in food waste; Garbage; Fat and bones; Discarded food.	Clear Brown Green Amber Plate	Hi-temp alloys Steel Ferrous and non-ferrous metals Brass, Copper Ferrous cans Aluminum cans Foil White goods (refrigerators, stoves, washers, etc) Electrical wires	Textiles Rags Fabric Sandblast residue Used clothes Carpet Tires
<u>Paper and Paperboard</u>	<u>Plastic</u>	<u>Wood</u>	<u>Yard Green Waste</u>
High grade paper; Paperboard; Computer printouts; Office paper; Newsprint; Corrugated; Cardboard, HHG boxes; Clean food boxes.	PET bottles HDPE bottle Film plastic Sonobuoys Plastic bags	Timber Pallets Keel blocks Wooden containers and packaging Donnage Plywood Wooden shakes, fencing, and siding Particleboard	Backyard composting; Backyard mulching; Yard trimmings; Miscellaneous organic waste.

13. SOLID WASTE ANNUAL OPERATIONS SUMMARY. Landfilled, incinerated, composted, and recycled are the operations. Provide the annual tons and annual cost for each operation. Provide annual revenues, if any, for all operations except landfilled. We will calculate cost avoidance from the figures you provide.

Annual cost includes labor, operation and maintenance cost, and equipment cost associated with these operations. **Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP).** For installations that contract out refuse management, use total contract amount for the appropriate operation (landfilling or incineration, or recycling). If the refuse contract is for incineration, landfilling, and/or recycling provide the appropriate dollar value to each operation.

Non-hazardous sewage sludge tons, cost, and revenues, if any, generated at the installation sewage treatment plant is recorded under landfilled, incinerated, or composted. Cost will include tipping, labor, and transportation. Revenues, if any, are recorded under revenues and place tons under tons column. Sludge is generally dewatered at the sewage treatment plant prior to being transported to the disposal or compost facility. Sewage sludge land applied or composted per the EPA 503 rules can be counted under composting. Composting and land application will count as diversion.

LANDFILLED. Use Column B to record the total annual tons of installation solid waste disposed of in a landfill. The total tons include those tons landfilled on and off the base and from incinerator ash generated from installation incinerators. List the annual cost of landfilling operation in Column C. For installations with firm fixed refuse contracts, list the annual contract cost. For installations with refuse contracts that had add-on or additional services, total all cost to get annual cost. For installations that have their own refuse operations, include government cost of collection and disposal. Check with public works or base maintenance for the figures. Add all labor costs associated with solid waste landfilling. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). There is no revenue or cost avoidance for landfilling. If disposal tons or cost vary by 10% from the previous year, explain why in the comments. Note: Do not count dredge spoils as landfilled.

INCINERATED. Record the total annual tons of installation solid waste disposed of in an incinerator on or off the installation in Column B. Do not count ash generated from incineration as additional solid waste disposal. If you have an incinerator on the base that generates non-hazardous ash which is disposed in a landfill, the tons of ash is not recorded under tons landfilled. List the annual cost of incineration in Column C. For installations with firm fixed contracts for incineration, list the annual contract cost. For installations that have their own incinerator operations, include government, and/or contractor cost of collection and disposal. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). Check with public works or base maintenance for the figures. For government owned incinerators, any energy recovered that is sold can be listed under revenues, Column D. There is no cost avoidance for incineration. Generally, there are no revenues for incineration.

Note: We do not track medical waste. Do not record medical waste incineration operations.

COMPOSTED. Record the annual tons of installation yard waste, green waste, and other organic materials composted in Column B. Tons composted include materials composted on and off the installation as well as mulching and chipping tonnage. However, mulching lawn mower grass clippings left on site are not to be counted as composted. Organic materials that were disposed in the landfill should be recorded under landfilling. Record the annual government or contractor composting operations cost in Column C. Annual costs include composting, chipping, and mulching operations as well as equipment cost, maintenance cost,

and labor cost. If your compost is going to a municipal facility, it should be included under compost with the cost of the contractor.

You may put food waste under compost if it is composted. You therefore, would not put it under recycled food waste. Recycled food waste is when you give food to the community or the pig farmer for slop. Yard, green waste or food cannot be counted in two places. It must be either composted or recycled.

Note: If landscaping contract includes composting, record only the composting portion cost of the landscaping contract. Record any revenues from the sale of composted, mulched, or chipped material under composting revenues in Column D. We will calculate cost avoidance using figures provided. Compost facilities generally have material handling equipment, monitoring equipment, compost handling equipment and a knowledgeable operator. The three general types of composting are static pile, wind row and in-vessel system. The static pile is very primitive and generally consists of constructing a conical pile that takes several years to mature. Windrow and in-vessel system generate finished compost must faster.

RECYCLED. Record the annual tons recycled in Column B. Installation generated solid waste can be recycled on or off the installation. Total annual tons of solid waste recycled in Column B is the same amount as the total of Question 12. Total tons recycled by the QRP and by non-QRP programs. For contracted recycling programs, get the tons recycled from the contractor. Record the annual cost for installation recycling programs in Column C. This is a total of operations, maintenance and labor cost for recycling. For recycling, military labor and cost of equipment from the PPEP is not counted as cost. Even if the recycling program is run exclusively by the military, there should be some cost associated with the program, for example, transportation, vehicle maintenance, fuel, etc. List the annual revenues under the revenue section of recycling in Column D. Include revenues from QRP direct sales and QRP and non-QRP recycling sales by DRMO. For refuse contracts that include recycling pickup without revenues being returned to the installation, determine the approximate revenue value and record it in Column D. Cost avoidance will be calculated from the data supplied.

A note about recycling: Use the “trash or scrap test” to determine if you should count the computers as diversion. If the item being discarded is a waste (trash or scrap) and not a useable item, then it can be counted as diversion if it is recycled or diverted. We don’t generally count items that are reused such as furniture, vehicles, and other reusable items. Old computers, on the other hand, have traditionally gone to DRMO for donation or sale. They are sold and are not trashed or discarded in the landfill so they are not counted in the P2ADS. Computer circuit boards that contain silver are required to be sent to DLA’s Silver Recovery Program. After the circuit boards are removed, the case and other parts could be recycled—this can be claimed on P2ADS as recycling. Silver or precious metals recovered by DRMO can be claimed as recycling by installation. You can count the old computers as

diversion if they are dismantled and the parts are recycled by UNICOR. Just record the tons of computers recycled in the recycling column on the P2ADS report.

NOTE: Even though others recycle your installations generated waste, you can take credit for it. If a MRF or construction contractor recycles or diverts waste from landfilling or incineration, you can use these figures. You can also claim C&D diversion conducted by construction contractor or MILCON project. Don't assume that if the waste was hauled off the installation, it was landfilled or incinerated. Good business people will try to recycle, compost, or divert the waste to a facility that charges less than landfilling or incineration. You can take credit for their good business practices. Record refuse recycled by MRF in the Other Non-food Category. For C&D, record tons recycled under C&D recycled column in Other Select Waste.

14. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE? We are collecting tipping fees for local private or municipal landfills and incinerators to use to calculate the economic benefit part of the MOM solid waste goal. This figure is used to calculate the potential disposal cost part of the economic benefit. The tipping fee is the dollar amount per ton charged by a landfill or incinerator for disposal.

- A. Landfill. Record the cost per ton for disposal at the local municipal/private landfill. If you have an installation landfill, you still need to get the local commercial/municipal tipping fee. Choose the landfill tipping fee that you would use if the installation landfill were closed. For installations that have firm fixed price refuse contracts, call the local landfill for the tipping fee or ask your contractor. If you use more than one landfill, choose the tipping fee of the one that receives the most waste.
- B. Incinerator. Record the cost per ton for disposal at the local municipal/private incinerator. If you have an installation incinerator, you must still provide the local commercial/municipal tipping fee. Choose the incinerator tipping fee that you would use if the installation incinerator were closed. For installations that have firm fixed price refuse contracts, call the local incinerator for the tipping fee or ask your contractor. If you use more than one incinerator, choose the tipping fee of the one that receives the most waste. We are not tracking medical waste. Do not report medical waste incineration tipping fees.

15. COMMENTS AND RELATED INFORMATION. Add any comments or related information not covered by the report—especially if reported quantities vary widely from what was reported last year. If you entered data in a manner not in conformance with instructions contained in this guide, please explain your rationale for doing so. Explain any unusual values or any significant changes from your previous report. For example, if you demolish a building, your solid waste may increase significantly. Starting or ending a contract or closing a landfill are other examples of significant

changes. Also, please note if your base is on a closure list since this may affect your numbers over time.

If data changes from one year to the next, please note it in the comments. For example, if any of your data changes by 10%, please note it. **Significant unexplained changes will result in a call from our solid waste program coordinator.**

16. SUCCESS STORIES. Provide one or more success story summaries. Please use the following format to describe your success. Please limit your submission to 300 words or less, about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. First sentence should be the title of your success. Give a description of a success that reduced or eliminated solid waste disposal or cost. Solid waste topics are: composting, recycling, waste reduction, cost avoidance, disposal cost reduction, construction and demolition debris reduction or recycling, new technology usage, refuse disposal contract innovations, solid waste management achievements, and other diversion success.

ECONOMIC BENEFITS. Describe any economic benefits derived from solid waste reduction, recycling efforts, etc. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) annual operational costs, savings, waste diversion, and cost avoidance. At the very least show some savings over a period of time. A table could quickly show the saving.

The following can be used to calculate return-on-investment (ROI) over a ten-year period.

$$\$ROI = [(Current - New)(10 \text{ year})] - [\text{One Time Capital Costs}]$$

ROI = Return on investment over ten-year period.

**CURRENT** = Current annual operating costs. Defined as cost to operate and maintain process before new technology or new management practice is implemented. Consider materials purchased, disposal/treatment costs, labor, and utilities.

**NEW** = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/treatment costs,

labor, and utilities. If you receive money from recycling using the new technology or management practice please add this to the ROI.

**ONE TIME CAPITAL COSTS** = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to produce a return on investment that's more representative of your situation.

**POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS.** Give a description of pollution prevention or environmental benefits derived from the solid waste success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

**OTHER BENEFITS AND COMMENTS.** Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

**NOTE:** When in doubt as to whether you have a success story or not—send it in. Provide a narrative describing significant improvements in your solid waste and recycling programs. If you think it's a success story, we do too!

## 2.3 CONVERSIONS OF COMMON ITEMS FROM VOLUME TO WEIGHT

### MUNICIPAL SOLID WASTE<sup>1</sup>

Uncompacted-loose

1 cubic yard = 250 pounds

Compacted

1 cubic yard = 500 pounds

### NEWSPAPER

1 cubic yard = 600 pounds

3.333 cubic yards = 1 ton

one 12" stack = 35 pounds

### CORRUGATED

Uncompacted-bailed

1 cubic yard = 285 pounds

7.018 cubic yards = 1 ton

Compacted

1 cubic yard = 507.6 pounds

3.940 cubic yards = 1 ton

### OFFICE PAPER

Bulk Container 1 cubic yard = 500 pounds

### GLASS

Loose, whole bottles

1 cubic yard = 600 pound

3.333 cubic yards = 1 ton

1 grocery bag = 16 pounds

55 gallon drum = 175 pounds

Crushed (manually broken)

1 cubic yard = 1000 pounds

2.000 cubic yards = 1 ton

55 gallon drum = 300 pounds

Crushed (mechanically broken)

1 cubic yard = 1800 pounds

1.111 cubic yards = 1 ton

55 gallon drum = 550 pounds

### TRUCK TIRES

1 Tire = 90 pounds

22 tires = 1 ton

### PASSENGER CAR TIRES

1 tire = 20 pounds

100 tires = 1 ton

### USED MOTOR OIL

1 gallon = 7 pounds

286 gallons = 1 ton

### BATTERIES

1 battery = 33 pounds w/8 lbs lead

61 batteries = 1 ton compacted

### AUTOMOBILES

1 automobile = 2052 pounds

### FERROUS CANS

Whole

1 cubic yard = 150 pounds

13.333 cubic yards = 1 ton

Flattened

1 cubic yard = 850 pounds

2.353 cubic yards = 1 ton

### ALUMINUM CANS

Whole

1 cubic yard = 74 pounds

27.027 cubic yards = 1 ton

1 grocery bag = 1.5 pounds

Flattened

1 cubic yard = 250 pounds

8.000 cubic yards = 1 ton

### PLASTIC

PET (Soda Bottles)

1 cubic yard = 30 pounds

66.666 cubic yards = 1 ton

HDPE (Whole)

1 cubic yard = 25 pounds

80.000 cubic yards = 1 ton

HDPE (Flat)

1 cubic yard = 50 pounds

40.000 cubic yards = 1 ton

### ORGANIC MATERIALS

Leaves (uncomposted/uncompacted)

1 cubic yard = 250 pounds

8.0 cubic yards = 1 ton

Leaves (uncomposted/compacted)

1 cubic yard = 450 pounds

4.444 cubic yards = 1 ton

Leaves (uncomposted/vacuumed) operations

1 cubic yard = 500 pounds

4 cubic yards = 1 ton

Wood Chips

1 cubic yard = 500 pounds

4.000 cubic yards = 1 ton

Grass Clippings

1 cubic yard = 404 pounds

4.950 cubic yards = 1 ton

### SEWAGE SLUDGE

1 gallon = 8.34 pounds

<sup>1</sup>Conversion factors from Solid Waste Association of North America

**2.4 GLOSSARY AND ACRONYMS--SOLID WASTE.** The words defined below are used throughout the Navy solid waste program.

**Acquisition Personnel.** For the purpose of this guide, acquisition personnel are those individuals at the installation that purchase, specify, require, order, and support the acquiring of materials and services.

**Activity.** An independent Navy or Marine Corps command performing a specific mission. Each activity has a unique Unit Identification Code. (See shore activity.)

**Actual Disposal Cost (ADC).**  $ADC = \text{Landfill Cost} + \text{Incinerator Cost} + \text{C\&D Debris Cost} + \text{Composting Cost} + \text{Medical Incinerator Cost} + \text{Waste-to-Energy Incinerator Cost} + \text{Collection Cost} + \text{Disposal Operation Cost} + \text{Recycling Program Cost} - \text{Recycling Transaction Revenue}.$

**Administrative Cost.** Cost for direct labor; public education; and training.

**Affirmative Procurement Program.** A preference program for purchasing EPA designated items that contain recycled content. The program involves everyone that is involved in procurement. Navy and Marine Corp installations will have an installation affirmative procurement instruction and plan for implementing the AP Program as required by RCRA 6002. For a list of designated items, see <http://www.epa.gov/cpg/index.htm>.

