

# STANDARD OPERATING PROCEDURES (SOP) FOR THE POLLUTION PREVENTION EQUIPMENT PROGRAM (PPEP)

September 2002

Reference: (a) Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*  
(b) Executive Order 13148, *Greening the Government Through Leadership in Environmental Management*  
(c) OPNAVINST 5090.1B,CH-2, *Environmental and Natural Resources Program Manual*  
(d) PPEP Book  
(e) OPNAVINST 11010.20F, *Facilities Project Manual*  
(f) Navy Pollution Prevention Equipment Program Flow Chart

Attachment: (1) Pollution Prevention Equipment Program (PPEP) Submittal Format  
(2) Pollution Prevention (P2) Equipment Catalog Cut Format  
(3) Pre-Production Submittal Template  
(4) Other Navy Funded Programs

## **1. Purpose**

The purpose of this SOP is to establish a comprehensive process for collecting and translating Navy Pollution Prevention (P2) equipment requirements into an implementable Pollution Prevention Equipment Program (PPEP).

## **2. Definitions**

**PPEP:** A centrally-funded Navy program that procures, delivers, and installs P2 equipment at Navy shore activities.

**Core Committee:** Chief of Navy Operations (CNO N451); Naval Facilities Engineering Command, Headquarters (NAVFACHQ); Naval Facilities Engineering Service Center (NFESC); and Naval Air Systems Command, Lakehurst (NAVAIRLKE). The Core Committee is co-chaired by CNO N451 and NAVFACHQ.

**Full Committee:** Core Committee, program participating claimants, representatives of Navy Environmental Leadership Program (NELP) ashore and the Field Activity, Support and Technology Transfer (FASTT) Team. The Full Committee is co-chaired by CNO N451 and NAVFACHQ.

**Procurement Agents:** NFESC and NAVAIRLKE are the two procurement agents. They procure, deliver, and install PPEP equipment.

**Competitive Equipment:** Equipment that is readily available on the commercial market and Navy-approved for specific processes.

**Pre-Production Ashore Equipment:** Equipment or a combination of equipment, that is available commercially but has not been validated, and /or Navy-approved for specific processes.

**Navy Environmental Leadership Program (NELP):** A CNO N451 program designed to demonstrate new technologies with environmental impacts and other environmental leadership opportunities in support of compliance, cleanup, conservation, and pollution prevention. These opportunities are demonstrated at the two shoreside NELP bases: Naval Station Mayport, Mayport, Florida, and Naval Air Station North Island, Coronado, California.

**Field Activity, Support and Technology Transfer (FASTT) Team:** A partnership program between NAVSEA, NAVAIR, NAVFAC, CINCPACFLT, CINCLANTFLT, Air Force Materiel Command (AFMC) and Army Environmental Center (AEC) to reduce the cost of environmental compliance and improve maintenance work processes using the best technology and management practices available. FASTT assists activities in identifying

and implementing new technologies and provides feedback to the PPEP to improve equipment maintainability and effectiveness, as well as providing feedback on equipment transitioning and applicability across all of the services.

**PPEP Book:** A document containing types of equipment procured through PPEP. The document provides information on procurement cost, performance criteria, commercial sources of equipment, estimated return on investment, potential and/or actual pollution reduction, and a point of contact for additional information. The PPEP Book is available on-line at <http://www.lakehurst.navy.mil/p2/index.htm> and can also be accessed via the P2 library website at <http://enviro.nfesc.navy.mil/p2library>.

**Navy PPEP Flow Chart:** The PPEP Flow chart represents the major procedures for PPEP. It is available on-line at <http://www.lakehurst.navy.mil/p2/index.htm> and can also be accessed via the P2 library website at <http://enviro.nfesc.navy.mil/p2library>.

### **3. Background**

Executive Order 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, signed in August 1993 required federal facilities to comply with the reporting requirements of EPCRA and the Pollution Prevention Act of 1990. PPEP was established in FY95 to assist activities in achieving and meeting P2 goals set forth in EO 12856. On September 14, 1998, the President signed reference (a), which reinforced environmental P2 requirements. EO 13101 requires all federal agencies to prevent pollution whenever feasible, incorporate waste prevention and recycling into daily operations, increase procurement of environmentally preferable items, expand existing affirmative procurement and recycling programs, establish model facility demonstration projects, integrate P2 and affirmative procurement into acquisition programs, and establish goals for reduction of solid waste generation and increased procurement of environmentally preferable items. Reference (a) applies to all federal facilities worldwide and PPEP supports Navy compliance with the requirements established under EO 12856. Additionally, reference (b), EO 13148 was signed on April 21, 2000, which replaced EO 12856, requires federal agencies to become leaders in reducing pollution and the use of toxic chemicals at their facilities. Reference (c) sets forth policies and guidelines for complying with references (a) and (b). As a result, CNO N451 continued PPEP to provide claimants and their activities access to a funding and acquisition tool to acquire equipment to help them meet the goals set forth by references (a), (b), and (c).

