



NAVAL FACILITIES ENGINEERING SERVICE CENTER
Port Hueneme, California 93043-4370

User's Guide UG-2048-ENV

POLLUTION PREVENTION ANNUAL DATA SUMMARY (P2ADS) SOFTWARE MANUAL, VERSION 3.1

Prepared by

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December 2001

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REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188	
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 this burden to: Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE December 2001		3. REPORT TYPE AND DATES COVERED Final; January – December 2001	
4. TITLE AND SUBTITLE POLLUTION PREVENTION ANNUAL DATA SUMMARY (P2ADS) SOFTWARE MANUAL, VERSION 3.1			5. FUNDING NUMBERS	
6. AUTHOR(S) Environmental Information Systems Branch				
7. PERFORMING ORGANIZATION NAME (S) AND ADDRESS (ES) Naval Facilities Engineering Service Center 1100 23 rd Avenue Port Hueneme CA 93043-4370			8. PERFORMING ORGANIZATION REPORT NUMBER UG-2048-ENV	
9. SPONSORING/MONITORING AGENCY NAME (S) AND ADDRESS (ES) Chief of Naval Operations Environmental Protection Safety and Occupational Health Division (N45) Crystal Park 5 2211 South Clark Street Room 680 Arlington VA 22202-3735			10. SPONSORING/MONITORING AGENCY	
11. SUPPLEMENTARY NOTES				
12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for public release; distribution is limited.			12b. DISTRIBUTION CODE	
13. ABSTRACT (Maximum 200 words) The purpose of this guide is to assist Navy and Marine Corps shore installation, CONUS and OCONUS, in preparing their Pollution Prevention Annual Data Summary (P2ADS) electronically. The P2ADS Software Manual illustrates use of the P2ADS software, version 3.1.				
14. SUBJECT TERMS Solid waste, hazardous waste, hazardous waste generation, disposal, recycling, solid waste generation, measures of merit			15. NUMBER OF PAGES 26	
			16. PRICE CODE	
17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UL	

P2ADS INSTALLATION VERSION 3.1

Download the software from our web page:

- **CY01 P2ADS software is available at the following URL:**
<http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#download>. For users with Microsoft Access97 or Access 2000 type in the location for the zipped file to be downloaded. The file is a self-extracting file and will decompress automatically.

To install this application, you must have the following hardware and software:

- Windows 95/98, NT 4.0 workstation, or Windows 2000 Professional.
- Access 97 or Access 2000
- 32 Megs of RAM.
- Approximately 5 Megs of hard disk space.

Need the software e-mailed to you?

We can send you the P2ADS application and reporting guidance via an e-mail attachment. The attachment name will be "P2ADS.MDB". The file can be saved to a folder or directory of your choice by using "Save Attachments" from your e-mail software

NAVIGATING P2ADS

The P2ADS opening screen contains six tabs and five command buttons:

Tabs:	Main Menu	The initial screen containing the hazardous waste (HW), solid waste (SW), other select waste (OSW) and address information data entry forms.
	HW Reports	Preview or print the HW reports.
	SW Reports	Preview or print the SW reports.
	OSW Reports	Preview or print the OSW reports.
	Utilities	Backup and restore database functions.
	ESC Report	Creates the P2ADS report file to send to ESC.

Command Buttons:

Open HW Form	Opens HW form for data entry.
Open SW Form	Opens SW form for data entry.
Open OSW Form	Opens OSW form for data entry.
Open Address Information Form	Open address form for data entry.
Exit	Exits from the P2ADS database.

After you select one of the command buttons on the opening screen you will see the tabs identifying the data entry forms. Selecting one of the tabs will move you to that screen. The tabs and descriptions are as follows:

Open HW Forms

<u>TABS</u>	<u>DESCRIPTION</u>
HW POC	Contains information about the reporting installation, including name, HW contact, phone number, the generation class, RCRA permit information, etc. The installation UIC and name can only be selected or added from this form.
Tenants	A list of the other activities or commands by name and UIC that contribute to the HW reported by the installation.
HW Operation	Wastes by process code, pounds, and the disposition (i.e., recycled, disposed, etc.)
Success	HW success stories.

Open SW Forms

<u>TABS</u>	<u>DESCRIPTION</u>
SW POC Info	Contains information about the reporting installation, which includes SW contact, population information, SWMP, and QRP information, etc. The installation UIC can only be selected or added from this form.
Tenants	A list of the other activities or commands by name that contribute to the SW reported by the installation.

<i>SW Operation Summary</i>	Quantity in tons, cost, revenue, cost avoidance, and percent diversion for SW landfilled, incinerated, composted, and recycled.
<i>Recycle</i>	A list of the recycled SW by category and the tons recycled.
<i>Success</i>	SW success stories.