**Composting.** The controlled biological decomposition of organic solid waste under aerobic (in the presence of oxygen) conditions. The transformation of organic waste materials into soil amendments, such as, humus or mulch.

**Construction Demolition and Debris (C&D).** Waste derived from construction, remodeling, raising a building or structure. C&D can be disposed in a landfill or by incineration and can be recycled or diverted from disposal. C&D examples are wood, concrete, asphalt, blocks, drywall, windows, doors, etc.

**Disposal Cost.** Total cost associated with the collection, transportation, and disposal of solid waste at a landfill, incinerator, or other disposal facility. The cost includes labor, maintenance and operational expenses.

**Diversion.** For purposes of the DOD MOM goal, diversion is the waste recycled, composted, or diverted from landfill or incineration. The waste diverted includes C&D, refuse, green waste, other select waste (i.e., oils, anti-freeze, lead acid batteries), recycled materials, etc.

**Glassphalt.** An asphalt product that uses crushed glass as a partial substitute for aggregate for the mix.

**Impact Card Holder.** Person that is issued a government credit card and is authorized to purchase an item or service up to \$2,500. This is not a government travel card.

**Incineration.** Burning of fuel under controlled conditions, ideally converting organics to carbon dioxide and water.

**Installation.** The host command for several Navy or Marine Corps activities, units, and commands. An installation may have several tenants. A fence normally surrounds the installation. Installations usually provide services to their tenants such as utilities, security, and trash collection. Naval Base Ventura County is an installation with tenants such as the Naval Facilities Engineering Service Center; Naval School, Civil Engineer Corps; etc.

**Integrated Solid Waste Management.** A practice of disposing of solid waste that uses several complimentary components, such as source reduction, recycling, composting, waste-to-energy, and landfill.

**Integrated Solid Waste Management Cost Avoidance Programs (ISWMCA) Economic Benefits.** Avoided Cost = PDC – ADC. To meet the MOM goal, the ISWMCA must be a positive number. A negative number means recycling cost more than disposal.

**Landfill.** A discrete area of land or an excavation, on or off an installation, that receives household waste and that is not a land application unit, surface impoundment, injection well, or waste pile. A solid waste landfill also may receive other types of waste, such as commercial solid waste or industrial waste. Active landfills are permitted under RCRA Sub-part D.

**Leachate.** Liquid that has percolated through solid waste or another medium and has extracted, dissolved, or suspended materials from it, which may include potentially harmful materials. Leachate collection and treatment is of primary concern at landfills.

**Mass Burn.** Incineration without prior sorting or processing of municipal solid waste in a one-chamber combustion system under conditions of excess or starved air built on site.

**Measures of Merit (MOM).** A pollution prevention reduction goal established by the Department of Defense for solid waste as well as for other media in DOD Instruction 4715.4. The solid waste MOM calls for a 40 % diversion from landfilling by 2005. There is an economic subpart to the goal that requires recycling to be conducted in an economic manner. See the equation in Section 2.1.14.

**MCO P5090.2A.** Marine Corps Order entitled “Environmental Compliance and Protection Manual” dated 10 July 1998.

**Municipal Solid Waste (MSW).** Includes non-hazardous waste generated in households, commercial establishments, institutions, and light industrial waste sites. It excludes industrial process wastes, agricultural wastes, mining wastes and sewage sludge.

**Non-hazardous solid waste.** Refuse, garbage, scrap sludge, and discarded waste that is routinely landfilled or incinerated. The waste is generally non-hazardous but may contain household

hazardous waste, both hazardous and non-hazardous construction and demolition waste, lead acid batteries, ethylene glycol based antifreeze, and other motor oil.

**OPNAVINST 5090.1B.** Chief of Naval Operation instruction for the Navy's environmental program entitled "Environmental and Natural Resources Program Manual."

**Other Select Waste.** Waste oils, ethylene glycol based antifreeze, lead-acid batteries, and construction and demolition debris are considered to be other select waste for P2ADS. If the other select wastes are hazardous they must also be reported as hazardous waste, as described in Chapter 4 of this guide.

**PPEP.** The Pollution Prevention Equipment Program is a centrally funded and managed program to purchase pollution prevention equipment for eligible Navy activities. Solid waste equipment, such as bailers, shredders, composting equipment, waste containers, and other solid waste equipment can be obtained through this program.

**Potential Disposal Cost (PDC).** Tons recycled + tons composted + OSW recycled x tipping fee (landfill or incinerator tipping fee). This is the estimated cost for disposal.

**Refuse.** Discarded material with no worth or use. Also known as municipal solid waste (MSW), trash and garbage.

**Recycling.** A series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream. These materials may be used as raw materials in new product manufacture; sold; or distributed in commerce; or the reuse of such materials as substitutes for goods made of virgin materials, other than fuel, for producing heat or power by combustion. A resource recovery in which a waste product is collected and treated for use as a raw material in the manufacture of the same or another product (e.g., ground glass used in the manufacture of new glass).

**Resource Recovery.** A term describing the extraction and use of materials that are used as raw materials in the manufacture of new products, or the conversion into some form of fuel or energy source. An integrated resource recovery program may include recycling, waste-to-energy, composting, and other components.

**Re-use.** Return of a material or product to the economy for use without any change in its identity by finding different purposes for the materials. For example, a soft-drink bottle is re-used when it is returned to the bottling company for refilling. Special processing is not required.

**Sanitary Landfill.** Land waste disposal site that is located to minimize water pollution from runoff and leaching. Waste is spread in thin layers, compacted, and covered with a fresh layer of soil each day to minimize pest, aesthetic, disease, air pollution, and water pollution problems.

**Shore Activity.** A Navy or Marine Corps activity located ashore, as opposed to afloat units. All those activities listed in Enclosure (3) of OPNAVNOTE 5400 of 15 September 2000, also known as the Standard Navy Distribution List.

**Solid Waste:**

(1) As defined in RCRA regulations (40CFR Part 1), "...garbage, refuse, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities..."

(2) As defined in OPNAVINST 5090.1B, any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities. It does not include solid or dissolved materials in domestic sewage; solid or dissolved materials in irrigation return flows or industrial discharges which are point sources subject to National Pollution Discharge Elimination System permitted under the Clean Water Act; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954.

(3) As defined in MCO P5090.2A, any garbage, refuse, trash, rubbish, sludge, waste, or scrap from commercial, agricultural, industrial, or residential activities. This classification does not include any of those materials that are identified as hazardous waste.

(4) Solid waste reported in the P2ADS solid waste section excludes the following: most hazardous waste, (except other select waste, defined herein), hazardous sludge, hazardous sandblast grit, all liquid waste, recycled hazardous materials and hazardous waste, hazardous incinerator ash, radioactive waste, hazardous materials sold by DRMO, sanitary sewage, waste water, ordnance, waste water, solvents, any item reported in the P2ADS hazardous waste section, or solid waste disposed at sea.

**Solid Waste Management.** The systematic administrative activities which provide for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste.

**Solid Waste Management Plan (SWMP).** A plan to manage solid waste as required by OPNAVINST 5090.1B and MCO P5090.2A.

**Source Separation.** The segregation for recycling of various materials from the waste stream at the point of generation. An example is homeowners separating paper, metal, and glass from the rest of their wastes.

**Tenant.** An activity or unit with a separate Unit Identification Code and occupies space within the geographical boundaries of another, larger, activity or installation. Tenants usually receive services from the host activity. Examples include a shore intermediate maintenance activity at a naval

station, a public works center at a naval base, a naval aviation depot at a naval air station and the Naval Facilities Engineering Service Center at Naval Base Ventura County.

**Waste-to-Energy Incineration.** A disposal method where solid waste is burned to generate steam or electricity. It may be burned as received or after being processed to a more uniform fuel. Waste-to-energy plants can decrease volume by 60-90% while recovering energy from discarded products. Mass burn, modular combustion units and refuse-derived fuels are three basic types of waste-to-energy facilities. Over 100 types are in operation in the U.S.

<b>ACRONYM</b>	<b>MEANING</b>
AEDA	Ammunition, explosives, dangerous articles
AP	Affirmative Procurement
BRAC	Base Realignment and Closure
CFR	Code of Federal Regulations
C&D	Construction demolition and debris
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CY	Cubic yard and calendar year
DRMO	Defense Reutilization and Marketing Office
EFD	Engineering field division
EPA	Environmental Protection Agency
GOCO	Governmental Owned Contractor Operated
HDPE	High density polyethylene
ISWM CA	Integrated solid waste management cost avoidance
MCO	Marine Corps Order
MILCON	Military construction
MO-213	NAVFAC solid waste management manual
MOM	Measures of Merit
MRF	Material recovery facility
MSW	Municipal solid waste
MWR	Morale, Welfare, and Recreation
NWCF	Navy Working Capital Fund (formerly DBOF)
OPNAVINST	Chief of Naval Operations Instruction
OSW	Other select waste
PET	Polyethylene terephthalate (beverage bottles)
PPEP	Pollution Prevention Equipment Program
PWD	Public works department
QRP	Qualified recycling program
RCRA	Resource Conservation and Recovery Act (40 CFR Part I)
RMS	Resource management system
ROICC	Resident Officer in Charge of Construction
SWANA	Solid Waste Association of North America
SWMP	Solid waste management plan
SWDA	Solid Waste Disposal Act
UIC	Unit Identification Code

ACRONYM	MEANING
UNICOR	Federal prison industries
URL	Uniform Resource Locator

**2.5 P2ADS--SAMPLE SOLID WASTE REPORT FORM.** We have chosen Naval Station Smalltown as the example. NAVSTA Smalltown has home ported ships, major tenants, and an airstrip. The following pages provide an example to help you visualize the completed solid waste information form.

**CY02 SOLID WASTE REPORT FORM  
1 January-31 December 2002**

1. **INSTALLATION NAME:** NAVAL STATION SMALLTOWN
2. **INSTALLATION UIC:** N12345
3. **SOLID WASTE (SW) CONTACT:** SALLY S.SAMPLE
4. **CONTACT TITLE:** ENVIRONMENTAL ENGINEER **CODE:** 123
5. **TELEPHONE NO: DSN:** 555-5555 **COM:** (805)555-5555

**FAX: DSN:** 555-5556 **COM** (805)555-5556  
**E-Mail Address:** sampless@navstast.navy.mil

**6. INSTALLATION POPULATION:**

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| A. Military Residents <u>1500</u>     | C. Civilian Residents <u>15</u>       |
| B. Military Non-Residents <u>1500</u> | D. Civilian Non-Residents <u>2000</u> |

**7. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)?:** (A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17) Yes X No     

**8. DOES THE INSTALLATION HAVE A COMPOSTING OPERATION?**  
Yes X No     

**9. LIST MAJOR TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY:**  
(Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES
N78901	SIMA
N23456	NAVAL TRAINING SCHOOL
N34567	NAVAL HOSPITAL

**10. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?** (Check one) Yes  No

Annual QRP Tons Recycled: 1,486  
 Total Annual QRP Cost: \$60,000  
 Total Annual QRP Revenues: \$93,800

**11. DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY?**

(Check one) Yes  No   
 If yes, who issued the permit? State Gov  Federal Gov  Foreign Gov   
 What type permit is it? Landfill  Compost  Inert  Incinerator

**12. SOLID WASTE RECYCLED:**

RECYCLED CATEGORY	TONS
FOOD	10
GLASS	60
METALS	42
PAPER AND PAPERBOARD	370
PLASTIC	270
WOOD	18
YARD/GREEN WASTE (Other than composted)	100
OTHER NON-FOOD	750
TOTAL TONS RECYCLED (Same as 13 B Recycled below)	1,620

**13. SOLID WASTE ANNUAL OPERATIONS SUMMARY**

OPERATIONS A	TONS B	COST C	REVENUES D
Landfilled	4,035	\$270,000	
Incinerated	2,000	\$100,000	\$0
Composted	100	\$20,000	\$100
Recycled	1,620	\$80,000	\$98,000

**14 WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE :** [The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons).]

A. Landfill \$ 30 B. Incinerator \$ 40

**15. COMMENTS/RELATED INFORMATION.** Use a separate page for additional comments.

Question 13 - Five structures declared obsolete and demolished.  
Question 13 - Compost facility operational forth quarter so only processed 100 tons.

## 16. SUCCESS STORIES:

**ORGANIZATION NAME:** NAVAL STATION SMALLTOWN, CA

**CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:** ROBERT JONES,  
(805)555-5555, jonesr@navstast.navy.mil

**DESCRIPTION OF THE SUCCESS:** *ESTABLISHED REGIONAL COMPOST FACILITY.* We have a partnership with the county to establish a Regional Composting Operation to serve the county and NAVSTA Smalltown, CA. The composting facility is collocated at the County Regional Landfill. The facility will accept green waste, yard waste, pallets, untreated lumber, etc., from the Navy. Prior to this partnership, this waste was disposed at the county landfill at \$48 per ton. The composting operation charges only \$30 per ton for green waste. The station will divert at least 800 tons of organic waste per year to the composting facility for a saving of \$18 per ton or \$14,400 per year savings.

**ECONOMIC BENEFITS:** *This is a saving of \$18 per ton tipping fee or \$14,400 for CY02. Over ten years, this is a projected savings of \$144,000.*

**POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:** *Diversion of 800 tons from the landfill.*

**OTHER BENEFITS AND COMMENTS:** *Increased waste diversion of 800 tons. Helped to meet solid waste Measures of Merit goal. Produced beneficial compost for installation and county residence use. Extended life of county landfill. Improved community relations.*

Mail completed solid waste information to:

COMMANDING OFFICER

NAVAL FACILITIES ENGINEERING SERVICE CENTER

ATTN: ESC 424

1100 23RD AVENUE

PORT HUENEME CA 93043-4370

For assistance call DSN 551-4872, (805) 982-4872, or FAX DSN 551-4832.

Marine Corps installations are required to provide a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

**2.6. P2ADS--SOLID WASTE REPORT FORM.** Complete and return to ESC.

**CY02 SOLID WASTE REPORT FORM  
1 January-31 December 2002**

1. **INSTALLATION NAME:** \_\_\_\_\_
2. **INSTALLATION UIC:** \_\_\_\_\_
3. **SOLID WASTE (SW) CONTACT:** \_\_\_\_\_
4. **CONTACT TITLE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_
5. **TELEPHONE NO: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_
- FAX: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_
- E-Mail Address:** \_\_\_\_\_

**6. INSTALLATION POPULATION:**

- A. Military Residents \_\_\_\_\_ C. Civilian Residents \_\_\_\_\_
- B. Military Non-Residents \_\_\_\_\_ D. Civilian Non-Residents \_\_\_\_\_

7. **DOES INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)?:**  
(A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17) Yes \_\_\_\_ No \_\_\_\_

8. **DOES INSTALLATION HAVE A COMPOSTING OPERATION?**  
Yes \_\_\_\_ No \_\_\_\_

9 **LIST MAJOR TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY:**  
(Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet, if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES



**CY02 SOLID WASTE REPORT FORM (continued)**

14. **WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE:** [The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons).]