CNO N451 established a centrally managed Other Procurement, Navy (OP,N) funding line, directed NAVFACHQ to budget and manage funding execution, and established a Core Committee to develop a program acquisition plan in FY95. As the program developed, the Full Committee was established. PPEP funds two categories of equipment: Competitive (see attachments 1 and 2) and Pre-production (see attachment 3).

Equipment submittals for both categories are reviewed and approved by the Core Committee annually. Once approved, the procurement agents, NFESC and NAVAIRLKE, execute the acquisition of the equipment throughout each fiscal year.

### **4. Scope**

This SOP establishes policies and procedures for the generation, programming, procurement, and installation of all centralized OP,N P2 equipment requirements. It incorporates, expands, and supersedes all program guidance and policy established since the inception of the program in fiscal year 1995. As such, it shall be used to govern the program and its participants.

### **5. Policy and Guidelines**

#### 5.1 Navy Qualifying Activities:

5.1.1 Navy shore activities CONUS and OCONUS are eligible for PPEP funding, *except* for the following:

5.1.1.1 Bases slated for closure. However, some closing bases may be required to continue operating for up to six years after they have been identified as a closure base. Depending on the circumstances

surrounding a closing base, this restriction may be waived by the Core Committee. All closing bases may utilize PPEP procurement services with their own funds.

5.1.1.2 Activities operating under the Navy Working Capital Fund (NWCF), such as shipyards and depots. The NWCF activities may utilize PPEP procurement services with their own funds.

5.1.1.3 Activities operating under a non-appropriated budget such as exchanges, commissaries, and hobby shops. The Core Committee may make exceptions if the non-appropriated activities' management, disposal costs, and permit requirements are the responsibility of the host command. All non-appropriated activities may utilize PPEP procurement services with their own funds.

5.1.1.4 Navy medical hospitals and clinics, because equipment funding is available through their claimant. Please reference attachment (4) for details. However, hospitals and clinics may utilize PPEP procurement services with their own funds.

5.1.2 PPEP supports CNO's Pollution Prevention Afloat Initiatives by providing pre-production P2 equipment to fulfill a shipboard P2 opportunity, at the discretion of CNO N451.

5.1.3 All DOD Services and agencies may utilize PPEP services with their own funds.

**NOTE:** Activities not eligible for PPEP funding are encouraged to benefit from PPEP by utilizing the program contracting vehicles with their own funds. Navy activities and DOD agencies wishing to participate shall submit their requirements to their cognizant claimant. The Navy claimants and any other DOD agencies wishing to participate shall consolidate their equipment requirements and submit them to NFESC Code 423, with an electronic copy to CNO N451 for initial review, in accordance with paragraphs 5.5 and 5.6. Navy claimants and other participating DOD agencies will be notified by CNO N451 each October of the equipment PPEP can accommodate and which procurement agent will buy the equipment. The Navy claimants and participating DOD agencies that are providing their own funding shall forward the appropriate funding documents directly to the specified procurement agents in the first quarter of the execution year for which a piece of equipment is to be procured.

## 5.2 Equipment Categories:

5.2.1 Competitive equipment is commercial off-the-shelf Navy approved equipment that PPEP procures to help activities reduce pollution and meet compliance requirements. Competitive equipment procurement is the primary function of PPEP. If budget allocations allow, funding is provided annually for Pre-Production projects.

5.2.2 Pre-production ashore equipment is commercially available equipment that PPEP procures and validates on selected Navy processes. The intent of pre-production is to integrate new P2 technologies into Navy processes. PPEP funds the procurement and a one-year validation period for all approved pre-production equipment. Upon completion of the validation period, the equipment receives either Navy approval or disapproval of its application on the selected process. If approved, the equipment transitions to the competitive equipment-side of PPEP and becomes available to all participating activities.