Open OSW Form

<u>TABS</u>	<u>DESCRIPTION</u>
<i>OSW POC</i>	Contains information about the reporting installation, including OSW contact information, comments, etc. The installation UIC can only be selected or added from this form.
<i>OSW Operations Summary</i>	Tons disposed and recycled, disposed and recycled costs, and recycled revenues for construction and demolition, antifreeze, oil, and batteries.
<i>Success</i>	OSW success stories.
<i>Open Address Information Form</i>	Installation general information of mailing address, claimant, EFD, and regional environmental coordinator information for the installation.

Navigation Command Buttons: Navigation command buttons are located at the bottom of each screen. To activate, press ALT + the underlined letter or use your mouse to select the buttons.

<i><u>F</u>irst</i>	Moves to the first record in the table.
<i><u>P</u>revious</i>	Moves to the previous record.
<i><u>N</u>ext</i>	Moves to the next record.
<i><u>L</u>ast</i>	Moves to the last record in the table.
<i><u>A</u>dd</i>	Provides a blank record to add new information.
<i><u>D</u>elete</i>	Removes the record from the table.
<i><u>U</u>ndo</i>	Cancels the changes. Can be used to clear a screen if it's frozen.
<i><u>F</u>ind</i>	A search window to locate a record.
<i><u>S</u>ave</i>	Saves record.
<i><u>C</u>lose</i>	Moves to the main menu.

ENTERING A NEW RECORD. Select the installation UIC from the drop down menu. Select "Save" to add the new record. To add another new record, select the "Add" button on the bottom of the POC screen. The fields will change to either blank fields or contain default values. You can modify fields with default values. After you have entered the information, select "Save". Then select the desired tab to move to the next screen.

MODIFYING A RECORD. Use the navigation buttons (next, last, first, or previous) at the bottom of the HW POC, SW POC INFO, or OSW POC INFO screens to locate the activity record you wish to change. Use the tabs to select the screen then tab through the field(s) to be modified and enter the correct information. Select "Save" to save the record after modifying the data.

DELETING A RECORD. Records can be deleted from any screen using the “Delete” command button. However, to delete a record from the HW POC, SW POC INFO, or OSW POC screen you must first delete all related records for that UIC. Delete all records for tenant, operation, and success data **BEFORE** deleting contact information for the selected UIC.

P2ADS MAIN SCREEN

The P2ADS opening screen has six headings on the tab bar:

Main Menu The initial screen that accesses the HW, SW, OSW, and Address Information data entry forms.

HW Reports Preview or print the HW reports.

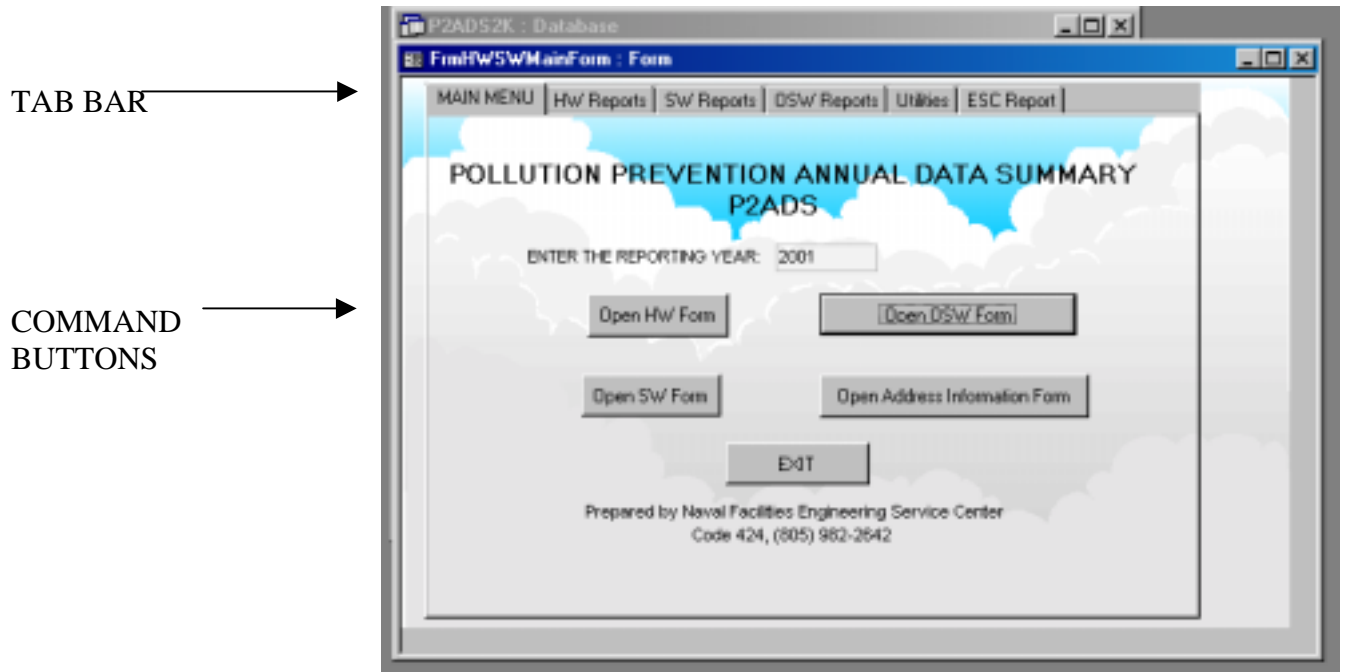
SW Reports Preview or print the SW reports.