A. Landfill \$ \_\_\_\_\_ B. Incinerator \$ \_\_\_\_\_

15. **COMMENTS/RELATED INFORMATION:** Use a separate page for additional comments.

16. **SUCCESS STORIES:**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

**CY02 SOLID WASTE REPORT FORM (continued)**

Mail completed solid waste information to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

For assistance call DSN 551-4872, (805) 982-4872, FAX DSN 551-4832.  
Marine Corps installations are required to provide a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

## CHAPTER 3--OTHER SELECT WASTE

**3.1 GENERAL--OTHER SELECT WASTE.** There are two options for submitting your P2ADS, other select waste information. You can submit a paper report or a P2ADS software report.

**OPTION 1, PAPER REPORT.** Send the hazardous waste, other select waste, AP Program, and the solid waste sections to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

You may also FAX your report to ESC424 at DSN 551-4832 or (805) 982-4832. Marine Corps installations are required to submit a copy to CMC (LFL).

Note: If you only prepare the other select waste part of the report, please coordinate with the person responsible for preparing the hazardous waste and solid waste portions and send all sections to ESC 424

**OPTION 2, P2ADS SOFTWARE REPORT.** Use our P2ADS software to submit your report via e-mail. A software program is available for downloading from our homepage. The software is in Access 7.0 or Access 2000 and requires Windows 95, NT, 98, or 2000 to operate. Please note that you must have Access 97 or Access 2000.

---

To download the software, manual, and reporting guidance from our environmental web page go to this URL: <http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#Download>.

Or, to request the software, contact any of the solid or hazardous waste contacts listed below:

- **Solid Waste/Other Select Waste/AP Program:**  
DSN 551-4807, (805) 982-4807
- **Hazardous Waste:** DSN 551-4807, (805) 982-4807

**3.1.1 WHO MUST REPORT?--OTHER SELECT WASTE.** OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that generate one or more tons of solid waste per day to report solid waste information to us. This includes other select waste. So if you report solid waste, you must report other select waste. The Naval Facilities Engineering Service Center (ESC)

will collect the data and provide it to claimants. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

**3.1.2 WHERE DO I GET THE OTHER SELECT WASTE INFORMATION?** The information necessary to fill out the other select waste form can be gathered from a number of sources. Some of the same sources used to collect solid waste may be used: Public works, DRMO, base maintenance, and the qualified recycling program (QRP) coordinator. For construction and demolition debris, you need to contact the Resident Officer in Charge of Construction (ROICC) or perhaps the Officer in Charge of Construction (OICC) at the installation. Also, contact public works or base maintenance group that is in charge of construction for C&D disposal and recycling information. The hazardous waste associated with C&D will likely come from the offices mentioned above as well as the installation hazardous waste handlers. For used oils, contact the supply, fuels, or public works department for disposal or recycling information. Often the installation QRP is responsible for the used oil sales program so contact the QRP. For lead-acid batteries and antifreeze information, contact the hazardous waste handlers and the base hobby shop. The transportation shops may also have a separate contract for battery disposal so contact public works or base maintenance.

**3.1.3 WHEN IS THE REPORT DUE?** The reporting period is 1 January through 31 December 2002. The completed P2ADS must be received at the ESC by 16 March 2003. Send an information copy to your claimant. Navy claimants are required to meet the solid waste MOM goals so they will be interested in your P2ADS data. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the P2ADS solid waste data to your P2ADS hazardous waste data before submitting—coordinate with your hazardous waste program manager.**

**3.1.4 REPORTABLE AND NON-REPORTABLE OTHER SELECT WASTE.** Other select waste includes both solid waste and hazardous waste for four commodities: construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries. Report other select waste in tons.

Depending on state and local laws and rules, these waste streams may be considered hazardous waste, solid waste, special waste, or regulated waste. **Other select wastes, if manifested as hazardous waste, must also be reported as hazardous waste in Chapter 4.** Installation solid waste and other select waste will be used to calculate the MOM goal.

The Other Select Waste Table is designed to record the waste whether it's hazardous or non-hazardous. For example, a building demolition project will generate both hazardous and non-hazardous C&D such as asbestos; wood; lead paint chips; and other building products. Add the hazardous and non-hazardous components together and record that figure in the form. If four tons of asbestos and 50 tons of wood waste were generated from a demolition project and it was taken to a landfill for disposal, it should be recorded as 54 tons under disposal. Oils, antifreeze, and lead-acid batteries waste streams are treated in the same manner.

**3.1.5 WHERE TO GET HELP.** Contact: DSN 551-4872 or (805) 982-4872,



**3.2 INSTRUCTIONS FOR COMPLETING THE FORM.** The other select waste form contains seven questions. This section will list each question and describe the information needed to answer. If you need additional space for your answers, insert a blank page or use the comment section. A sample form is provided in Section 3.3 and a blank form is provided in Section 3.4.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages).

2. INSTALLATION UIC. The UIC is a six character alphanumeric code with a prefix of “N” for Navy or “M” for Marine Corps and can be found in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.

3. OTHER SELECT WASTE CONTACT. Enter the name of the person preparing the report—normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS solid waste section. Please provide an alternate contact, especially if you are military and “rotate” every two years. You can list additional personnel and related information in comments.

4. CONTACT, TITLE/CODE. Enter the title, department and mail code, if any, for the person preparing the report.

5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your e-mail address.

6. OTHER SELECT WASTE ANNUAL SUMMARY. Construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries are categorized as other select wastes. For each waste please provide the annual tons, cost and revenues (if any). We will calculate diversion percent from the figures you provide.

The annual cost should include labor, operation and maintenance cost, and equipment cost associated with these operations. **Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP).** If your installation contracts out refuse management, report the total contract amount.

CONSTRUCTION & DEMOLITION DEBRIS (C&D). Hazardous and non-hazardous C&D waste should be recorded in this section. C&D waste information should be available from the construction project contracting officers, from the public works department, or from

the Resident Office in Charge of Construction (ROICC). Record tons of C&D disposed of in a landfill or by incineration or by a hazardous waste contract in Column B. Record the disposal cost in Column C. Record the tons of C&D recycled in Column D. If you have C&D recycled you must have disposed of some of it. Therefore, you must have C&D disposed if you have C&D recycled. Record recycling revenues is in Column E. Record cost associated with recycling in Column F. Recycling costs include handling, processing, transportation, and other costs associated with recycling C&D. Soils that are used at another location or reclaimed can count as recycling.

Typical hazardous waste materials removed from a demolition project include asbestos; lead contaminated items; certain wiring; and other materials that are considered a hazardous waste in your state. The tons and cost of these items should be recorded in the other select waste form as C&D wastes. Both hazardous and non-hazardous waste that is landfilled or incinerated will be recorded under the disposal column. Hazardous and non-hazardous C&D that is recycled will be recorded under the recycling column.

C&D can be a large component of the waste stream and is being scrutinized by many municipalities and state governments. C&D may join other items, such as white goods and tires that are excluded from landfilling. We need to know the magnitude of Navy and Marine Corps C&D being disposed and recycled so we can determine our future recycling and disposal options and strategies.

Do not use cost avoidance calculations for recycling revenues. Only record actual revenues received from recycling in column E.

OILS [Petroleum Oils and Lubricants (POL)]. This section is for POL waste generated at the installation and sold as waste oil to a reclaimer or recycler. Do not include oily wastewater, bilge water, POL tank bottoms, sludge, CERCLA oil, or fuels (JP5, marine, gasoline, or diesel). Waste oil, which is burned for fuel recovery, is counted as disposal. DOD has ruled that only oil that is re-refined can be counted as recycled. Record tons of POL disposed of in a landfill or by incineration in Column B, disposal. **Note: Burning POL for energy recovery or a fuel is recorded as disposal in Column B. It is not recycling.** (Defense Supply Center Richmond supplies re-refined oils and collects waste oil for recycling. Using their service would qualify for recycling.) Record the cost for disposal in Column C. Record tons recycled in Column D. Record recycling revenues in Column E. Record recycling cost associated with recycling POL in Column F.

ANTIFREEZE. This waste stream is for ethylene glycol based antifreeze. This does not include wastewater-containing antifreeze or other types of non-glycol based antifreezes. Record tons of ethylene glycol based antifreezes disposed in landfill or by incineration or by hazardous waste contract in Column B. Record landfill and incineration disposal cost in Column C. Record tons of ethylene glycol based antifreeze recycled in Column D. Record

recycling revenues is in Column E. Record hazardous and non-hazardous recycling cost in Column F. (Installations with antifreeze recycling machines can place operational cost of recycling in this column.)

LEAD-ACID BATTERIES. This waste stream is for lead-acid batteries only. Nickel-cadmium, mercury, or lithium batteries are not to be counted. Other batteries, which are disposed or recycled, are recorded in the P2ADS hazardous waste section. Record tons of lead-acid batteries disposed of in a landfill or incinerator or by contract in Column B. Record disposal cost in Column C. Record tons recycled in Column D. Record recycling revenues is in Column E. Record recycling cost in Column F.

7. COMMENTS. Use the comments section to explain or clarify any unusual information about other select waste.

8. SUCCESS STORIES. Provide one or more success story summaries. Please use the following format to describe your success. Please limit your submission to 300 words or less--about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. The first sentence should be the title of the success story. Give a description of a success story relating to construction and demolition, oil, antifreeze, or lead-acid battery reductions, recycling, or other diversion successes.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from other select waste reduction, recycling efforts, etc. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

The following can be used to calculate return-on-investment (ROI) over a ten year period.

$$\text{\$ROI} = [(\text{Current} - \text{New})(10 \text{ year})] - [\text{One Time Capital Costs}]$$

ROI = Return on investment over 10 year period.

CURRENT = Current annual operating costs. Defined as cost to operate and maintain process before the new technology or new management practice was implemented. Consider materials purchased, disposal/treatment costs, labor, utilities, etc.

NEW = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/treatment costs, labor, and utilities. If you received money from recycling using the new technology or management practice please add this to the ROI.

ONE TIME CAPITAL COSTS = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to produce a return on investment that's more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the other select waste success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

NOTE: When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your other select waste program. If you think it's a success story, we do too!

**3.3. P2ADS--SAMPLE OTHER SELECT WASTE REPORT FORM.** The following is an example to help you visualize the completed other select waste information form.

**CY02 OTHER SELECT WASTE REPORT FORM  
1 January-31 December 2002**

1. **INSTALLATION NAME:** NAVAL STATION SMALLTOWN
2. **INSTALLATION UIC:** N12345
3. **OTHER SELECT WASTE CONTACT:** Sally Sample
4. **CONTACT TITLE:** Environmental Engineer **CODE:** 424
5. **TELEPHONE NO: DSN:** 555-5555 **COM:** 805-555-5555
- FAX: DSN:** 555-5556 **COM** 805-555-5556
- E-Mail Address:** [samples@navstast.navy.mil](mailto:samples@navstast.navy.mil)

**6. OTHER SELECT WASTE ANNUAL SUMMARY**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>Waste Stream</b>	<b>Disposal (Tons)</b>	<b>Disposal Cost (\$)</b>	<b>Recycled (Tons)</b>	<b>Recycle Revenues (\$)</b>	<b>Recycle Cost (\$)</b>
C&D	1,200	\$30,000	800	0	\$20,000
Oils	0	0	20	\$500	\$100
Antifreeze	50	\$10	2	0	\$500
Lead-Acid Batteries	0	0	15	\$50	\$200

7. **COMMENTS:** Use a separate page for additional comments.

*We bought an antifreeze recycling system and we are using the Defense Supply Agency's refined oil program.*

## 8. SUCCESS STORIES.

**ORGANIZATION NAME:** NAVSTA SMALLTOWN, CA

**CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:**

(805) 982-2642

**DESCRIPTION OF THE SUCCESS: IMPLEMENTATION OF NAVFAC GUIDE SPEC**

**1572.** *We required our contractor to use NAVFAC Guide Spec 1572, Construction Waste Management, for Building 423 demolition project. The contractor developed a construction waste management plan to divert solid waste from landfilling.*

**ECONOMIC BENEFITS:** *The demolition project generated 2,000 tons of construction demolition debris. We diverted 800 tons by reuse, recycling, and composting. The contractor's disposal saving was about \$8,000.*

**POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:** *Diversion of 800 tons from the landfill. This helped increase our diversion rate by 5%.*

**OTHER BENEFITS AND COMMENTS:** *Our ROICC has seen the benefit of including NAVFAC Guide Spec 1572 and will require it for all future construction projects. The cost will be applied in the government estimate to help lower the overall cost of future projects.*

Mail completed solid waste information to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424/E. ROSARIO  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

For assistance call DSN 551-4872, (805) 982-4872, FAX DSN 551-4832.

Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

**3.4. P2ADS—OTHER SELECT WASTE REPORT FORM.** Complete and return to ESC.

**CY02 OTHER SELECT WASTE REPORT FORM  
1 January-31 December 2002**

1. **INSTALLATION NAME:** \_\_\_\_\_

2. **INSTALLATION UIC:** \_\_\_\_\_

3. **OTHER SELECT WASTE CONTACT:** \_\_\_\_\_

4. **CONTACT TITLE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

5. **TELEPHONE NO: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**FAX: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**6. OTHER SELECT WASTE ANNUAL SUMMARY**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Waste Stream	Disposal (Tons)	Disposal Cost (\$)	Recycled (Tons)	Recycle Revenues (\$)	Recycle Cost (\$)
C&D					
Oils					
Antifreeze					
Lead-Acid Batteries					

7. **COMMENTS:** Use a separate page for additional comments.

**CY02 OTHER SELECT WASTE REPORT FORM (continued)**

**8. SUCCESS STORIES.**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed information to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

For assistance call DSN 551-4872, (805) 982-4872, FAX DSN 551-4832.  
Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

## CHAPTER 4--HAZARDOUS WASTE

**4.1 GENERAL--HAZARDOUS WASTE INSTRUCTIONS.** Requirements for this report are different from the reports done for the Environmental Protection Agency (EPA) and state agencies. The intent of this report is to gather data specific to Navy and Marine Corps hazardous waste operations, by installation. This report excludes non-Navy or non-Marine Corps operations and non-Navy or non-Marine Corps tenants. The installation must collect and submit reports for all of their Navy and Marine Corps tenants, and forward them to ESC424.