The activity at which the validation is performed is responsible for assisting the procurement agent in documenting performance of the equipment, baseline data, labor requirements, hazardous material use, and pollution generated. Once the validation period is complete the equipment may be turned over to the activity. The order of consideration of a pre-production site is as follows:

- a. One of the two shoreside NELP bases
- b. Navy Qualifying shoreside Activities
- c. NWCF shoreside Activities

## 5.3 Equipment Guideline Criteria:

5.3.1 The equipment must address opportunities identified in activity P2 plans, support an activity compliance requirement, and focus on meeting the requirements of references (a), (b), and (c).

5.3.2 The equipment must directly eliminate, reduce, or prevent a specific pollutant from entering the environment as defined in Chapter 3 of reference (c). Reference (d) provides examples of equipment that meets these criteria and is currently being bought by PPEP. Reference (d), along with the P2 library should be used when possible as reference documents when preparing equipment requirement submittals.

5.3.3 The equipment must have a minimum summed line item value of \$1,000. Itemized equipment not having a line item value of \$1,000 or greater will be identified during the annual review by the PPEP Core Committee back to the claimants as equipment that should be purchased locally with activity funds. This criterion does not apply to pre-production equipment.

5.3.4 Equipment available through other Navy funded programs is not eligible for PPEP funding. Please see attachment (4) for examples of these types of equipment and the programs that fund them.

#### 5.4 Installation and Site Preparation:

5.4.1 Installation consists of putting the equipment in place and connecting it to utility systems and ancillary equipment. This is a PPEP funded cost (i.e., OP,N).

5.4.2 Site preparation consists of preparing a site for equipment delivery and installation. Depending on the type of work to be accomplished, site preparation may require OP,N or Operations and Maintenance, Navy (O&M,N) funding or a combination as specified in chapter 5 of reference (e). Site work such as construction of new real property, utility upgrades, and conversions, additions, and expansions of existing real property are O&M,N costs.

Estimated OP,N and O&M,N costs for work associated with a piece of equipment should be estimated in the annual claimant equipment requirements submitted to NFESC, with an electronic copy to CNO N451 (see section 5.5) and included in the POM/BAM submittal process. Claimants/activities are responsible for planning, programming and budgeting adequate funding for costs requiring O&M,N funds. If the procurement agents are executing O&M,N funds from activities to support site preparation, the funds must be available no later than the second quarter of execution year. Activities shall coordinate with procurement agents to complete site preparation work prior to scheduled equipment delivery or provide required O&M,N funding to the procurement agent to prepare the site. Additionally, activities shall certify that the site prep work is completed or will be completed prior to equipment arrival at the activity.

#### 5.5 Equipment Submittals:

5.5.1 CNO N451 will provide, by June of each year, specific guidance to the claimants for their equipment requirement submittals. Claimants shall provide their submittals to NFESC, Code 423 by August 15th of each year, with an electronic copy to CNO N451. The submittals shall be in the format specified in attachment (1). Additionally, each Claimant shall breakdown their submittals into separate spreadsheets as outlined in 5.5.1.1; 5.5.1.2; and 5.5.1.3 below.

5.5.1.1 Claimants shall solicit, compile, and submit a complete list of competitive equipment requirements. Claimants shall ensure that each requirement reflects a valid activity need and is supported by a valid compliance requirement (i.e., P2 plan). Each requirement shall either reference an equipment specification from reference (d) or be accompanied by an individual equipment catalog cut in the format of attachment (2).

5.5.1.2 Claimants shall solicit, compile, and submit a complete list of pre-production ashore equipment proposals from all interested. Claimants shall screen and validate these proposals and include a detailed summary of each proposal using the template provided in attachment (3).

5.5.1.3 Claimants shall solicit, compile, and submit a complete list of equipment requests from their activities not eligible for PPEP funding but who wish to participate with their own funds (i.e. NWCF). Each requirement shall document their funding source and either reference an equipment specification from reference (d) or be accompanied by an individual equipment catalog cut in the format of attachment (2).

5.5.2 The PPEP Core Committee shall review claimant submittals and develop a “buy list” for the following fiscal years.

#### 5.6 Claimant Notification of Approved Equipment:

5.6.1 CNO N451 will notify claimants each October, detailing the approved equipment for the next fiscal years. At the same time, claimants shall ensure that facility planning is initiated at their activities that have approved equipment in the upcoming execution years. This includes site approval, permitting, required site preparation, and ensuring that funding has been programmed for site preparation not funded by OP,N. Claimants/activities are also responsible for ensuring that work identified by these tasks are coordinated with procurement agents and executed prior to equipment delivery. A variety of resources are available to the claimants/activities to assist them with these tasks:

5.6.1.1 Naval Facilities Engineering Field Divisions and Activities (EFD/A’s), NFESC, and Specialty Offices may perform qualifying portions of work under the Naval Environmental Protection Support Service (NEPSS) at no cost to the claimant/activity. EFD/A’s are also available on a reimbursable basis to perform tasks such as assemble and validate activity equipment requirements; identify and initiate required site preparation and determine whether the work is an OP,N or O&M,N cost or combination; obtain permits; and update/incorporate procured equipment into various activity plans such as P2 plans, solid waste management plans, etc.