OSW Reports Preview or print OSW reports.

Utilities Backup and restore database functions.

ESC Report Creates the P2ADS report file to send to ESC.

You must enter a reporting year. After entering the reporting year, select the appropriate command button (i.e., Open HW Form, Open SW Form, Open OSW Form, Open Address Information Form, or EXIT).



HAZARDOUS WASTE (HW) MAIN SCREEN

Installation: [dropdown] Year: [field]
REC Name: [field] Major Claimant: [field]
HAZARDOUS WASTE CONTACT:
Name: [field] Code: [field]
DSN: [field] Commercial: [field]
DSN FAX: [field] Commercial FAX: [field]
EMAIL: [field] Total Disposal Cost: [field] \$0.00
Generator Class: (1,2, or 3) [dropdown] Is CHRIMP implemented at your Activity? (Yes/No) [No]
Do you have a P2 Plan in Place? (Yes/No) [No] P2 Plan Date: [field]
Number of RCRA Permits: [0] RCRA Permit Numbers: [field]
Comments: [text area]
Filter Options:
 All Years
 Selected Year
First Previous New Last Add Delete Undo Find Save Close

The first time you enter the HW POC form you are automatically in the add mode. Enter your Unit Identification Code (UIC) by selecting from the drop down list or type the UIC. After completing this form, navigate the Tab Bar to move to the Tenants, HW Operation, or Success forms.

If your UIC is not listed in the drop down list, type your UIC and press enter. A dialog box will tell you that the installation does not exist and asks if you want to add the installation record. Select “Yes”. The next dialog box will allow you to enter new record information including: UIC, Installation Name, Claimant, EFD, and Regional Environmental Coordinator (REC). Select “OK” when complete.

HW POC TAB:

INSTALLATION (UIC). Type your UIC or select from the drop down list. The installation selected will follow through for each of the tabs as you enter data. Upon selecting the installation UIC, the installation name, claimant, and regional environmental coordinator fields will be automatically populated.

HAZARDOUS WASTE CONTACT

NAME. Enter the name of the installation HW manager or other contact. This should be the person who can answer questions regarding the HW report.

CODE. Enter the organizational code of the HW contact.

PHONE AND FAX PHONE. Enter the DSN, commercial voice, and FAX telephone numbers of the contact. Include the DSN area code if outside the continental United States.

E-MAIL ADDRESS. Enter the e-mail address of the HW contact.

TOTAL DISPOSAL COST. Enter the annual total HW disposal costs for the calendar year of this report.

GENERATOR CLASS. Enter the appropriate Generator Class 1, 2, or 3. Generator Class is the **average** monthly quantity of HW that the activity generates (to determine the class, include all HW generated, including those recycled). Further information regarding generator class can be found in Chapter 4 of the P2ADS User Guide.

IS CHRIMP IMPLEMENTED AT YOUR ACTIVITY? CHRIMP is the name of a program that attempts 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, enter “Yes”.

DO YOU HAVE A P2 PLAN? Enter “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.

P2 PLAN DATE. If yes is entered, provide the date for the last update of the plan. The date format is MM/DD/YYYY.

NUMBER OF RCRA PERMITS. Enter the number of RCRA Subtitle C permits held (include state and federal issued). Do not count 90-day storage or permit by rule. Also, enter the permit number for each permit held. If a permit is an interim status enter “Interim Status” for the permit number. There are three fields for entering permit data. If more space is needed, use the comments section.

COMMENTS. Enter clarifying comments or additional information. Use for information not covered by the report, to explain any unusual values, or to identify significant changes from the previous year report.

FILTER OPTIONS BOX. There are two options to select--“All Years” or “Selected Year”. The default is “Selected Year”. Selected year limits your access to records for the reporting year entered on the main screen. If you select “All Years”, records from previous years will be available to you for viewing or editing.

TENANTS TAB:

TENANT UIC. Enter the tenant’s UIC. Enter only those tenants that have been included in the HW report. (When you enter the first character in the UIC field, another field for UIC and activity name will appear directly below for data entry.)

TENANT NAME. Enter the activity short title name of the tenant (i.e., NAVRESCEN San Diego).

HW OPERATION TAB:

ACTIVITY UIC. Enter the UIC of the activity generating the HW.

PROCESS CODE. Enter the 2-digit process code or select it from the drop down list. The process code identifies the process used when generating the waste stream being reported.