**Installations that are in areas that have consolidated functions (i.e., regionalized) must submit a report for each installation. The regional hazardous waste manager can collect all the reports for the region, but we must have an individual report for each installation.**

The following requirements apply to all Navy and Marine Corps installations, including naval activities on Air Force and Army installations.

**4.1.1 REPORTING CHANGES—HAZARDOUS WASTE.** Added source codes from EPA Biennial Report. This years P2ADS will allow you to report your hazardous wastes operations using the Navy process codes or EPA source codes. The source codes are taken from the EPA Biennial Report with the addition of two Navy processes, S01-Ships Operations and M01-Munitions and Explosives. See Section 4.5 and 4.6 for EPA source codes and Navy process codes, respectively.

### **4.1.2 WHO MUST REPORT--HAZARDOUS WASTE (HW):**

(1) All Class I and II generators in the continental U.S. and outside the U.S. must report. Installation reports should include all Navy and Marine Corps tenants that generate hazardous waste. Tenants who are Class I and II generators must report to their host installation—regardless of who their claimant is (also known as their resource sponsor). For example, a naval aviation depot that is a tenant of a naval station will send their report to the naval station—even though the claimant for the naval aviation depot is the Naval Air Systems Command. The naval station will forward the tenant report and their own report to the ESC. The installation is not required to merge the reports. The installation should not include waste generated by non-Navy or non-Marine Corps tenants [i.e., Defense Reutilization and Marketing Office (DRMO), Army detachments, Coast Guard, Air Force, etc.]. The receiving shore activity will include in their report all hazardous waste materials transferred from a Navy ship, as specified in OPNAVINST 5090.1B, Section 12.5.2.1.

(2) Class III generators who are not tenants are not required to report. However, Class III generators who are tenants must provide their hazardous waste information to their host installation for inclusion in the host's report.

(3) All government owned contractor operated (GOCO) facilities doing work for the Department of the Navy and using a Navy EPA generator identification number must report.

(4) BRAC activities are required to report hazardous waste generated. However, wastes generated from CERCLA cleanup or RCRA corrective actions should not be reported.

#### **4.1.3 REGIONAL REPORTING:**

Regions reporting for Installations that are Class I or II must submit a separate report for each installation. The individual reports are necessary when reporting MOM performance for each claimant and to assist all claimants in comparing their Installation's data trends.

#### **4.1.4 GENERATOR CLASS DEFINITIONS:**

**Class I, Large Quantity Generator.** Average monthly generation quantity of 1,000 kg (2,200 pounds) or more hazardous waste, or 1 kg (2.2 pounds) or more acute hazardous waste. (Equal to 26,400 pounds hazardous waste or more, or 26.4 pounds or more acute hazardous waste per year.)

**Class II, Small Quantity Generator.** Average monthly generation quantity of 100-1,000 kg (220-2,200 pounds) hazardous waste and less than 1 kg (2.2 pounds) acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

**Class III, Conditionally Exempt Small Quantity Generator.** Average monthly generation quantity less than 100 kg (220 pounds) hazardous waste and less than 1 kg (2.2 pounds) acute hazardous waste. (Equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

**4.1.5 WHEN IS THE REPORT DUE?** The P2ADS must be received at the ESC by 16 March 2003 for the Calendar Year 2002 report (1 January-31 December 2002). Per OPNAVINST 5090.1B, Navy installations are to provide a copy of the report to their major claimant and engineering field division (EFD) or engineering field activity (EFA). Marine Corps installations are required to provide a copy to Commandant of the Marine Corps (LFL).

**NOTE: Remember to attach the P2ADS solid waste data to your P2ADS hazardous waste data before submitting—see your solid waste program manager.**

**4.1.6 HOW DO I REPORT?** Information may be typed or written on the forms provided in Section 4.6 or submitted on a diskette. Disk submittal is preferred. EPA and state forms are unacceptable.

**There are three reporting options:**

**OPTION 1.** Complete the forms provided in Section 4.6, attach the solid waste sections, and send paper reports to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME, CA 93043-4370

You can FAX a copy of your report to: ESC424 at (805) 982-4832 or DSN 551-4832. While you may want to verify receipt of your faxed report, by calling DSN 551-4807, it is not necessary to mail us an additional copy. Marine Corps installations are required to submit a copy to CMC (LFL).

**OPTION 2, P2ADS SOFTWARE REPORT.** Use our P2ADS software to submit your report via e-mail. A software program is available for downloading from our homepage. The software is in Access 7.0 or Access 2000 and requires Windows 95, NT, 98, or 2000 to operate. Please note that you must have Access 97 or Access 2000.

---

To download the software, manual, and reporting guidance from our environmental web page go to this URL: <http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#Download>.

**OPTION 3.** If you have your own hazardous waste software and can export files, you can e-mail or mail the data files to either of the hazardous waste contacts listed below. Files submitted by disk should be in Xbase (dbase, FoxPro, or paradox file structure) or ASCII-comma delimited format.

**4.1.7 WHERE TO GET HELP?** We will gladly assist you. Contact one of our hazardous waste contacts.

DSN 551-4807, (805) 982-4807  
DSN 551-2642, (805) 982-2642

**4.2 HOW DO I COMPLETE THE REPORT FORM--HAZARDOUS WASTE?** A sample of a completed report is provided in Section 4.3. A blank form is provided in Section 4.6.

**4.2.1 CONTENT.** The hazardous waste section of the Pollution Prevention Annual Data Summary (P2ADS) is based on waste generated during the calendar year and is divided into three parts:

Activity information;  
Hazardous waste operations; and  
Success stories.

**4.2.2 ACTIVITY INFORMATION:**

1. UIC. Enter the Unit Identification Code (UIC) of the installation or host activity submitting the report. Prefix the UIC with an "N" to indicate a Navy activity or an "M" to indicate a Marine Corps

activity. If you don't know your UIC, you can look it up in Navy Comptroller Manual Volume 2, Chapter 5. BRAC installations should use the installation's original UIC.

**MARCORPS NOTE:** The UIC is not the RUC contained in MCO P1080.20L, Chapter 1.

**NOTE: ACTIVITIES IN CARETAKER STATUS--**use the activity's original UIC, not the UIC of your engineering field division or engineering field activity.

2. ACTIVITY NAME. Give the name of the reporting activity. Use the Plain Language Address, your naval message short title, i.e., NFESC Port Hueneme.
3. TENANT ACTIVITIES. List the name and UIC for all tenant activities that are included in this hazardous waste report. List only tenants that generate hazardous waste. (Ship generated hazardous waste is considered generated by the receiving shore activity and, therefore, you do not need to list ships as tenants.)
4. HW CONTACT. Give the name of the activity's hazardous waste contact. This should be the person who can answer questions regarding this hazardous waste submittal.
5. DEPARTMENT CODE. Give the organizational code of the contact listed in Number 4 above.
6. PHONE AND FAX PHONE. Give the telephone number (as dialed from continental U.S.) of the contact and indicate if the number is DSN or commercial. Also, please give the fax number of the contact and indicate if the number is DSN or commercial. DSN is preferred. Include the DSN area code if outside CONUS.
7. E-MAIL ADDRESS. Give the e-mail address of the contact provided in Number 4.
8. GENERATOR CLASS. Provide the class that indicates the average monthly quantity of hazardous waste that the activity generates (to determine class include all hazardous wastes generated including those recycled). See class definitions below:

Class I, Large Quantity Generator. Average monthly generation quantity of 1,000 kg or more hazardous waste or 1 kg or more acute hazardous waste. (Equal to 26,400 pounds or more or 26.4 pounds or more acute hazardous waste per year.)

Class II, Small Quantity Generator. Average monthly generation quantity of 100-1,000 kg hazardous waste and less than 1 kg acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

Class III, Conditionally Exempt Small Quantity Generator. Average monthly generation quantity less than 100 kg hazardous waste and less than 1 kg acute hazardous waste. (Equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

If your activity is a tenant Class III generator, your host command will report for you. However, you may be asked to provide information to your host. If your activity is a Class III generator and not a tenant, you are not required to report.

9. DOES YOUR ACTIVITY HAVE A POLLUTION PREVENTION (P2) PLAN? Indicate “yes” or “no”. Activities that are included in the P2 plan of a host or other activity should indicate “yes”. This question applies to all activities whether administrative, light-industrial, or industrial. If yes, provide the date that the plan was last updated.

10. TOTAL HW MANAGEMENT COST. Provide the annual total hazardous waste costs for the calendar year. The costs should include but not be limited to: the costs paid to a contractor or Defense Reutilization Marketing Office; storage costs charged to you while waiting disposal; analytical costs; packaging costs; sampling costs; lab analysis costs; and public works center handling and storage fees, etc. Costs should include all management aspects associated with disposition of hazardous waste excluding salaries. Include hazardous waste disposal costs for CERCLA or RCRA corrective actions that are funded using station operation and maintenance, Navy (O&MN) funds. However, do **NOT** include disposal costs associated with CERCLA cleanup or RCRA corrective action that uses environmental restoration, Navy (ERN) funds. Do not include costs to perform Defense Environmental Restoration Act (DERA) studies, e.g., PA/SI, RI/FS, etc.

The hazardous waste management costs reported here should be equal to or greater than the total costs reported in Part B, Operations Summary. The HW management costs will include the total costs from Part B and all other costs related to hazardous waste management, for example, the cost of sampling and analysis of wastes that result in the waste going to a solid waste landfill rather than a hazardous waste landfill.

11. DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT? If you have one or more RCRA Part B or interim status permit(s) indicate, “yes”, if none indicate “no”.

PERMIT NUMBER (S): List the RCRA TSD permit number(s) here. If you have an interim status permit then enter “interim status” as the permit number.

RCRA permit numbers are issued by the Environmental Protection Agency or an authorized state agency to activities with treatment, storage, and disposal operations. Do not include 90-day storage or permit by rule.

12. DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)? CHRIMP is a methodology to achieve life-cycle hazardous material control and management and pollution prevention at the command and facility levels. If you have or participate in a CHRIMP please indicate “yes”. Please refer to the glossary for a definition of CHRIMP.

13. COMMENTS: Use the comments for additional information not covered by the report, or to explain any unusual values or significant changes from your previous report. Indicate anomalies

reported in your hazardous waste operations data, such as reporting a large increase in wastes that are outside your normal operations.

**4.2.3 HAZARDOUS WASTE OPERATIONS.** The data reported here should be wastes that are generated by Class I or Class II generators; material off-loaded from a ship in port or at your activity; and waste from your Class III tenants, if any. Include hazardous material downgraded to hazardous waste after going through the reutilization, transfer, donation, and sales cycle. Wastes listed in this part should be hazardous waste regulated under RCRA, state, or local laws. Also report wastes sent to DRMO and wastes that do not meet RCRA/HW criteria but have to be manifested because the waste cannot be disposed at a solid waste landfill.

**Do not** report oil, asbestos, asphalt, or PCBs **unless** they are manifested as a hazardous waste under state laws or international agreements.

If you have reported wastes in Chapter 3, "other select wastes", that are manifested as hazardous, you must also report those wastes here under hazardous waste operations. The reason for the double reporting is that the "other select wastes" are not regulated as hazardous in all states. We want only manifested hazardous wastes to be reported in this section.

Activities that have radioactive hazardous waste (mixed waste) should provide the same range of data in the P2ADS report as they would provide to EPA in accordance with 40 CFR 264.75. Separate mixed waste from the hazardous waste data to clarify the difference between the two waste types.

UIC AND NAME OF GENERATOR. Specify the generator's UIC and name.

PROCESS CODES. For the CY02 report, you may use either the Navy process codes or the EPA source codes. Beginning in the CY03 reporting period we will transition to using only the modified EPA source codes. **You may use either set of process/source codes but do not intermingle the codes.**

EPA SOURCE CODE: See Section 4.5 for a list of the EPA source codes and descriptions. The source codes are those used in the EPA Biennial Report with two additional codes added that are specific to Navy wastes. Additional codes are S01 – Ships Waste and M01 – Munitions and Explosives.

NAVY PROCESS CODE: The process code identifies the process generating the waste stream being reported. See Section 4.6 for a list of process codes and a brief explanation.

For each process/source code show the total for recycled, treated, or disposed with costs for each on a separate line. (For example, if, for process code FC, some of the wastes were recycled and some of the waste were treated, you must report them on two separate lines with the associated costs. Do not combine the pounds.) This will allow us to accurately report costs for waste recycled, treated, and disposed. An example is shown in the sample report in Section 4.3.

**NOTE: USE POUNDS WHEN REPORTING QUANTITY.**

Quantities can be reported using the net weight or gross weight of the waste in pounds. Net weight is the weight of the waste without the container. The net weight is used when the container is returned for reuse rather than disposed of with the waste. Gross weight is the weight of the waste and the container when both are disposed.

QUANTITY BACKLOGGED. Specify the quantity, in pounds, of hazardous waste that was generated and stored in a previous calendar year then disposed, treated, or recycled during the reporting calendar year. Backlogged quantities cannot be greater than Stored + Recycled + Treated + Disposed.

QUANTITY STORED. Specify the quantity, in pounds, of hazardous waste stored onsite on 31 December 2002. Quantity stored includes waste in temporary collection areas that are capped off as full. Note the following:

Report the actual status of the hazardous waste on 31 December 2002. Do not report the intermediate storage status of wastes treated or disposed before the end of the calendar year. For example, waste stored on 31 March is sent to disposal on 23 May. Hazardous waste operations will show a quantity under disposal only--the storage would not be reported.

Report items that are in storage, including those in temporary, less than 90-day storage, on 31 December as "stored".

If a waste has been manifested off-site (i.e., wastes sent to DRMO) for disposal but is still in storage at the off-site facility, report waste as disposed not stored.

QUANTITY RECYCLED ONSITE. Specify the quantity, in pounds, of hazardous waste and materials recycled onsite at the reporting activity. The quantity of material reused should be listed here, while quantity of waste not reused (sludge), if known should be listed as disposed.

QUANTITY RECYCLED OFFSITE. Specify the quantity, in pounds, of hazardous waste and materials recycled offsite. For example, solvents sent off base through a contractor. The quantity of material reused should be listed here, while quantity of waste not reused (sludge), if known should be listed as disposed.