5.6.1.2 The procurement agents may assist claimants/activities in establishing specific site requirements and site logistics on pre-production projects. The procurement agents are not responsible for providing wide-scale site investigations for competitive procurement equipment.

5.6.1.3 Activities may explore other opportunities to prepare for equipment such as Public Works, a private contractor, or a combination of all of the above.

#### 5.7 Requirement Cancellations/Additions:

5.7.1 Once CNO N451 issues the approved buy list, claimants must notify the cognizant procurement agent and CNO N451 in writing of any cancellations or additions to the buy list. **Changes in the execution year shall be minimal.**

5.7.2 In rare cases, if a claimant determines in the execution year, for which a piece of equipment was budgeted, that the requirement no longer exists, then the claimant must notify the cognizant procurement agent and CNO N451 as soon as possible in writing and one of two actions will be taken: 1) If the procurement agent has not awarded or is not about to award the contract for that piece of equipment, then the procurement agent may cancel that equipment; or 2) If the procurement agent is in the final stage of awarding a contract or has awarded the contract for that equipment, then the claimant shall be responsible for identifying and arranging for equipment transfer and delivery to an alternate location. PPEP Core Committee does not recommend cancellations in the execution year.

5.7.3 Additions that are validated by the Claimants will be accepted on a case-by-case basis, if the budget allows and the Core Committee approves it.

5.8 Safety Reviews: Procurement agents shall perform safety reviews of all equipment to ensure mechanical, electrical, chemical and physical hazards are identified and corrected prior to delivery to the activity. The Procurement agents shall use the NAVFAC P2 equipment safety checklist for evaluation criteria and provide a Technical Safety Data Sheet (TSDS) with each piece of delivered equipment. This information will aid in informing

the operation and maintenance personnel of any installation issues, unresolved hazards or required personal protective equipment.

5.9 Procurement Agent Reports: NFESC shall utilize the PPEP database (Pollution Prevention Equipment Tracking System - PPETS) to generate quarterly status reports for claimants (see section 6.6.4). The reports shall include:

- a. Estimated OP,N and O&M,N costs
- b. Expected award and delivery dates
- c. Actual award and delivery dates
- d. Technical point of contact
- e. Comments for delays, cancellations, and other issues affecting procurement

5.10 Reference (f) presents the graphical representation of the major steps for PPEP, as described above.

## **6. Roles and Responsibilities**

6.1 CNO N451: Shall serve as co-chairperson to both the full and the Core Committees, provide oversight, and delegate equipment acquisitions to the procurement agents. CNO N451 is also responsible for notifying claimants annually regarding their activity equipment requirement submittals, and providing notification back to the claimants each October of the approved and non-funded equipment requests. CNO N451 will provide oversight with respect to facility issues, coordinating with NAVFACHQ on program policy changes and overall financial issues for PPEP. CNO N454 will provide oversight for issues pertaining to safety and occupational health.

6.2 NAVFACHQ: Shall serve as co-chairperson to both the full and the Core Committee. In addition, NAVFACHQ shall serve as the Budget Submitting Office and provide overall financial management. NAVFACHQ is responsible for initiating budget cycle preparation, ensuring timely obligation of OP,N funds, assisting CNO N451 to develop and coordinate program policies (including the SOP), and coordinating financial issues with CNO N451, procurement agents and claimants. NAVFACHQ shall provide an annual review of the overall PPEP program budget to CNO N451.

6.3 Core Committee: Shall coordinate the policies, procedures, and processes used to implement the program. The Core Committee shall also develop and disseminate strategic planning and guidance to ensure that effective processes are in place for delivering and installing P2 equipment. The Core Committee will meet at least twice a year or as deemed appropriate by the co-chairs. The Core Committee is further responsible for:

- a. Reviewing all claimant equipment requirement submittals.
- b. Keeping claimants apprised of program status.
- c. Providing a program review to CNO N451 annually.
- d. Responding to customer feedback.