BACKLOG. Specify the quantity, in pounds, of HW that was generated in a previous calendar year, stored in that year, and then disposed, treated, or recycled during the reported calendar year.

STORED. Specify the quantity, in pounds, of HW stored onsite on 31 December of the reporting year. Quantity stored includes waste in temporary collection areas that are capped off as full.

RECYCLE ONSITE. Specify the quantity, in pounds of HW and materials recycled onsite at the reporting activity during the reported calendar year.

RECYCLE OFFSITE. Specify the quantity, in pounds of HW and materials recycled offsite during the reported calendar year.

TREATED ONSITE. Specify the quantity, in pounds, of HW treated on-site (on base) during the calendar year.

DISPOSED ONSITE. Specify the quantity in pounds of HW that was disposed of at an onsite landfill during the calendar year. Onsite is defined as disposal at a landfill on base property.

DISPOSED OFFSITE. Specify the quantity, in pounds, of HW that was disposed offsite during the calendar year. Disposed is the amount of HW that was manifested offsite for ultimate destruction or land disposal.

TOTAL COST. Indicate the total disposal, treatment, and recycling cost. Do not report the cost for process codes IR and RC. Enter the total cost for the waste, not cost per pound.

GENERATED. Generated is the total of stored + recycled + treated + disposed – backlog. This total is computed and populated by the software.

SUCCESS TAB:

ORGANIZATION NAME. Enter the activity or installation name.

CONTACT NAME. Enter the name of the person who can best answer questions regarding the success story.

CODE. Enter the organizational code of the HW contact.

TELEPHONE, FAX, AND EMAIL. Enter the telephone number, FAX, and e-mail address of the HW contact.

DESCRIPTION OF THE SUCCESS. Give a description of the program, process, or other initiative that resulted in the reduction or elimination of HW.

P2/ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from reducing or eliminating a HW. Where applicable, include: (1) the HW stream eliminated; (2) compliance issues; (3) safety issues; and (4) time and effort saved.

ECONOMIC BENEFITS. Give a description of economic benefits derived from eliminating or reducing HW. Where applicable, include: (1) reduced disposal or treatment costs; (2) reduced or eliminated hazardous material purchases; (3) recycle materials replacing new purchases (4) dollars received by selling recyclables; (5) labor savings; and (6) utilities savings.

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

SOLID WASTE (SW) MAIN SCREEN

The screenshot shows a software window titled "P2ADS APPLICATION - [FrmSWTabMain : Form]". The main content area is titled "POLLUTION PREVENTION ANNUAL DATA SUMMARY SOLID WASTE INFORMATION". At the top, there is a navigation bar with tabs: "SW POC INFO", "Tenants", "SW Operations Summary", "Recycle", and "Success". Below the tabs, there are several input fields and sections:

- Installation:** A dropdown menu and a text field.
- Major Claimant:** A text field.
- EFD:** A text field.
- YEAR:** A text field.
- SOLID WASTE CONTACT:** Fields for Name, Code, DSN, Commercial, DSN FAX, Commercial FAX, and Email.
- POPULATION:** Fields for Military Resident, Military NonResident, Civilian Resident, and Civilian NonResident.
- Filter Options:** Radio buttons for "All Years" and "Selected Year".
- Do you have a SWMP? (Yes/No):** A dropdown menu with "No" selected.
- Do you have a Composting Operation? (Yes/No):** A dropdown menu with "No" selected.
- Do you have a QRP Operation? (Yes/No):** A dropdown menu with "No" selected.
- Annual QRP Tons Recycled:** A text field with "0" entered.
- Total Annual Cost:** A text field with "\$0.00" entered.
- Total Annual Revenue:** A text field with "\$0.00" entered.
- Comments:** A large text area.

At the bottom of the form, there is a row of buttons: "First", "Previous", "Next", "Last", "Add", "Delete", "Undo", "Find", "Save", and "Close".

The first time you enter the SW POC form you are automatically in the add mode. Enter your activity or installation UIC by selecting from the drop down list or type in the UIC. After completing this form, use the Tab Bar to move to the Tenants, SW Operations Summary, Recycle, or Success forms.

If your UIC is not listed in the drop down list, type in your UIC and press enter. A dialog box will tell you that the installation does not exist and asks if you want to add the installation record. Select "Yes". The next window will allow you to enter new record information including: UIC, Installation Name, Claimant, EFD, and Regional Environmental Coordinator (REC). Select "OK" when complete.

SW POC INFO TAB:

INSTALLATION (UIC). Type your UIC or select it from the drop down list. The installation selected will follow through for each of the tabs as you enter data. Upon selecting a UIC, the installation name, claimant, EFD, and regional environmental coordinator fields will be automatically populated.

SOLID WASTE CONTACT:

NAME. Enter the name of the SW manager or other contact. This person should be the person who can answer questions regarding the SW report.