QUANTITY TREATED ONSITE. Specify the quantity, in pounds, of hazardous waste treated on-site during the calendar year. Treatment methods include neutralization, biological degradation, and thermal treatment, incineration, ordnance open burning, and detonation. Include only those hazardous wastes that have been treated to destruction. Do not include wastes that are treated to reduce the hazard and then disposed of as a hazardous waste. Wastes manifested off-site must be reported as disposed. Wastewater that is piped from the generating source to an onsite treatment plant is not reported.

QUANTITY DISPOSED ONSITE. Specify the quantity, in pounds, of hazardous waste that was disposed of in a landfill located on the installation during the calendar year.

**QUANTITY DISPOSED OFFSITE.** Specify the quantity, in pounds, of hazardous waste that was disposed of offsite (includes treated offsite) during the calendar year. Disposed is the amount of hazardous waste that was manifested offsite for ultimate destruction or land disposal. Items contracted and shipped offsite for disposal should be listed as disposed regardless of the actual status, i.e., in storage at contractor site or DRMO.

Wastes treated offsite should be reported as disposed offsite.

**TOTAL COST.** Indicate the total cost for disposal, treatment, or recycling for each process/source code and quantity listed in hazardous waste operations. Cost information will be used for an overall Navy perspective, not for activity comparison. If cost is reported per pound, indicate on the report. The overall total cost in Part B should be equal to or less than the Management Costs reported in Part A. The Part A Management Costs can include hazardous waste management costs not associated with the actual disposition of the waste (i.e., contractor costs, analysis costs for wastes determined to not be hazardous, storage costs, etc.).

**4.2.4 SUCCESS STORIES.** Provide a brief summary of your installation's success stories, as appropriate.

**ORGANIZATION NAME.** Give the name of the activity.

**CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS.** Give the name, telephone number, and e-mail address of activity contact. This should be the person who can answer questions regarding the success story.

**DESCRIPTION OF THE SUCCESS.** Give a description of the success in reducing or eliminating a hazardous waste.

**ECONOMIC BENEFITS.** Give a description of any economic benefits derived from eliminating or reducing a hazardous waste. Include the following aspects, as appropriate:

- reduced disposal or treatment costs
- reduced or eliminated hazardous material purchases
- recycled materials replaced new purchases
- dollars received by selling recyclables
- labor savings
- utilities savings

The following formula can be used to calculate return on investment (ROI) over a ten-year period:

$$\text{\$ ROI} = [(\text{Current} - \text{New})(10 \text{ yr})] - [\text{One Time Capital Costs}]$$

CURRENT = Current annual operating costs, defined as cost to operate and maintain process before new technology or new management practice is initiated. Consider materials purchased, disposal and treatment costs, labor, and utilities.

NEW = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal and treatment costs, labor, and utilities. If you received money from recycling using the new technology or management practice then add this to the ROI.

ONE TIME CAPITAL COSTS = Cost for new equipment plus installation costs; include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to present a return on investment that is more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from reducing or eliminating a hazardous waste.

Consider the following in your narrative:

- Elimination of a hazardous waste stream
- Compliance issues:
  - meeting compliance requirements through pollution prevention
  - eliminating need for permits
  - meeting further reduction requirements or recycling goals, local or regional goals beyond the DOD Measures of Merit, such as diversion of waste from landfills
- Safety issues:
  - Have you reduced employee's exposure to toxic chemicals?
  - Have you eliminated the need for personal protection equipment?
- Time and effort saved

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating a hazardous waste at your activity.

**NOTE:** When in doubt as to whether you have a success story or not just send us a narrative describing significant improvements to your hazardous waste program. If you think it's a success story, we do too!

**4.3 P2ADS - HAZARDOUS WASTE-- SAMPLE REPORT FORM**

**CY02 INSTALLATION REPORT FORM  
1 January – 31 December 2002**

1. UIC: N12345

2. INSTALLATION NAME: NAVSTA SMALLTOWN

3. LIST MAJOR TENANTS OR OTHER ACTIVITIES COVERED BY THIS SURVEY:  
(Please attach continuation sheet if necessary.)

TENANT ACTIVITY NAMES	UIC
NAVHOSP SMALLTOWN	N67890
DENTAL CLINIC	N45678

4. HW CONTACT: JANE SMITH

5. DEPARTMENT CODE: 123

6. PHONE (DSN, COMMERCIAL) 555-5555, (805)555-5555

FAX PHONE (DSN, COMMERCIAL): 555-5555, (805)555-5555

7. E-MAIL ADDRESS: smithj@navsta.navy.mil

8. GENERATOR CLASS: 2

9. DO YOU HAVE A POLLUTION PREVENTION PLAN?

YES X NO     

If yes, provide the date your P2 plan was last updated: 12/1/96

10. TOTAL HW MANAGEMENT COST: \$1,500,000

11. DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT?:

YES X NO     

If yes, list the permit number(s): (1) CA1234567890 (2) Interim Status

12. **DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) OR HCP FOR MARINE CORPS INSTALLATIONS?**

YES   X  

NO       

13. **COMMENTS:**

**CY02 HAZARDOUS WASTE OPERATIONS SAMPLE FORM**  
**1 January – 31 December 2002**

NAME AND UIC OF GENERATOR: N12345 NAVSTA SMALLTOWN

**Please read all instructions before reporting. Backlogged pounds cannot be greater than the sum of stored, recycled, treated, and disposed.**

**REPORT ALL QUANTITIES IN POUNDS.**

<u>PROCESS CODE</u>	<u>BACKLOG<sup>1</sup></u>	<u>STORED<sup>2</sup></u>	<u>RECYCLE ONSITE</u>	<u>RECYCLE OFFSITE</u>	<u>TREATED ONSITE</u>	<u>DISPOSED ONSITE</u>	<u>DISPOSED OFFSITE</u>	<u>TOTAL COST</u>
<i>FC</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>200</i>	<i>100</i>
<i>FP</i>	<i>800</i>	<i>750</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>50</i>	<i>10</i>
<i>FP</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>850</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>50</i>
<i>FP</i>	<i>0</i>	<i>0</i>	<i>100</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>75</i>

4-12

Note: In this sample 800 pounds was backlogged from CY01. Backlogged quantities cannot be greater than Stored + Recycled + Treated + Disposed. The FP wastes are reported on separate lines so the costs can be associated with the disposition.

<sup>1</sup> Backlog pounds stored on 1 January 2002

<sup>2</sup> Stored pounds as of 31 December 2002

## HAZARDOUS WASTE SUCCESS STORIES

**ORGANIZATION NAME:** NAVSTA SMALLTOWN, CA

**CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:** ROBERT JONES,  
(805)555-5555, [jonesr@navsta.navy.mil](mailto:jonesr@navsta.navy.mil)

**DESCRIPTION OF THE SUCCESS:** *We reduced hazardous waste quantities and cost by using five distillation stills, which recycle formalin, xylene, and ethyl alcohol.*

**ECONOMIC BENEFITS:** *Savings of over \$15,000 per year on replacement chemicals.*

**POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:** *By reducing our hazardous waste generation we will reduce potential personnel exposure to hazardous substances, and reduce disposal costs. Additionally, we decreased our generation of alcohol from 4,610 lb/year to zero.*

**OTHER BENEFITS AND COMMENTS:** *None.*

Mail completed hazardous waste information to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

For assistance call DSN 551-4807, (805) 982-4807, FAX DSN 551-4832.

Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must submit a copy to their claimant.

#### 4.4 GLOSSARY--HAZARDOUS WASTE:

**Acute HW.** Any hazardous waste with an EPA hazardous waste code beginning with the letter “P” or any of the following “F” codes: F020, F021, F022, F023, F026, and F027.

**Backlogged.** Backlogged refers to a quantity of hazardous waste which was generated and reported as stored on 31 December in a previous calendar year.

**CHRIMP.** A methodology to achieve life-cycle hazardous material control and management and pollution prevention at the command and facility levels. The Navy CHRIMP manual provides a standardized approach and guidance for development and implementation.

**Disposed Offsite.** Any hazardous waste that is manifested offsite for ultimate destruction. This includes landfilling and thermal treatment.

**EPA Source Codes.** Source codes describe the type of process or activity (i.e., source) from which a hazardous waste was generated. Codes used in the EPA Biennial Report. Also includes two codes created for Navy use, S01 – Ship Operations and M01 – Munitions and explosives.

**Generator (Generated).** For reporting purposes, a generator is defined as an installation or activity that generates or produces any amount of hazardous waste. The term generator has been broken into three classes, according to quantities generated as follows:

**Class I, Large Quantity Generator.** Average monthly generation quantity of 1,000 kg (2,200 pounds) or more of hazardous waste or 1 kg (2.2 pounds) or more acute hazardous waste per month. (Equal to 26,400 pounds hazardous waste or more acute hazardous waste per year.)

**Class II, Small Quantity Generator.** Average monthly generation quantity of 100-1,000 kg (220-2,200 pounds) of hazardous waste and less than 1 kg (2.2 pounds) of acute hazardous waste. (Equal to 2,640-26,400 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

**Class III, Conditionally Exempt Small Quantity Generator.** Average monthly generation quantity less than 100 kg (220 pounds) of hazardous waste and less than 1 kg (2.2 pounds) of acute hazardous waste. (Equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.)

If your activity is a tenant Class III generator, your host command will report for you. However, you may be requested to provide hazardous waste information to the host command. If your activity is a Class III generator, but not a tenant, you are not required to report.

**Hazardous Material (HM).** A substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Hazardous materials are listed in the Hazardous

Material Regulations (49 CFR 171), Hazardous Material Table (49 CFR 172.102), and also listed in the DOT Emergency Response Guide (DOT P5800).

**Hazardous Materials Consolidation Program (HCP).** The Marine Corps wide program to achieve life-cycle control and management of hazardous materials through the application of sound management practices that minimize the types and quantities of hazardous material procured, stored, distributed and used to accomplish mission requirements at commands and installations.

**Hazardous Waste (HW).** Wastes listed by the EPA, or authorized state or local agencies, or which meet characteristics specified by EPA. A simplification of the federal EPA definition is as follows:

- A waste, which is listed as hazardous in RCRA regulations (40 CFR 261).
- A mixture that includes a listed hazardous waste.
- A waste, which exhibits any of the following four characteristics: ignitability, corrosivity, reactivity, or toxicity (listed in RCRA regulations 40 CFR 261.21-24).

**Hazardous Waste Generation Start Date.** As defined in 40 CFR 262.34, a generator may accumulate as much as 55 gallons of hazardous waste or one quart of acute hazardous waste at or near any point of generation without marking the container with an accumulation date. However, if you generate more than 55 gallons of hazardous waste, or one quart of acute hazardous waste at or near any point of generation, then you must clearly mark the container holding the excess accumulation with the date the excess amount began accumulating. Additionally, you must comply with 40 CFR 265.16 and 40 CFR 265 subparts C and D. State regulations may vary.

**Installation.** Installation is the host command for several Navy or Marine Corps activities, units, and commands. An installation may have several tenants. A fence normally surrounds the installation. Installations usually provide services to their tenants such as utilities, security, and trash collection. Naval Base Ventura County is an installation with tenants such as the Naval Facilities Engineering Service Center; Naval School, Civil Engineer Corps; etc.

**Installation Restoration (IR).** A program to clean up past hazardous waste disposal or spill sites under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

**Offsite.** A process or treatment, storage, and disposal (TSD) facility is considered offsite if the operation is not on Navy property. Note that if the reported hazardous waste is disposed by another installation that uses DRMO, the disposal location is also considered to be offsite. An example is an installation that manifests hazardous waste to the public works center and the public works center sends the waste to DRMO.

**Onsite.** A process or treatment, storage, or disposal facility is considered onsite if the operation is on Navy property. This includes the reporting installation or any other contiguous Navy activity.

**Pollution Prevention Annual Data Summary (P2ADS).** An annual summary report which includes information on solid waste, recycling, other select waste and hazardous waste generation and disposal. P2ADS replaces both the Hazardous Waste Annual Report (HWAR) and the Solid Waste Annual Report (SWAR). The report must be received at the ESC by 16 March for the previous calendar year.

**RCRA (Resource Conservation and Recovery Act).** Public law mandates safe hazardous waste management--from waste generation to ultimate disposal. Regulations written by the Environmental Protection Agency to implement this act are in 40 CFR 260-280. Some states have the authority to implement their own RCRA regulations.

**RCRA TSD Permits.** Final or interim operating permits for facilities that treat, store, or dispose of hazardous waste. The Environmental Protection Agency or authorized state agency issues permits. Do not include 90-day storage or "permit by rule" information.

**Recycling.** A method used to render a hazardous material or hazardous waste or used oil reusable, such as distillation or reprocessing. Note that the difference between treatment and recycling is what results from each process. Treatment facilitates disposal, while recycling allows reuse--see treatment. Recycling is a hazardous waste minimization method that may be done on base, through DRMO, or through a contractor. A recycled waste does not necessarily have to be returned to the generating installation.

**Storage (Stored).** Refers to items in storage awaiting treatment, recycling, or disposal as of 31 December for the reported year. An installation can store generated hazardous waste for up to 90 days without a RCRA hazardous waste permit.

**Tenant.** An activity or unit with a separate UIC and occupies space within the geographical boundaries of another, larger, activity or installation. Tenants usually receive services from the host activity. Examples are a shore intermediate maintenance activity at a naval station, a public works center at a naval complex, or a naval aviation depot at a naval air station.

**Treatment (Treated).** A method or process designed to neutralize or render hazardous waste non-hazardous. Report wastes that have been treated onsite to destruction or to a non-hazardous state. Thermal treatment includes ordnance (OB/OD) and incineration. Remember that the difference between treating and recycling is what results from each process. Treatment facilitates disposal while recycling results in reuse--see recycling. Wastewater that is treated onsite and is regulated under the Clean Water Act should not be reported.

**UIC (Unit Identification Code).** The UIC is a six character alphanumeric code with a prefix of "N" for Navy or "M" for Marine Corps and can be found in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.

**Universal Waste Rule.** Issued by the EPA, the rule is designed to: reduce the number of hazardous waste items in the municipal solid waste stream; and to encourage recycling and proper disposal of certain common hazardous wastes. Some of these are batteries; obsolete agricultural pesticides; thermostats; and fluorescent and high intensity discharge lamps.