6.4 Full Committee: Shall provide necessary information and feedback on outyear equipment requirements, the execution of current and prior year requirements, and overall program operations. The Full Committee is also responsible for compiling information on new and innovative technologies and equipment and providing that information to the participating activities. The Full Committee shall convene twice a year to discuss program status and issues.

6.5 Claimants: Shall provide input on P2 requirements and equipment prioritization and disseminate program information (i.e., program status, new and emerging P2 technologies) to their activities. Claimants are also responsible for the following:

6.5.1 Ensure their activities are knowledgeable of PPEP and its resource documents (i.e., SOP, PPEP Book, PPEP Flowchart, and P2 Library) and are able to accept and utilize the equipment upon delivery.

6.5.2 Plan, program and budget adequate funding for site preparation costs requiring O&M,N funding.

6.5.3 Screen, consolidate, and validate activity equipment requests to ensure they are within the criteria cited in section 5 of this SOP prior to forwarding to NFESC and CNO N451, annually.

6.5.4 Coordinate with the TYCOM's, Regions and Regional Environmental Coordinators (RECs), and represent their respective activities and interests.

6.5.6 Compile a listing of underutilized PPEP equipment and forward that listing to NFESC and CNO N451, at least annually.

6.6 Procurement Agents (NFESC & NAVAIRLKE): Shall provide technical expertise in support of P2 equipment procurement to CNO N451, NAVFACHQ, claimants, RECs, TYCOM's and the receiving activities.

6.6.1 Competitive Equipment: The procurement agents are responsible for equipment procurement, delivery, installation, logistics, and execution of predetermined OP,N funded site preparation under their cognizance. They may execute PPEP site preparation at claimant/activity request, using O&M,N funding provided by the claimant or activity. The procurement agents may, at their discretion and with claimant concurrence, release PPEP funds to the activity for execution of an equipment requirement. In such cases, the activity shall provide to the procurement agent the following:

- a. Detailed Cost estimate
- b. Plan of action/milestones to implement
- c. Justification of why the activity should manage execution instead of the procurement agent
- d. Confirmation of fund acceptance and execution
- e. Prompt return of excess OP,N funds

6.6.2 Pre-production ashore: In addition to all stated tasks in section 6.6.1, the procurement agents are responsible for identifying required site preparation, permit requirements, coordinating and obtaining equipment process approval with appropriate Naval Systems Commands, coordinating site acceptance and documenting the validation of the equipment.

6.6.3 The procurement agents are responsible for the following:

- a. Providing engineering and budget support to CNO N451 and NAVFACHQ.
- b. Holding an on-site program review annually when requested by CNO N451, and to report obligation and execution rates to CNO N451 and NAVFACHQ, as requested.
- c. Reviewing and verifying the accuracy of OP,N installation cost estimates.
- d. Ensuring all obligations and expenditures meet reference (e) and FMB (NAVCOMPT manual) guidelines for OP,N funding.
- e. Documenting lessons learned for all equipment under their cognizance.
- f. Ensuring that all procured equipment meets OPNAV safety policy.

6.6.4 NFESC shall maintain the PPEP database (PPETS) which will be used as an equipment information repository. The database will contain information on equipment procurement cost, equipment performance criteria, installation cost, training and logistics requirements, Return on Investment (ROI) info, potential and/or actual pollution reductions, sites where equipment is implemented, and a point of contact for each piece of equipment. NFESC will use this information to support Core Committee requests for information, and generate quarterly status reports for claimants. Claimants should contact NFESC for access to this database.

6.6.5 NAVAIRLKE shall maintain the PPEP Book, which can be accessed online at <http://www.lakehurst.navy.mil/p2/index.htm>.

6.7 Regional P2 Storefronts, where applicable, shall coordinate and compile the equipment requirements to be provided to the claimants on an annual basis.

6.8 Base Environmental Staff shall assist work centers and activity shops with the identification of required permits and other potential environmental issues and forward submittal requirements to Regional P2 Storefronts, where applicable. This includes equipment requests from tenant commands.

6.9 Activities shall provide submittal requirements to their claimants or Regional P2 Storefronts, where applicable and ensure all associated installation requirements are in order prior to equipment delivery. Additionally, activities are responsible for collecting ROI data on equipment received for the one-year after receipt and for providing that information to NFESC for inclusion into PPETS.