CODE. Enter the organizational code of the SW contact.

TELEPHONE AND FAX NUMBER. Enter the DSN and commercial voice and FAX telephone numbers of the contact. Include the DSN area code if outside the continental United States.

E-MAIL. Enter the e-mail address of the SW contact.

POPULATION. Enter the population for each category:

MILITARY RESIDENT. Number of military personnel and their dependents that 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.

CIVILIAN RESIDENT. Number of civilians and their dependents that live on base or in government operated housing maintained by the base.

MILITARY NON-RESIDENT. Number of military personnel who work regularly at the installation, which live off base in non-government housing.

CIVILIAN NON-RESIDENT. Number of civilians who work regularly at the installation, which live off base in non-government housing.

DO YOU HAVE A SWMP? Indicate by entering “Yes” or “No”. See Chapter 2 of the P2ADS User Guide for additional guidance.

DO YOU HAVE A COMPOSTING OPERATION? Indicate by selecting “Yes” or “No”. If you send your yard or green waste to a composting facility off the installation, select “No”.

DO YOU HAVE A QRP OPERATION? Indicate by entering "Yes" or "No". See Chapter 2 of the P2ADS User Guide for additional guidance. If “Yes” is entered the following must also be entered:

- Annual QRP Tons Recycled.
- Total Annual Cost.
- Total Annual Revenue.

COMMENTS. Add any comments or related information not covered by the report. Explain any unusual values or any significant changes from the previous year report.

FILTER OPTIONS BOX. There are two options to select--“All Years” or “Selected Year”. The default is “Selected Year”. Selected year limits your access to records for the reporting year entered on the main screen. If you select “All Years”, records from previous years will be available to you for viewing or editing.

TENANT TAB:

TENANT UIC. Enter the tenant’s UIC. Enter only those tenants who have 100 or more people and are included in the SW report. (When you enter the first character in the UIC field, another field for UIC and activity name will appear directly below for data entry.)

TENANT NAME. Enter the tenant activity's short title name (i.e., NAVRESCEN San Diego).

SW OPERATIONS SUMMARY TAB:

DO YOU HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY? Indicate by entering "Yes" or "No". If yes, select from the drop down list to enter "Who issued the permit?" and "What type of permit was issued".

LANDFILLED TONS. Enter the total tons of SW disposed of in a landfill, on and off the installation during the reporting year.

LANDFILLED COST. Enter the total annual cost of refuse disposal in the landfill. For installations with refuse contracts, list the annual contract cost. Include government cost of collection and disposal of refuse. The annual cost should include labor (excluding military), operation and maintenance cost, and equipment cost associated with these operations. Do not include the cost of equipment from the Pollution Prevention Equipment Program.

INCINERATED TONS. Enter the total tons of SW disposed of in an incinerator, on or off the installation during the reporting year. For government owned incinerators, include tons of ash generated with the landfill amount.

INCINERATED COST. Enter the annual cost of incineration. For government owned incinerators, any energy recovered that is sold can be listed under revenues. The annual cost should include labor (excluding military), operation and maintenance cost, and equipment cost associated with these operations. Do not include the cost of equipment from the Pollution Prevention Equipment Program.

INCINERATED REVENUE. Enter any annual revenues for incineration.

COMPOSTED TONS. Enter the total tons of yard waste, green waste, and other organic materials composted, on and off the installation during the reporting year. Mulching and chipping tonnage should be included here. Organic materials that were disposed in a landfill should be recorded under landfill.

COMPOSTED COST. Enter the total government or contractor composting operations cost for the reporting year. Include equipment cost, maintenance cost, and labor cost (excluding military) associated with the composting, chipping, and mulching. Do not include cost of equipment from the Pollution Prevention Equipment Program.

COMPOSTED REVENUE. Enter revenues from the sale of composted, mulched, or chipped material.

COMPOSTED COST AVOIDANCE. Available only when viewing data and reports of 1997. Composted Cost Avoidance **is not** on the data entry forms.

RECYCLED TONS. Enter the total tons of SW recycled during the reporting year. This number is the same as the Total Recycled amount under the Recycle Tab.

RECYCLED COST. Record the annual cost for installation recycling programs. This is a total of operations, maintenance and labor cost (excluding military) for recycling. Do not include cost of equipment from the Pollution Prevention Equipment Program.

RECYCLED REVENUE. Enter the annual revenues from recycling.

RECYCLED COST AVOIDANCE. This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. Also referred to as Integrated SW Management Cost Avoidance (ISWMCA).

RECYCLED PERCENT DIVERSION. This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. This data is **not** available when viewing years prior to CY99.

WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE? The tipping fee is the dollar amount per ton charged by a landfill or incinerator for disposal. If you have an installation landfill, enter the fee you would pay a commercial landfill.

COMPUTE COMBINED MOMs. Select this button after you have entered all the data in the SW and OSW screens. The combined MOMs computation uses both OSW and SW data.