THIS PAGE PURPOSELY LEFT BLANK

## 4.5 EPA SOURCE CODES:

### **Wastes from Ongoing Production and Service Processes**

- G01 -- Dip, flush or spray rinsing
- G02 -- Stripping and acid or caustic cleaning
- G03 -- Plating and phosphating
- G04 -- Etching
- G05 -- Metal forming and treatment (pickling, heat treating, etc.)
- G06 -- Painting and coating
- G07 -- Product and by-product processing
- G08 -- Removal of spent process liquids or catalysts
- G09 -- Other production or service-related processes

### **Other Intermittent Events or Processes**

- G11 -- discarding off-specification or out-of-date chemicals or products
- G12 -- Lagoon or sediment dragout and leachate collection
- G13 -- Cleaning out process equipment
- G14 -- removal of tank sludge, sediments or slag
- G15 -- Process equipment change-out or discontinuation of equipment use
- G16 -- Oil changes and filter or battery replacement
- G19 -- Other one-time or intermittent processes

### **Pollution Control and Waste Management Process Residuals**

- G21 -- Air pollution control devices (baghouse dust, etc.)
- G22 -- Laboratory analytical wastes (used chemicals)
- G23 -- Wastewater treatment (sludge, filter cake, etc.)
- G24 -- Solvent or product distillation or recovery (sludge, waste)
- G25 -- Hazardous waste management
- G26 -- Storage and disposal unit leachate collection

### **Spills and Accidental Releases**

- G31 -- Accidental contamination of products, materials or containers
- G32 -- Cleanup of spill residues
- G33 -- Leak collection and floor sweeping
- G39 -- Other cleanup of current contamination

### **Remediation of Past Contamination**

- G41 -- Closure of hazardous waste management unit under RCRA
- G42 -- Corrective action at a solid waste management unit under RCRA
- G43 -- Remedial action or emergency response under superfund
- G44 -- State program or voluntary cleanup
- G45 -- Underground storage tank cleanup
- G49 -- Other remediation

### **Waste Not Physically Generated On Site**

- G61 -- Hazardous waste received from off site for storage/bulking and transfer off site for treatment or disposal
- G62 -- Hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, US territory or protectorate). This site was the generator or record.

### **Additional Codes for Navy Use**

- S01 – Ship Operations wastes transferred from a ship to a shore installation. Hazardous waste generated during a ship's operations, i.e., ship generated oily wastewater from ballast water, water contaminated fuel, and emptying bilge, tanks, voids, and other compartments; expired shelf-life; excess hazardous materials; boiler layup, and hydroblasting processes. Use this process for RCRA or state regulated wastes that must be manifested because of a ship decommissioning
- M01 - Munitions And Explosives. Munitions that are a hazardous waste, as defined in 40 CFR 261 and 266; and any hazardous waste related to the lifecycle of a munition that has an **explosive component**. Hazardous waste related to the lifecycle of a munition may be from manufacturing, demilitarization, or recovered from the munitions site-of-use, including any contaminated media from the recovery if it has an explosive component.

#### 4.6 NAVY PROCESS CODES:

- **BD--BILGE/TANK CLEANING & DERUSTING.** When cleaning bilges and tanks, degreasers are sprayed into the tanks and bilges to remove oil, grease, and dirt. Degreasers include 'Gamazene 700' and other biological enzymes. When derusting an aqueous citric acid solution is sprayed onto bilge or tank walls that have been stripped of paint. The citric acid chelates the oxidized iron, dissolving difficult rust deposits. This generates citric acid containing wastewater contaminated with iron and traces of other chelated heavy metals. Waste examples include: citric acid, rust preventatives, oily waste, sludge, and wastewater.
- **CP--CHEMICAL PAINT STRIPPING.** For very large surfaces, like aircraft, chemically loaded gels are applied to paint surfaces, and then the paint and solvent mixture is scraped and washed off with water. This generates paint/solvent sludge that may contain chromium, other toxic metals and toxic organics from the stripping solvents (phenols, chloroacetic acids, and methylene chloride). The wastewater from this process is contaminated with toxic metals and organics. For smaller parts, chemical paint stripper is often used in a dip tank process. Waste examples include rinse water contaminated with paint and methylene chloride.
- **EP--PLATING SHOP WASTE.** Electroplating and circuit board manufacturing processes generate similar wastes and should be listed under this process code. This includes anodizing and dyeing, chromate conversion, electroless nickel plating and other new electro-chemical processes, but excludes surface prep and cleaning. In circuit board manufacturing the typical wastes are chromic acid, solder flux acids, and waste from stripping photoresist with n-butyl cellosive acetate. Examples of electroplating waste include: cleaning compounds, chromium or cyanide wastewater, and tank sludge contaminated with heavy metal. Do not report wastewater that is regulated by CWA regulations.
- **ES--EXPIRED SHELF LIFE and EXCESS MATERIALS, NON-SHIP.** Excess and expired shelf life materials such as paints, cleaning materials, and solvents from non-ship sources.
- **FC--FLUIDS CHANGEOUT.** Hazardous waste generated as a result of spent reservoir fluid replacement. Wastes included in FC are: engine lubricant change-out, cutting fluid change-out, lubricating and hydraulic systems change out, parts washer/dip tank solvent change out, and other processes where spent reservoir fluids are replaced.
- **FP--FACILITY OPERATIONS.** Hazardous waste generated by recurring tasks performed at the activity. Recurring task examples are: pest management program applications; replacing and disposing of batteries; cleaning and maintenance operations; sludge from IWTP; etc. (Note: Munition and explosive wastes should be reported under the MX process code.)

- **IR--INSTALLATION RESTORATION SITE CLEAN UP.** Hazardous waste that is generated from the clean up of a CERCLA site. IR wastes are no longer being collected in the P2ADS.
- **MX -- MUNITIONS AND EXPLOSIVES.** Munitions that are a hazardous waste, as defined in 40 CFR 261 and 266; and any hazardous waste related to the lifecycle of a munition that has an **explosive component**. Hazardous waste related to the lifecycle of a munition may be from manufacturing, demilitarization, or recovered from the munition site-of-use, including any contaminated media from the recovery if it has an explosive component.
- **NR--NON-RECURRING.** Hazardous waste generated by a one-time occurrence outside an installation's normal daily operation. Wastes from an unknown source should be included in this process. Non-recurring wastes include asbestos waste, PCB waste, base closure, spill cleanup, and underground storage tank removal.
- **PD--PAINTING/DEPAINTING/SURFACE FINISHING.** Hazardous waste generated from painting operations and rust and coating removal. Also includes painting operations being performed by the activity on board ship while in port.
- **RC--RCRA SITE CLEAN-UP.** Hazardous waste generated due to RCRA corrective actions or closure. RC wastes are not collected in the P2ADS.
- **SP--SHIP OPERATIONS.** Hazardous waste generated during a ship's operations, i.e., ship generated oily wastewater from ballast water, water contaminated fuel, and emptying bilge, tanks, voids, and other compartments; expired shelf-life; excess hazardous materials; boiler layup, and hydroblasting processes. Use this process for RCRA or state regulated wastes that must be manifested because of a ship decommissioning.

**4.7 P2ADS—CY02 HAZARDOUS WASTE REPORT FORM**

**CY02 HAZARDOUS WASTE INSTALLATION REPORT FORM**

**01 January – 31 December 2002**

1. UIC: \_\_\_\_\_

2. INSTALLATION NAME: \_\_\_\_\_

3. LIST MAJOR TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT:  
(Please attach continuation sheet if necessary.)

TENANT ACTIVITY NAMES	UIC

4. HW CONTACT: \_\_\_\_\_

5. DEPARTMENT CODE: \_\_\_\_\_

6. PHONE (DSN, COMMERCIAL): \_\_\_\_\_

FAX PHONE (DSN, COMMERCIAL): \_\_\_\_\_

7. E-MAIL ADDRESS: \_\_\_\_\_

8. GENERATOR CLASS: \_\_\_\_\_

9. DO YOU HAVE A POLLUTION PREVENTION (P2) PLAN?

(Check one) Yes \_\_\_\_ No \_\_\_\_

If yes, provide the date your P2 Plan was last updated: \_\_\_\_\_

10. TOTAL HW MANAGEMENT COST: \$ \_\_\_\_\_

11. DO YOU HAVE A RCRA TSD OR INTERIM STATUS PERMIT(S)?:

(Check one) Yes \_\_\_\_ No \_\_\_\_

If yes, list the permit number(s): \_\_\_\_\_

**CY02 HAZARDOUS WASTE INSTALLATION REPORT FORM (continued)**

12. **DO YOU HAVE OR PARTICIPATE IN A CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) OR HCP FOR MARINE CORPS INSTALLATIONS?**

(Check one)      Yes \_\_\_\_      No \_\_\_\_

13. **COMMENTS:**

**CY02 HAZARDOUS WASTE OPERATIONS**  
**01 January – 31 December 2002**

NAME AND UIC OF GENERATOR: \_\_\_\_\_

**Please read all instructions before reporting. Backlogged pounds cannot be greater than the sum of stored, recycled, treated, and disposed.**

**REPORT ALL QUANTITIES IN POUNDS.**

<u>PROCESS</u> <u>CODE</u>	<u>BACKLOG</u> <sup>1</sup>	<u>STORED</u> <sup>2</sup>	<u>RECYCLE</u> <u>ONSITE</u>	<u>RECYCLE</u> <u>OFFSITE</u>	<u>TREATED</u> <u>ONSITE</u>	<u>DISPOSED</u> <u>ONSITE</u>	<u>DISPOSED</u> <u>OFFSITE</u>	<u>TOTAL</u> <u>COST</u>
-------------------------------	-----------------------------	----------------------------	---------------------------------	----------------------------------	---------------------------------	----------------------------------	-----------------------------------	-----------------------------

<sup>1</sup> Backlog pounds stored on 1 January 2002

<sup>2</sup> Stored pounds as of 31 December 2002

**CY02 HAZARDOUS WASTE SUCCESS STORIES**  
**01 January – 31 December 2002**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed P2ADS information to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME CA 93043-4370

For assistance call DSN 551-4807, (805) 982-4807, or FAX DSN 551-4832.  
Marine Corps installations are required to submit a copy to CMC (LFL). Navy installations must send a copy to their claimant.

## CHAPTER 5 – AFFIRMATIVE PROCUREMENT PROGRAM

**5.1 GENERAL – AFFIRMATIVE PROCUREMENT (AP) PROGRAM.** For this year, you must fill out the AP Program questions by using the paper form. We will have an electronic reporting form for next year.

**PAPER REPORT.** Send the hazardous waste, other select waste, the solid waste, and Affirmative Procurement (AP) Program sections to:

COMMANDING OFFICER  
NAVAL FACILITIES ENGINEERING SERVICE CENTER  
ATTN: ESC 424  
1100 23RD AVENUE  
PORT HUENEME, CA 93043-4370

You may also FAX your report to ESC424 at DSN 551-4832 or (805) 982-4832. Marine Corps installations are required to submit a copy to CMC (LFL).

Note: If you only prepare the AP Program part of the report, please coordinate with the person responsible for preparing the hazardous waste and solid waste portions and send all sections to ESC 424

Contacts for solid or hazardous waste and APP Program are listed below:

- **Solid Waste/Other Select Waste/Affirmative Procurement Program:**  
DSN 551-4872, (805) 982-4872
  
- **Hazardous Waste:** DSN 551-4807, (805) 982-4807

### **5.1.1 WHO MUST REPORT?—AFFIRMATIVE PROCUREMENT PROGRAM.**

OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that generate one or more tons of solid waste per day to report solid waste information to us. This includes AP Program information. So if you report solid waste, you must report AP Program information. The Naval Facilities Engineering Service Center (ESC) will collect the data and provide it to the claimants. A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

### **5.1.2 WHERE DO I GET THE AFFIRMATIVE PROCUREMENT PROGRAM**

**INFORMATION?** The information necessary to fill out the AP Program form can be gathered from a number of sources. Some of the same sources used to collect solid waste may be used: Public works, DRMO, base maintenance, the qualified recycling program (QRP) coordinator, supply department, training group, family housing, and environmental department. For

construction and demolition debris, you need to contact the Resident Officer in Charge of Construction (ROICC) or perhaps the Officer in Charge of Construction (OICC) at the installation. Also, contact public works or base maintenance group that is in charge of construction for C&D disposal and recycling information. AP program training information may come from the Human Resources Department training group that normally keeps training records. The supply department has the acquisition personnel information and Impact Card information.

**5.1.3 WHEN IS THE REPORT DUE?** Note the reporting period for the AP Program is Fiscal Year (FY) (1 October 2001 to 31 September 2002). The completed P2ADS must be received at the ESC by 16 March 2003. Send an information copy to your claimant. Navy claimants are required to meet the solid waste MOM goals so they will be interested in your P2ADS data. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the P2ADS Affirmative Procurement Program data and solid waste data to your P2ADS hazardous waste data before submitting—coordinate with your hazardous waste program manager.**

**5.1.4 WHERE TO GET HELP.** Contact:  
DSN 551-4807, (805) 982-4807



**5.2 INSTRUCTIONS FOR COMPLETING THE FORM.** Affirmative Procurement Program form contains 16 questions. This section will list each question and describe the information needed to answer. If you need additional space for your answers, insert a blank page or use the comment section. A sample form is provided in Section 5.3 and a blank form is provided in Section 5.4.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages).
2. INSTALLATION UIC. The UIC is a six character alphanumeric code prefixed with an “N” for Navy and “M” for Marine Corps and can be found in NAVCOMPT Manual Volume 2, Chapter 5.. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.
3. AFFIRMATIVE PROCUREMENT CONTACT. Enter the name of the person preparing the report— normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS solid waste section. Please provide an alternate contact, especially if you are military and rotate every two years. You can list additional personnel and related information in comments.
4. CONTACT TITLE/CODE. Enter the title, department and mail code, if any, for the person preparing the report.

5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your e-mail address.

6. DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT THAT REDUCED WASTE? Check yes if the installation updated improved, or instituted any of the following: the solid waste management plan (SWMP), Pollution Prevention Plan, Waste Minimization Plan, or waste reduction project that reduced waste generation for the reporting period. If you established a new or improved recycling or composting program, check yes. Check yes or no as appropriate.

If you checked yes, give a short description of what you did in the comments or attach a success story.

7. DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES?. Check yes if you have a recycling program for installation offices or administrative spaces. Check no if you do not have a recycling program for office/admin spaces. If you have a recycling program at some offices but not all, check yes if the program covers more than half of the office spaces and no if it is less than half. Typical office recycling programs collect paper, bottles, cans, and cardboard. This information should be available from the solid waste manager or the QRP manager.

8. DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (E.G., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)? Check yes if the installation has a recycling program for family housing, barracks, and quarters. Check no if the installation does not have a residential recycling program. If you have recycling at some quarters but not all, check yes if the recycling program covers more than half of the quarters and no if less than half. Typical recycling program for residences are curbside collection and community drop off locations. For barracks the collection containers are located on each hall. This information should be available from the solid waste manager, the QRP manager, or family housing office.

9. HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD? Record the number of construction projects started during the fiscal year. Of the C&D projects, indicate how many practiced C&D recycling. If some the of C&D was recycled from the project, then it counts for recycling. For example you may have five new C&D projects during the FY but only four of them practiced recycling. You can get this information from the ROICC, Maintenance, or Public Works.

10. DOES THE INSTALLATION HAVE AN AFFIRMATIVE PROCUREMENT (AP) PROGRAM PLAN OR INSTRUCTION? Check yes if you have an installation AP plan or instruction. Instructions and plans should include all installation tenants. You can also check yes

if the AP program is included in your solid waste management plan, pollution prevention plan or other environmental plan or instruction. Guidance for establishing an AP program is found in NAVSUP P-728 *Affirmative Procurement Guide*, STOCK NO. 0530-LP-101-2482.

11. INSTALLATION ACQUISITION PERSONNEL (NOT IMPACT CARD HOLDERS).

A. Total Acquisition Personnel. Record the total number of acquisition personnel at the installation (do not include the Impact Card holders because they will be listed in Question 12). Acquisition personnel are those that purchase, specify, or are involved with procurement.

B. Number of Acquisition Personnel Trained in AP Program during the last three years. Record the number of the acquisition personnel listed in Question A that have had Affirmative Procurement Program Training within the last 3 years. The training can be formal classroom training, computer based training, or on the job training but it must be documented in the employee's records.

C. Acquisition Personnel AP Program Training. Specify where the acquisition personnel were trained for AP Program. Check all that apply.

12. INSTALLATION IMPACT CARD HOLDERS (purchases less than \$2,500). Provide information about installation and tenant personnel issued impact cards. Impact Card holders are those that can purchase using the government credit card which has a limit of \$2,500 per purchase. This does not include the government travel card.

A. Total Number of Impact Card Holders. Record the total number of installation and tenant impact card holders.

B. Impact Card Holders AP Program Training within Past Three Years. Record the number of impact card holders that have received AP Program Training within the last 3 years. Training must be documented in training records.

C. Impact Card AP Program Training. Specify where the acquisition personnel were trained for AP Program. Check all that apply.

D. Location of Training Impact Card Holders Training Records. Check all places records of Impact Card AP Program training are kept at the installation

13. AFFIRMATIVE PROCUREMENT PROGRAM AUDIT OR EVALUATION. Check all audits and/or inspections that have covered the AP program at the installation. If the AP Program was not inspected or audited, check none. If you check none then skip to Question 16.

14. AFFIRMATIVE PROCUREMENT AUDIT/INSPECTION FINDING REPORT. Check yes if findings of AP Program audit/inspection reports are reported to senior installation officials or Navy Claimants or Headquarters, Marine Corps. Check No if senior officials are not notified.

If yes is selected, please check all that have been notified of AP Program audit/inspection results.

15. AFFIRMATIVE PROCUREMENT AUDIT/INSPECTION TRACKING. Check yes or no if installation senior officials, claimants, or HQ Marine Corps track AP Program audit/inspection findings. The purpose of the tracking is to make sure the discrepancies are corrected.

If yes is selected, please check all that tracks the findings. It may be one or more.

16. AFFIRMATIVE PROCUREMENT AUDIT/INSPECTIONS EFFECTIVENESS. Indicate by checking yes or no if the installation tracks audit finding and determines the effectiveness of the AP Program. For example, does the data collected at the installation show that the installation is improving its AP Program. Have acquisition and credit card training numbers increased.

17. COMMENTS. Provide any pertinent comments here or use a separate page.

18. SUCCESS STORIES. Provide one or more success story summaries. Use the following format to describe your success. Please limit your submission to 300 words or less--about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. The first sentence should be the title of the success story. Give a description of a success story relating to the AP Program.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from AP program if any. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

The following can be used to calculate return-on-investment (ROI) over a ten year period.

$$\text{\$ROI} = [(\text{Current} - \text{New})(10 \text{ year})] - [\text{One Time Capital Costs}]$$

ROI = Return on investment over 10 year period.

**CURRENT** = Current annual operating costs. Defined as cost to operate and maintain process before the new technology or new management practice was implemented. Consider materials purchased, disposal/treatment costs, labor, utilities, etc.

**NEW** = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/treatment costs, labor, and utilities. If you received money from recycling using the new technology or management practice please add this to the ROI.

**ONE TIME CAPITAL COSTS** = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation. Include equipment depreciation and other cost factors if significant to produce a return on investment that's more representative of your situation.

**POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS.** Give a description of pollution prevention or environmental benefits derived from the Affirmative Procurement success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

**OTHER BENEFITS AND COMMENTS.** Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

**NOTE:** When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your affirmative procurement program. If you think it's a success story, we do too!

**5.3. P2ADS—SAMPLE AP PROGRAM REPORT FORM.** The following is an example to help you visualize the completed Affirmative Procurement Program form.

**FY02 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM  
1 October 2001 to 30 September 2002**

- 1 **INSTALLATION NAME:** Naval Station Small Town
- 2 **INSTALLATION UIC:** N12345
- 3 **AFFIRMATIVE PROCUREMENT CONTACT:** Salley S. Sample
- 4 **CONTACT TITLE:** Environmental Engineer **CODE:** 123
- 5 **TELEPHONE NO: DSN:** 555-5555 **COM:** (805) 555-5555
- FAX: DSN:** 555-5556 **COM:** (805)555-5556
- E-Mail Address:** samples@navstastast.navy.mil

**6. DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT THAT REDUCED WASTE?**

(Check one) Yes  No

If yes, please explain or attach a success story. initiated a recycling program for family housing

**7. DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES?**

(Check one) Yes  No

**8. DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (E.G., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)?**

(Check one) Yes  No

**9. HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD?**

How many of these projects included recycling of some of the C&D debris? 8

12

**10. DOES THE INSTALLATION HAVE AN AFFIRMATIVE PROCUREMENT (AP) PROGRAM PLAN OR INSTRUCTION?**

(Check one) Yes  No

**11. INSTALLATION ACQUISITION PERSONNEL** (excluding holders of impact cards less than \$2,500)

- A. What is the total number of acquisition personnel? 312
- B. How many of these acquisition personnel have received documented AP Program training within the last three years? 28
- C. Where are acquisition personnel trained (Check all that are applicable)  
 Installation (Please specify organization) Contractor provided training  
 Navy Schools  
 Other schools (Please specify) \_\_\_\_\_

**12. INSTALLATION IMPACT CARD HOLDERS** (less than \$2,500)

- A. What is the total number of impact card (purchase card) holders? 512
- B. How many of the impact card holders have received documented AP Program training within the last three years? 0
- C. Where are impact card holders trained? (Check all that are applicable)  
 Installation (Please specify organization) \_\_\_\_\_  
 Navy Schools  
 Other schools (Please specify) \_\_\_\_\_
- D. Where are the impact card program training records kept?  
 Training records not kept  
 Official personnel file  
 Training office  
 Other location (Please specify) \_\_\_\_\_

**13. WHAT TYPE OF CONTRACTING OR ENVIRONMENTAL COMPLIANCE AUDITS/INSPECTIONS HAVE BEEN CONDUCTED TO EVALUATE THE INSTALLATIONS AP PROGRAM DURING THE REPORTING PERIOD?** If none, skip to Question 16.

<input type="checkbox"/> None	<input type="checkbox"/> Claimant/HQMC	<input type="checkbox"/> Other audit (Please specify)
<input checked="" type="checkbox"/> Internal/Self	<input type="checkbox"/> EQA/ECE	
<input type="checkbox"/> State	<input type="checkbox"/> EPA audit	_____

**14. ARE AUDIT OR INSPECTION FINDINGS REPORTED UP THE CHAIN OF COMMAND TO THE INSTALLATIONS SENIOR LEVELS AND/OR THE MAJOR CLAIMANT/HQMC?**

(Check one) Yes  No

If yes, please indicate to whom the findings are reported. (Check all that are applicable)

<input type="checkbox"/> Claimant/HQMC	<input type="checkbox"/> Contracts Head	<input type="checkbox"/> Base Engineering Officer
<input checked="" type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Facilities Head	<input checked="" type="checkbox"/> Supply Officer
<input checked="" type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> MWR/MCCS/Exchange Head	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Administrative Services Head	<input checked="" type="checkbox"/> PWO/SCE	_____
<input checked="" type="checkbox"/> Procurement Head	<input type="checkbox"/> Base Maintenance Officer	

**15. ARE CORRECTIVE ACTIONS FROM THESE AUDITS TRACKED BY THE INSTALLATION'S SENIOR LEVELS AND/OR TO THE CLAIMANT/HQMC?**

(Check one) Yes  No

If yes, indicate to whom the findings are reported? (Check all that are applicable)

<input type="checkbox"/> Claimant/HQMC	<input type="checkbox"/> Contracts Head	<input type="checkbox"/> Base Engineering Officer
<input type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Facilities Head	<input type="checkbox"/> Supply Officer
<input checked="" type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> MWR/MCCS/Exchange Head	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Administrative Services Head	<input checked="" type="checkbox"/> PWO/SCE	_____
<input type="checkbox"/> Procurement Head	<input type="checkbox"/> Base Maintenance Officer	

**16. DOES THE INSTALLATION ASSESS THE AP PROGRAM'S EFFECTIVENESS BY ANALYZING AUDIT RESULTS, TRAINING TRENDS, AND FEDERAL PROCUREMENT DATA SYSTEM (FPDS) DATA?**

(Check one) Yes  No

**17. COMMENTS:** Use a separate page for additional comments..

*Question 12. We plan to develop and implement AP Training program for all acquisition and Impact card holders during FY03.*

**18. SUCCESS STORIES:**

ORGANIZATION NAME: *Naval Station Smalltown, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *Bill Jones, 805-555-5555*  
[jonesba@navstast.navy.mil](mailto:jonesba@navstast.navy.mil)

DESCRIPTION OF THE SUCCESS: *We initiated a weekly curb side recycling program for family housing.*

**ENVIRONMENTAL BENEFITS:** *An additional 62.5 tons of recyclable material were diverted from the landfill.*

**PERFORMANCE BENEFITS:** *The new refuse contract was let to include both recycling and refuse collection. The recycling revenues help offset the recycling collection cost. The additional recycling from family housing will help the installation meet the state goal of 50% diversion.*

**ECONOMIC BENEFITS:** *Waste diversion will prolong Smalltown's landfill life. Family housing recycling cost may be offset by recycling revenues. If not, achieving a state mandated diversion goal's cost is greatly reduced.*

**OTHER BENEFITS AND COMMENTS:** *The family housing recycling program has been recognized by the state as a model refuse/recycling contract. The commanding officer received an award from the state waste management board.*

**5.4. P2ADS—AFFIRMATIVE PROCUREMENT PROGRAM FORM.** Complete and return to ESC.

**FY02 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM  
1 October 2001 to 30 September 2002**

1 **INSTALLATION NAME:** \_\_\_\_\_

2 **INSTALLATION UIC:** \_\_\_\_\_

3 **AFFIRMATIVE PROCUREMENT CONTACT:** \_\_\_\_\_

4 **CONTACT TITLE:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

5 **TELEPHONE NO: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**FAX: DSN:** \_\_\_\_\_ **COM:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

6 **DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT THAT REDUCED WASTE?**

(Check one) Yes \_\_\_\_ No \_\_\_\_

If yes, please explain or attach a success story.

7 **DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES?**

(Check one) Yes \_\_\_\_ No \_\_\_\_

8 **DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (E.G., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)?**

(Check one) Yes \_\_\_\_ No \_\_\_\_

9 **HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD?**

How many of these projects include recycling of some of the C&D debris? \_\_\_\_\_

**FY02 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)**

**10. DOES THE INSTALLATION HAVE AN AFFIRMATIVE PROCUREMENT (AP) PROGRAM PLAN OR INSTRUCTION?**

(Check one) Yes \_\_\_\_ No \_\_\_\_

**11. INSTALLATION ACQUISITION PERSONNEL** (exclude holders of impact cards less than \$2,500)

- A. What is the total number of acquisition personnel? \_\_\_\_\_
- B. How many of these acquisition personnel have received documented AP program training within the last three years? \_\_\_\_\_
- C. Where are acquisition personnel trained (Check all that are applicable)?
  - \_\_\_ Installation (Please specify organization) \_\_\_\_\_
  - \_\_\_ Navy Schools
  - \_\_\_ Other schools (Please specify) \_\_\_\_\_

**12. INSTALLATION IMPACT CARD HOLDERS** (less than \$2,500)

- A. What is the total number of impact card (purchase card) holders? \_\_\_\_\_
- B. How many of the impact card holders have received documented AP program training within the last three years? \_\_\_\_\_
- C. Where are impact card holders trained? (Check all that are applicable)?
  - \_\_\_ Installation (Please specify organization) \_\_\_\_\_
  - \_\_\_ Navy Schools
  - \_\_\_ Other Schools (please specify) \_\_\_\_\_
- D. Where are the impact card program training records kept?
  - \_\_\_ Training records not kept
  - \_\_\_ Official Personnel file
  - \_\_\_ Training office
  - \_\_\_ Other location (Please specify) \_\_\_\_\_

**13. WHAT TYPE OF CONTRACTING OR ENVIRONMENTAL COMPLIANCE AUDITS/INSPECTIONS HAVE BEEN CONDUCTED TO EVALUATE THE INSTALLATIONS AP PROGRAM DURING THE REPORTING PERIOD?** If None, skip to Question 16.