## **Pollution Prevention Equipment Program (PPEP) Submittal Format**

1. Save file in c:\
2. Provide pertinent information
3. Send by August 15 to NFESC & CNO N451



attachment2.xls

Attachment (1)



## Pollution Prevention (P2) Equipment Catalog Cut Format

(Sample using PMB Glove Box)

Equipment Title:	PMB Glove Box Unit
Manufacturer:	Abrasive Blast Systems
Model:	PRC-4848
Equipment Cost:	\$6,000
Facilities:	<p>The PMB Glove Box Media Blaster is 5'2" wide, 7'3" deep and 8'2" high. The unit requires access to the front of the machine for operation as well as the right hand side of the machine for cartridge inspection. A minimum of 18 inches of rear clearance is required for access to the piping manifold, exhauster and the screen hopper.</p>
Utilities:	<p>The PMB Glove Box Media Blaster requires 220 Volt, 3 wire, single phase power on a 30 amp circuit. The Blaster also requires the connection to shop air.</p> <p>Propriety: Plastic Media Blasters provide a process for the removal of paint from metallic components by projecting plastic media fluidized with compressed air through a nozzle.</p> <p>The PMB Glove Box Unit will provide an interior working space of 36 inches deep, 48 inches wide and 48 inches high. The unit is capable of holding a distributed load of up to 1,000 pounds.</p> <p>This piece of equipment is suitable to replace other glove box media units that are not able to utilize plastic media.</p>
Economic Analysis:	<p>This section should contain a life cycle cost estimate on the proposed equipment request showing a return-on-investment (ROI) and a projected breakeven point (the point at which time the equipment will pay for itself.) The cost-benefit analysis and payback information will be provided by the activity to the claimants after 1 year of equipment use.</p>

ATTACHMENT (2)

**PRE PRODUCTION SUBMITTAL TEMPLATE**

**FY (--)** **PRE-PRODUCTION PROPOSAL**  
*(TITLE OF PROJECT, DATE, PROPOSED LOCATION)*

**INTRODUCTION**

*This section should include a brief description of the problem(s) identified and any associated compliance or regulatory issues of concern and what solutions the identified equipment or proposal will address.*

**TECHNOLOGY AND EQUIPMENT DESCRIPTION**

*Provide detailed information about the proposed technology and equipment including specifications, use outside of the Navy, limitations on implementation, solutions that the technology or equipment can provide, and any information on available vendors for the equipment.*

**PROPOSED LOCATION AND TIMING**

*Provide information on proposed location(s) for the Pre-Production Demonstration, Points of Contact (activity level, regional level and claimant level including phone number, fax number and email address), and associating timing of the demonstration, including any known limitations required (i.e., weather, flow requirements, volume or types of wastes necessary, etc.).*

**COST BENEFIT SUMMARY**

*This section should include a brief description of the benefits of the proposed technology and/or equipment and a detailed cost proposal table, identifying capital costs, labor, site prep, installation, startup, field testing, monitoring, documentation, travel, and other overhead costs (costs should be referenced by a task breakdown, estimated duration of the task and approximate cost), along with an estimated project timeline. The cost breakdown is an estimate and will have to be refined and verified by the submitter, if the proposal is accepted by the PPEP Core Committee.*

*ATTACHMENT (3)*

## OTHER NAVY FUNDED PROGRAMS

### **Energy Conservation Program**

Points of Contact: NAVFACHQ – Mr. William Tayler (202) 685-9254, DSN 325-9254, taylerwf@navfac.navy.mil  
NAVFACHQ – Mr. Jose Maniwang (202) 685-9255, DSN 325-9255, maniwang@navfac.navy.mil  
NFESC - Mr. Jim Heller (805) 982-3486, DSN 551-3486, hellerjl@nfesc.navy.mil or local EFD Utility Code 16/ 22

Description of Program: The Navy provides funding for equipment or projects that achieve energy conservation directly through the Navy Energy Program, Energy Capitalization Improvement Program (ECIP) and Federal Energy Management Program (FEMP) funding. The activity would propose a project through their local public works center or engineering field division's utility code. A determination is made to finance it using Navy Energy, ECIP, FEMP, or through alternative financing. Alternative financing (utility energy-efficiency service or energy savings performance type) creates immediate benefits with minimal upfront cost. Contract is awarded to a local or regional utility company or Energy Service Company (ESCO) that provides energy saving technology equipment or projects to the activity. The utility company or ESCO finances the cost of the project and is repaid by funds saved through energy and operations and maintenance (O&M) savings. During the contract period, the Navy keeps the difference between savings and the contractor payments.

Procedure for Requesting Support: Submit your request or contact your local EFD or PWC utility office for more details. Requests for alternative project requires at least two years prior to execution year. Each fall and spring, requests are reviewed at NFESC for approval. For additional information, visit the Navy energy website at <http://energy.navy.mil>.