ISWMCA (INTEGRATED SW MANAGEMENT COST AVOIDANCE). This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. This data is **not** available when viewing years prior to CY99.

PERCENT DIVERSION. This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. This data is **not** available when viewing years prior to CY99.

RECYCLE TAB:

RECYCLED CATEGORY. Type the category or select from the drop down list. Combine like items such as aluminum cans, brass, and copper into a single item under metals. More examples of what goes under these eight categories are shown in the CY01 P2ADS User Guide.

TONS. Enter the tons recycled for each category.

TOTAL RECYCLED. Total tons of SW recycled during the reporting year. This is the same as Recycled Tons under the SW Operations Tab.

SUCCESS TAB:

ORGANIZATION NAME. Enter the activity or installation name.

CONTACT NAME. Enter the name of the person who can best answer questions regarding the success story.

CODE. Enter the organization code of the SW contact.

TELEPHONE, FAX, AND EMAIL. Enter the telephone number, FAX, and e-mail address of the SW contact.

DESCRIPTION OF SUCCESS. Give a description of a success that reduced or eliminated SW. SW topics include; composting, recycling, waste reduction, cost avoidance, disposal cost reduction, and construction and demolition debris reduction/recycling.

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

P2/ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the SW success. Where applicable, include information about: (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. Enter any benefits other than those listed above and any other comments regarding the SW reduction or elimination at your activity.

OTHER SELECT WASTE (OSW) MAIN SCREEN

The screenshot shows a software interface for 'P2ADS Application - [frmOtherSelectMainTab : Form]'. The main title is 'POLLUTION PREVENTION ANNUAL DATA SUMMARY OTHER SELECT WASTE INFORMATION'. Below the title, there is a navigation bar with tabs: 'OSW POC INFO', 'OSW Operations Summary', and 'Success'. The 'OSW POC INFO' tab is active. The form contains several input fields: 'Installation:' with a dropdown menu and a text field; 'YEAR:' with a text field; 'OTHER SELECT WASTE CONTACT:' with fields for 'Name', 'Code', 'DSN', 'Commercial', 'DSN FAX', 'Commercial FAX', and 'Email'; and a large 'COMMENTS:' text area. To the right of the comments area is a 'Filter Options' box with two checkboxes: 'All Years' (unchecked) and 'Selected Year' (checked). At the bottom of the form is a row of buttons: 'First', 'Previous', 'Filter', 'Last', 'Delete', 'Undo', 'Find', 'Save', and 'Close'. The status bar at the bottom shows 'Form View', 'FLTR', and 'SUM'.

The first time you enter the OSW POC form you are automatically in the add mode. Enter your activity or installation UIC by selecting from the drop down list or type in the UIC. After completing this form, use the tab bar to move to the OSW Operations Summary or Success forms.

If your UIC is not listed in the drop down list, type in your UIC and select enter. A dialog box will tell you that the activity does not exist and ask if you want to add the installation record. Select “Yes”. The next window will allow you to enter new record information including: UIC, installation name, claimant, EFD, and regional environmental coordinator. Select “OK” when done.

OSW POC INFO TAB:

INSTALLATION UIC. Type your UIC or select from the drop down list. The installation selected will follow through for each of the tabs as you enter data. Upon selecting a UIC, the installation name, claimant, EFD, and regional environmental coordinator fields will be automatically populated.

OTHER SELECT WASTE CONTACT. These fields will be populated with the SW point of contact. If the SW point of contact is not the same as the OSW contact, you may change the information.

NAME. Enter the name of the person preparing the report. This should be the person who can answer questions regarding the OSW report.

CODE. Enter the organizational code of the OSW contact.

PHONE AND FAX NUMBER. Enter the DSN and commercial voice and FAX telephone numbers of the OSW contact. Include the DSN area code if outside the continental United States.

E-MAIL ADDRESS. Enter the e-mail address of the OSW contact.

COMMENTS. Add any comments or related information not covered by the report. Explain any unusual values or any significant changes from the previous year report.

FILTER OPTIONS BOX. There are two options to select--“All Years” or “Selected Year”. The default is “Selected Year”. Selected year limits your access to records for the reporting year entered on the main screen. If you select “All Years”, records from previous years will be available to you for viewing or editing.

OSW OPERATIONS SUMMARY TAB:

WASTE STREAM. Select the waste stream from the drop down list. Construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries are defined as OSW. For a definition of each waste stream refer to Chapter 3 of the CY01 P2ADS Users Guide.

DISPOSAL TONS. Enter the annual tons disposed of in a landfill, incinerator, or by HW contract.

DISPOSAL COST. Enter the annual disposal cost for each OSW.

RECYCLED TONS. Enter the annual tons recycled for each OSW.

RECYCLED REVENUES. Enter the annual recycled revenues for each OSW.