- |                         |                   |                                  |
|-------------------------|-------------------|----------------------------------|
| ___ None                | ___ Claimant/HQMC | ___ Other audit (Please specify) |
| ___ Internal/Self-Audit | ___ EQA/ECE       |                                  |
| ___ State               | ___ EPA audit     | _____                            |

**FY02 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)**

**14. ARE AUDIT OR INSPECTION FINDINGS REPORTED UP THE CHANGE OF COMMAND TO THE INSTALLATION SENIOR LEVELS AND/OR THE MAJOR CLAIMANT/HQMC?**

(Check one) Yes  No

If yes, indicate to whom the findings are reported. (Check all that are applicable)

<input type="checkbox"/> Claimant/HQMC	<input type="checkbox"/> Contracts Head	<input type="checkbox"/> Base Engineering Officer
<input type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Facilities Head	<input type="checkbox"/> Supply Officer
<input type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> MWR/MCCS/Exchange Head	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Administrative Services Head	<input type="checkbox"/> PWO/SCE	_____
<input type="checkbox"/> Procurement Head	<input type="checkbox"/> Base Maintenance Officer	

**15. ARE CORRECTIVE ACTIONS FROM THESE AUDITS TRACKED BY THE INSTALLATION'S SENIOR LEVELS AND/OR TO THE MAJOR CLAIMANT/HQMC?**

(Check one) Yes  No

If yes, indicate to whom the findings are reported. (Check all that are applicable)

<input type="checkbox"/> Claimant/HQMC	<input type="checkbox"/> Contracts Head	<input type="checkbox"/> Base Engineering Officer
<input type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Facilities Head	<input type="checkbox"/> Supply Officer
<input type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> MWR/MCCS/Exchange Head	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Administrative Services Head	<input type="checkbox"/> PWO/SCE	_____
<input type="checkbox"/> Procurement Head	<input type="checkbox"/> Base Maintenance Officer	

**16. DOES THE INSTALLATION ASSESS THE AP PROGRAM'S EFFECTIVENESS BY ANALYZING AUDIT RESULTS, TRAINING TRENDS, AND FEDERAL PROCUREMENT DATA SYSTEM (FPDS) DATA?**

(Check one) Yes  No

**17. COMMENTS:** Use this space for comments or add an additional page.

**FY02 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)**

**18. SUCCESS STORIES:**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ENVIRONMENTAL BENEFITS:

PERFORMANCE BENEFITS:

ECONOMIC BENEFITS:

OTHER BENEFITS AND COMMENTS:

## P2ADS DISTRIBUTION LIST

### Distribution:

CG USMC BLOUNT ISLAND COMMAND (Code 920)  
CG MARCORCRUITDEP SAN DIEGO CA (ENV)  
CG MARCORCRUITDEP PARRIS ISLAND SC  
CG MCAGCC TWENTYNINE PALMS CA  
CG MCAS CHERRY PT NC (LN)  
CG MCB CAMP LEJEUNE NC (P2 Manager)  
CG MCB CAMP PENDLETON CA (Code 411, ENV Security)  
CG MCB CAMP SMEDLEY D. BUTLER JA (Code 35006ENV, ENV ENGR)  
CG MCCDC QUANTICO VA (B046, B041)  
CG MCLB ALBANY GA (A490)  
CG MCLB BARSTOW CA (B570, Code 41B)  
COMFLEACT SASEBO JA (Codes 68A, 68E)  
COMFLEACT CHINHAE (N8E)  
COMFLEACT OKINAWA JA (Code 50E)  
COMFLEACT YOKOSUKA JA (Code 1090)  
COMNATNAVMEDCEN BETHESDA MD (Code 5400)  
COMNAVACT LONDON UK (Code A24, R10)  
COMNAVAIRWPNSTA CHINA LAKE CA (Codes 8G0000D)  
COMNAVDIST WASHINGTON DC (N21C, N21)  
COMNAVMARIANAS GUAM (N454)  
COMNAVMEDECEN PORTSMOUTH VA (Code 0731B)  
COMNAVMEDECEN SAN DIEGO CA (N45RH, BGA)  
COMNAVSHIPYD CHARLESTON SC (Code 06/CSO)  
COMNAVSHIPYD NORFOLK VA (Codes 106.321, 106.31)  
COMNAVSHIPYD AND IMF PEARL HARBOR HI (Code 106.3)  
COMNAVSHIPYD PORTSMOUTH NH (Codes 106.32, 106.31B)  
COMNAVSHIPYD PUGET SOUND WA (Codes 106.33, 90HM)  
COMNAVSURFWARCEN CARDEROCKDIV BETHESDA MD (Codes 007, 0074)  
COMNAVSURFWARCENDIV CRANE IN (Codes 0951, 0958)  
COMNAVSURFWARCENDIV DAHLGREN VA (Codes XDC8, CD287)  
COMNAVSURFWARCENDIV INDIAN HEAD MD (Codes 044JW, 044SY)  
COMNAVUSEAWARCENDIV KEYPORT WA (Codes 181, 8021)  
COMNTC GREAT LAKES IL (ENV33, N451B)  
CO ADMIN SUPPU SWA BAHRAIN (N70)  
CO AFETA CAMP PEARY WILLIAMSBURG VA (Environmental Office)  
CO CBC GULFPORT MS (Codes 410, 410.2)  
CO FISC PEARL HARBOR HI (N465)  
CO FISC SAN DIEGO CA (Code N45RH)  
CO HQBN HQMC HENDERSON HALL (SAFETY)  
CO MCAS BEAUFORT SC (NREA0)  
CO MCAS IWAKUNI JA (Codes 7ENV, 7UTD)  
CO MCAS MIRAMAR CA (Code 5AU/WM)  
CO MCAS NEW RIVER NC (SEA)  
CO MCAS YUMA AZ (Codes 3VA3, 3VA3C)

## P2ADS DISTRIBUTION LIST

Distribution: (Continued)

CO MCB HAWAII (LE, LEH)  
CO MCMWTC BRIDGEPORT CA (PWO-ENV)  
CO MCSUPACT KANSAS CITY MO (SW Coordinator)  
CO NAF ATSUGI JA (Codes 51N1, 51N3)  
CO NAF EL CENTRO CA (N4513, N45E)  
CO NAF MISAWA JA (Code 110)  
CO NAS ATLANTA GA (Code 83)  
CO NAS BARBERS PT HI (Code N465)  
CO NAS BRUNSWICK ME (Code 191)  
CO NAS CORPUS CHRISTI TX (Code 186)  
CO NAS FALLON NV (N45F, N4513)  
CO NAS JACKSONVILLE FL (Code 184BR)  
CO NAS JRB FORT WORTH TX (N814)  
CO NAS JRB NEW ORLEANS LA (N12B, N12B5)  
CO NAS JRB WILLOW GROVE PA (Code 89)  
CO NAS KEFLAVIK IC (Codes 60E1, 60E3)  
CO NAS KEY WEST FL (Codes 1883, 1883HS)  
CO NAS KINGSVILLE TX (Code 00N00)  
CO NAS LEMOORE CA (N4513, N451L1)  
CO NAS MERIDIAN MS (Codes 18911, 18914)  
CO NAS NORTH ISLAND CA (Codes 4513, N45RH)  
CO NAS OCEANA VA (Codes 940, 940.2)  
CO NAS PATUXENT RIVER MD (Codes 8.7, 8.7.4.3)  
CO NAS PENSACOLA FL (Code 22000)  
CO NAS SIGONELLA IT (N82)  
CO NAS WHIDBEY ISLAND WA (N44, ENV Eng)  
CO NAS WHITING FIELD MILTON FL (Code 18300)  
CO NAES LAKEHURST NJ (Code 8.7.4)  
CO NAVAVNDEPOT CHERRY POINT NC (Code 6.8.830)  
CO NAVAVNDEPOT NORTH ISLAND SAN DIEGO CA (Code 08213)  
CO NAVCOMTELSTA STOCKTON CA (N00K43)  
CO NAVEODTECHDIV INDIAN HEAD MD (AC-4)  
CO NAVHOSP BEAUFORT SC (Code 01E)  
CO NAVHOSP BREMERTON WA (Code 014E)  
CO NAVHOSP CHARLESTON (Code 055)  
CO NAVHOSP GUAM (Code 306)  
CO NAVMAG INDIAN ISLAND WA (N42E)  
CO NAVMAG LUALUALEI HI (N465)  
CO NAVOCEANO STENNIS SPACE CENTER (N123)  
CO NAVPHIBASE LITTLE CREEK VA (Code 940.1)  
CO NAVSCSCOL ATHENS GA (Code 102)  
CO NAVSECGRUACT KUNIA HI (J41)  
CO NAVSECGRUACT SABANA SECA RP (N431)

## P2ADS DISTRIBUTION LIST

Distribution: (Continued)

CO NAVSECGRUACT SUGAR GROVE WV (N45)  
CO NAVSECGRUACT WINTER HARBOR ME (Code 00G)  
CO NAVSECSTA WASHINGTON DC (N2)  
CO NAVSTA NORFOLK VA (Code 940)  
CO NAVSHIPSYSSENGSTA PHILADELPHIA PA (Code 027)  
CO NAVSTA EVERETT WA (N4532, N453)  
CO NAVSTA GUANTANAMO BAY CU (N2033C, N2033A)  
CO NAVSTA INGLESIDE TX (N761)  
CO NAVSTA MAYPORT FL (N4E4)  
CO NAVSTA NEWPORT RI (N8N)  
CO NAVSTA PASCAGOULA MS (N751)  
CO NAVSTA PEARL HARBOR HI (N465, CNRH N46)  
CO NAVSTA ROOSEVELT ROADS PR (N02C-A61, N02C-A63)  
CO NAVSTA ROTA SP (N7N2, N7N4)  
CO NAVSTA SAN DIEGO CA (N4513, N45RH)  
CO NAVSUPPACT LA MADDALENA IT (Code 007)  
CO NAVSUPPACT MIDSOUTH MEMPHIS TN (Code 0101)  
CO NAVSUPPACT NAPLES IT (PW ENV)  
CO NAVSUPPACT NEW ORLEANS LA (N12B, N12B5)  
CO NAVSUPPACT PHILADELPHIA PA (ENV MGR)  
CO NAVSUPPACT SOUDA BAY GR (HW MGR)  
CO NAVSUPPFAC DIEGO GARCIA (N50E1, N50E2)  
CO NAVSUPPSTA MECHANICSBURG PA (Code 09M22)  
CO NAVSURFWARCEN COASTSYSTA DAHLGREN DIV PANAMA CITY FL (XPW5)  
CO NAVUNSEAWARCEN DIV NEWPORT RI (Code 551)  
CO NBVC PORT HUENEME CA (N4513, N45VTW)  
CO NBVC POINT MUGU CA (N4513, N454VTW)  
CO NETPMSA SAUFLEY FIELD FL (Code 22000)  
CO NCTAMS LANT DET CUTLER ME (NOOR4E)  
CO NCTAMS EASTPAC WAHIAWA HI (N465)  
CO NOCPACDIV DET FALLBROOK CA (N45S)  
CO NRL WASHINGTON DC (Codes 1246, 6610)  
CO NTTC CORRY STATION PENSACOLA FL (Codes 22000, ENVR)  
CO NWA DIV CORONA CA (CBENV)  
CO OLF SAN DIEGO SAN NICOLAS ISLAND CA (Code 8G0000E)  
CO PACMISRANFAC HAWAREA BARKING SANDS HI (Code 7031.5B)  
CO PWC GUAM (Code 910)  
CO PWC PEARL HARBOR HI (N465)  
CO PWC SAN DIEGO CA (N45RH)  
CO SPAWARSSYSCEN SAN DIEGO CA (Code 20384)  
CO SUBASE BANGOR WA (B452)  
CO SUBASE KINGS BAY GA (FE4)  
CO SUBASE NEW LONDON CT (Code 1600, N8S51)  
CO SUBASE SAN DIEGO CA (N4513, N45RH)

## P2ADS DISTRIBUTION LIST

Distribution: (Continued)

CO SURFCOMBATSYSYSCEN WALLOPS ISLAND (Code 5210)  
CO WPNSTA CHARLESTON SC (WC999, Code 092)  
CO WPNSTA CONCORD CA (N45SC)  
CO WPNSTA EARLE COLTS NECK NJ (N8E, E200)  
CO WPNSTA SEAL BEACH CA (N45S, N4513)  
CO WPNSTA DET PORT HADLOCK WA (Code 42E)  
CO WPNSTA YORKTOWN VA (Codes 940, 940.2)  
DIR NAVSEA DET NISMF PEARL HARBOR HI (Code 2.3)  
OIC NAVSURFWARZEN DET BAYVIEW ID (Code 0460)  
OIC NAVUNSEAWARCENDET AUTEC ANDROS ISLAND BAHAMAS (N7007)  
SUP NAVOBSY WASHINGTON DC (N2)  
SUP NAVPGSCOL MONTEREY CA (Code 2314)  
SUP USNA ANNAPOLIS MD (PWD 170)  
SUPSHIP JACKSONVILLE FL (Code 140)  
SUPSHIP BATH ME (Code 140)  
SUPSHIP NEWPORT NEWS VA (Code 140)  
NIROP ABL ROCKET CENTER WV (SW Coordinator)

Copy to:

CMC (LFF-1, LFL)  
CNO (FSA, N451, N451H, N451K)  
COMLANTFLT (N46, N465, N4653B)  
COMPACFLT (N4653)  
COMUSNAVEUR (N76)  
CNET (OS4413)  
COMNVRESFOR (N464C, N464)  
OCNR (ONR41)  
COMNAVRESFORWEST (N2E)  
COMNAVNETOPCOM (N14)  
COMNAVSECGRU (N4F3)  
COMNAVNETOPCOM (N451, N14)  
COMNAVSEASYSYSCOM (SEA-00TP, SEA-00T)  
COMNAVVAIRSYSYSCOM (AIR-8.3)  
COMNAVSPAWARSYSYSCOM (D0384, ENV)  
COMNAVFACENGCOS (ENV-WJ)  
COMLANTNAVFACENGCOS (ENV13)  
COMPACNAVFACENGCOS (ENV1812, ENV1812/CO)  
COMNAVREG MIDLANT NORFOLK VA (REC)  
COMNAVREG SOUTHEAST JACKSONVILLE FL (N4)  
COMNTC GREAT LAKES IL (REC)  
COMNAVREG SOUTHWEST SAN DIEGO CA (N4514, REC)  
COMNAVREG NORTHEAST GROTON CT (REC)  
COMNAVREG NORTHWEST SEATTLE WA (REC)  
COMNAVREG HAWAII PEARL HARBOR HI (REC)

P2ADS DISTRIBUTION LIST

Copy to: (Continue)

COMNAVMARIANAS GUAM (REC)

COMNAVFORJAPAN (REC)

COMNAVFORKOREA (REC)

COMFAIR KEFLAVIC (REC)

CO NAVENVIRHLTHCEN NORVA (EPWR) (BUMED copy)

CO SOUTHNAVFACENGCOM (ES22, ES23)

CO SOUTHWESTNAVFACENGCOM (Codes 05, 572)

CO ENGFLDACT CHES (Code 02)

CO ENGFLDACT MED (N81, EV)

CO ENGFLDACT WEST DALY CITY CA (Code 052)

CO ENGFLDACT MIDWEST GREAT LAKES IL (Code 914)

CO ENGFLDACT NORTHEAST PHILADELPHIA PA (Code 05E)

CO ENGFLDACT NORTHWEST SILVERDALE WA (Code 05E)

CO ENGFLDACT SOUTHEAST (Code 054LB)