### **Rolling Stock Equipment Program**

Points of Contact: NAVFACHQ – Mr. Gary Lind (202) 685-9260, DSN 325-9260, lindgl@navfac.navy.mil  
Transportation Equipment Management Centers (TEMCs)  
PACDIV (Hawaii) – Mr. Steve Mortimer (808) 471-2596, mortimersc@efdpac.navy.mil  
LANTDIV (Norfolk) – Ms. Lisa Bernier (757) 322-4010, DSN: 262-4010, bernierle@efdlant.navy.mil

Description of Program: Centralized OP,N and NWCF funded Navy program to procure or lease Civil Engineering Support Equipment (CESE) including passenger cars, pickups, fire trucks, tractors, street sweepers, stake trucks, buses, refuse collection trucks, etc. Vehicles are divided into passenger, general purpose, and heavy-duty categories. OP,N program budget is developed to cover a 2-year period based on historical and future needs. All non-Navy Working Capital Funded (non-NWCF) activities participate. NWCF activities participate with their funds. Current goal is to provide GSA leased vehicles to CONUS non-NWCF activities, Navy owned vehicles for OCONUS activities, and Navy-owned heavy equipment for all Navy non-NWCF activities worldwide. TEMCs assign Navy registration numbers and Inventory Objectives for all equipment.

Procedure for Requesting Support: Requests for equipment are generated every two years from NAVFAC TEMCs directly to PWD or PWC/NWCF activity. Requests should be submitted 2-3 years prior to the execution year (follows POM cycle). Activities prioritize the requests. Current inventory is reviewed for baseline requirements as well as new requests. Requirements are consolidated and forwarded to the appropriate TEMCs. Procurements are funded based on a limited budget. TEMCs procure equipment through the Construction Battalion Center, Port Hueneme, CA.

### **Alternative Fuel Vehicle (AFV) Program**

Points of Contact: NAVFACHQ - Mr. Gary Lind (202) 685-9260, DSN 325-9260, lindgl@navfac.navy.mil  
NFESC – Mr. Dave Cook (805) 982-2477, cookdj@nfesc.navy.mil

Description of Program: Current Navy policy, as mandated by ASN, is that all new procurements and leases of light duty vehicles shall be AFVs, such as ethanol, electric, or compressed natural gas. Waivers can be obtained from TEMCs where commercial industry has no available AFVs or no fueling infrastructure is available. Funding for the program is from the same source as for the vehicle and is part of the Rolling Stock Equipment Program. Costs to convert existing vehicles are covered under the program as long as economics are positive. Facilities like electrical charging stations or compressed natural gas filling stations are funded by the activity.

Procedure for Requesting Support: Procedures to request AFVs are part of the rolling stock equipment request cycle and included as part of the budget request.

#### **Navy's Oil Spill Response Program**

Points of Contact: NAVFACHQ – Ms. Deborah Perkins (202) 685-9314, DSN 325-9314,  
perkinsdw@navfac.navy.mil  
NFESC - Mr. Wayne Blodgett (805) 982-2635, DSN 551-2635, blodgettwa@nfesc.navy.mil

Description of Program: A centralized OP,N funded program managed by NFESC on behalf of NAVFACHQ to procure oil spill prevention, containment and spill/cleanup equipment. Equipment includes: Class I & II Booms, utility boats, vacuum pump trucks, rapid response skimmers, towable bladders, and oil boom platforms.

Procedure for Requesting Support: Each year NFESC sends out a call for requirements called the Annual Allowance Requirement Review (A2R2) to each activity at the beginning of the fiscal year. The Navy On-Scene Coordinator (NOSC) reviews the completed A2R2. Based on historical data, equipment use and shelf life of the equipment, a budget and allocation plan is generated. Funding and equipment are provided by NFESC and sent directly to the activity.

#### **Regional Rag Cleaning Contracts**

Point of Contact: NAVSUP - Ms Blair Collins (717) 605-6856, blair\_collins@icpmech.navy.mil

Description of Program: Navy rag cleaning contracts are setup regionally for all Navy activities to access. Rags can be owned or rented by the activity based on the region and contract available. Contract covers shop towels, red/blue rags, etc. Used rags are picked up and cleaned rags are delivered. Quantities of rags are set and loss rags are reimbursed by the activity.

Procedure for Requesting Support: Contact NAVSUP POC or go to <http://www.denix.osd.mil/P2> for information on how to participate in the Rag Recycling Contract program.