RECYCLED COST. Enter the annual recycle cost for each OSW. The annual cost should include labor, operation and maintenance cost, and equipment cost associated with these operations.

Note: 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.

LANDFILL TIPPING FEE. If the landfill tipping fee was entered in the SW Operations Summary screen then you do not need to enter the tipping fee here. Selecting the Compute ISWM button activates the tipping field entered in the SW Operations Summary screen.

INCINERATOR TIPPING FEE. If the incinerator tipping fee was entered in the SW Operations Summary screen then you do not need to enter the tipping fee here. Selecting the Compute ISWM button activates the tipping field entered in the SW Operations Summary screen.

COMPUTE ISWMCA AND % DIVERSION FOR OSW. The computation of ISWMCA and percent diversion for OSW uses only the data provided on this screen. The overall computation using both OSW and SW for your installation can be found in the SW Operations Summary tab.

ISWMCA (INTEGRATED SOLID WASTE MANAGEMENT COST AVOIDANCE). This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. This data is **not** available when viewing years prior to CY99. A “Write Conflict” message may appear when computing the ISWMCA. Click the “Save Record” button to eliminate this window.

PERCENT DIVERSION. This field is computer generated using only the data entered on this screen. The formula is shown in the CY01 P2ADS User Guide. This data is **not** available when viewing years prior to CY99.

SUCCESS TAB:

ORGANIZATION NAME. Enter the activity or installation name.

CONTACT NAME. Enter the name of the person who can best answer questions regarding the success story.

CODE. Enter the organizational code of the OSW contact.

TELEPHONE, FAX, AND EMAIL. Enter the telephone, FAX number, and e-mail address of the OSW contact.

DESCRIPTION OF THE SUCCESS. Give a description of a success that reduced or eliminated OSW. OSW topics include: C&D; oils; antifreeze and lead-acid batteries by recycling; waste reduction; cost avoidance; disposal cost reduction; and construction and demolition debris reduction/recycling.

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

P2/ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the OSW success. Where applicable, include information about: (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. Enter any benefits other than those listed above and any other comments regarding the OSW reduction or elimination at your activity.

ADDRESS INFORMATION FORM:

The screenshot shows a software window titled "FTAIS Application: Installation - Read". The main content area is titled "INSTALLATION GENERAL INFORMATION". It contains several input fields: "Installation UIC:", "Installation Name:", "Claimant:", "EFD:", and "REC:". Below these is a "Mailing Address:" section with fields for "Salutation/Title:", "Address Line 1:", "Address Line 2:", "Address Line 3:", "City:", "State:", and "Zip:". At the bottom of the form area are three buttons labeled "Link", "Save", and "Close". The window has a standard Windows-style title bar and a taskbar at the bottom.

INSTALLATION UIC. Enter the UIC of the reporting installation.

INSTALLATION NAME. Enter the installation short name (i.e., NAVBASE Seattle).

CLAIMANT. Enter the reporting installation claimant. This is your resource sponsor.

EFD. Enter the reporting installation engineering field division or engineering field activity.

REC. Enter the reporting installation regional environmental coordinator.

SALUTATION/TITLE. Enter the salutation for the reporting installation commanding officer (i.e., commanding officer, commander).

ADDRESS 1-3. Enter the complete mailing address of the reporting installation.

CITY. Enter the city of the reporting installation.

STATE. Enter the two letter abbreviation of the reporting installation (i.e., CA).

ZIP. Enter the zip code of the reporting installation.

COMMAND BUTTONS:

UNDO. Cancels the current changes.

SAVE. Saves the current record.

CLOSE. Moves to the main menu.

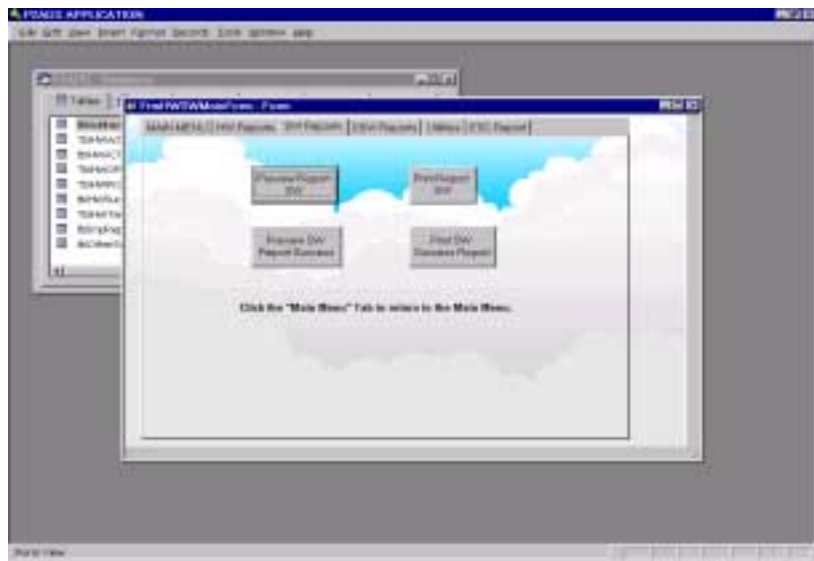
HW AND SW REPORTS TABS:

HW, SW, AND OSW reports can be accessed from the main menu screen. Use the mouse to select the HW Report, SW Reports, or OSW Reports tab. To use the keyboard tab until the main menu tab is highlighted, then use the right arrow key to move across the tabs.