#### **Ozone Depleting Substance (ODS) Retrofit/CFCs**

Points of Contact: CNO N451 - Ms Gail Bruss (703) 602-7871, bruss.gail@hq.navy.mil  
NAVFACENCOM: Mr. Kent Avery (202) 685-9322, DSN 325-9322, averykp@navfac.navy.mil  
Mr. Ron Keeling – (703) 325-2115  
Mr. Bruce Bele – (703) 325-9252

Description of Program: OM&N centralized funded program managed by CNO N451 and NAVFAC. Funds are used to replace air conditioning systems, air chillers, and other ODS-containing equipment. Funds are not used for routine repair and maintenance of equipment.

Procedure for Requesting Support: Activities develop an ODS phase out plan and submit to CNO N451 for approval and prioritization. Requests are submitted to claimants, consolidated and forwarded up to CNO N451. Submittal times coincide with the POM budget cycle. ODS include refrigerants, halons, and ODS chemical cleaners. Economic considerations are to be weighed to determine if repair or replacement is required.

#### **Bureau of Medicine and Surgery (BUMED)**

Points of Contact: Navy Environmental Health Center - Mr. William Rogers (757) 462-5546  
LT Jeff Benjamin (757) 462-5558

Description of Program: DOD OM&N funded program out of the DOD Health Affairs Office. The program funds equipment costs as well as installation, site modification and training. Maximum costs for equipment is limited to \$100K. Examples of equipment include: digital radiography, medical waste processors, HM lockers, solid waste recycling equipment, distillation units, ethylene oxide sterilization alternatives, HSMS requirements, etc.

Procedure for Requesting Support: Hospitals, Medical Clinics and Dental Clinics submit the coming fiscal year's budget request by 15 July. Equipment requirements are compiled, validated, and prioritized. Funds are budgeted based on the requirements and availability. Funds are distributed to the Navy Medical Logistical Command for purchase of the equipment that is then delivered to the activity. Other costs associated with the equipment (installation, facility modification) are distributed to the Navy Health Care Support Activities (San Diego, Norfolk, and Jacksonville) for disbursement to the activities usually in December. Funding for testing of new or innovative P2 equipment is available upon receipt of adequate justification.

### **Material Handling Equipment (MHE) Program**

Points of Contact: NAVICP-M (717) 605-XXXX, DSN 430-XXXX

Tony Lewis, MHE Program Manager, X-1683  
Patty Witte, Manager Ashore (West Coast) X-2999  
Wayne Sponic, Manager Ashore (East Coast) X-2891  
Jim Holtzinger, Manager Shipboard X-3447

FISC Regional Managers:

Jacksonville - Al Abernathy (904) 542-1129, DSN 942  
Norfolk - Lenny Davis (757) 444-1982, DSN 564  
Pearl Harbor - Wayne Tsuda (808) 471-1096,  
Puget Sound - Jane Thyer, (360) 476-8596, DSN 439  
San Diego - Lynn Alexander (619) 545-0680, DSN 735  
Yokosuka - Deb Culp 011-81-311-743-8363, DSN 315-243

Description of Program: A centralized OP,N funded program managed by NAVICP-M for NAVSUP for the replacement and/or overhaul of existing MHE at mission funded activities. NAVICP-M performs the life-cycle management of MHE for both shipboard and shore based customers. The NAVICP-M Instruction 10490.4 outlines procedures governing the acquisition, utilization, transfer, replacement, overhaul, disposal, reporting and overall management of all navy owned MHE. A copy of the instruction can be obtained by contacting your FISC Regional Manager or the NAVICP-M points of contact. This program includes all self propelled material handling equipment such as, warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle-carry trucks, 463L aircraft loading equipment, automated material handling and shipboard pallet trucks.

Procedure for Requesting Support: Every year an annual requirements letter is sent to OP,N MHE customers requesting input on MHE in need of replacement or overhaul through the Service Life Extension Program (SLEP). Based on activity input and data in our Equipment Management and Control System (EMACS) a budget plan is developed by NAVICP-M. EMACS tracks such things as equipment utilization, maintenance reporting, hour meter and age which are critical in determining MHE for replacement or SLEP. Every MHE customer is responsible for reporting quarterly MHE data into EMACS. Any issues, turn-ins and exchanges of MHE are coordinated and controlled by the nearest FISC, with central management responsibility resident at NAVICP-M. MHE repair, repair funding and continuing operation and maintenance are the responsibility of the user. Contact your regional FISC for assistance in managing and repairing your MHE. NWCF activities can participate in this program with their funds.

ATTACHMENT (4)