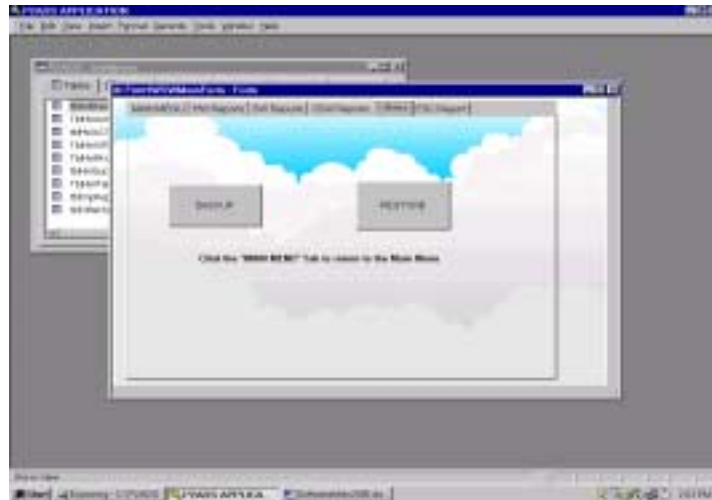


Select one of the preview report buttons to view the report before printing. The report previewed will be for the “Reporting Year Entered” on the main menu screen. If multiple installation UICs have been entered for the year then a report for each UIC will preview or print.

Select one of the Print Report buttons to send report to the printer.



UTILITIES TAB



Click the Utilities Tab to backup or to restore data.

BACKUP. The backup utility copies all the data to a file. The data is not deleted from the database.

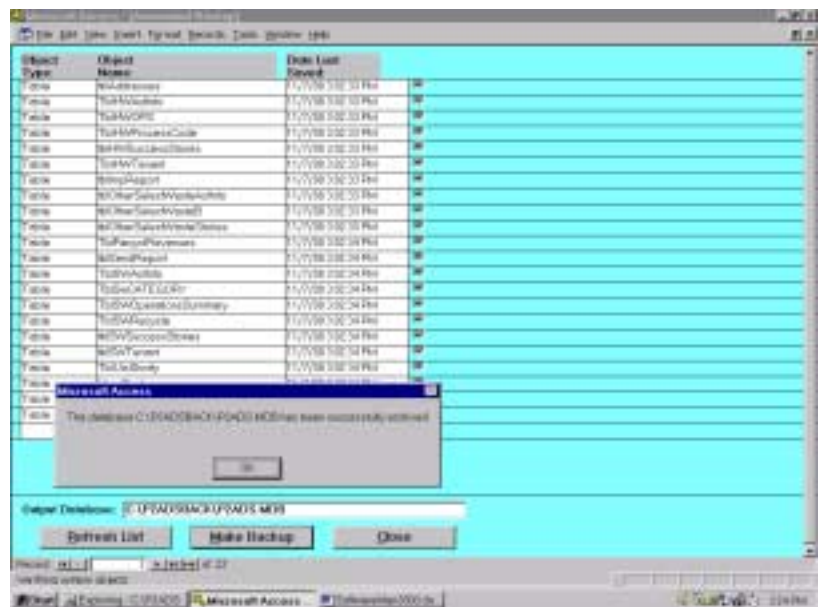
Step 1. Select the Backup button.

Step 2. Select the “Refresh List” button. Always select this button first.

Step 3. Type the drive, a path, and a file name for the backup database on the “Output Database” line. For example, “C:\P2ADSBACK\P2ADS.MDB”.

Step 4. Select the “Make Backup” button. The backup routine will automatically select all tables for backup. When backup is complete, you will see a check mark in the box on the right, the date and time the backup was created, and message “The database C:\P2ADSBACK\P2ADS.mdb has been successfully archived”.

Step 5. Select “OK” and then “Close” to return to the Utilities Menu.



Import ESC Report: This function will be used mainly by NFESC to import installation reports. Import can also be used to import data from prior years. Prior year data will be appended.

Step 1. Select the “Import ESC Report” button. “Import ESC Report” is used to bring current year or prior year data into selected tables to produce reports.

Step 2. Type the drive and filename of the Imports Report Database on the “Import Reports from DB” line. For example, “C:\P2ADSBACK\P2ADS.MDB”.

Step 3. Select the “Refresh List” button. This will clear all the checks from the selected column.

Step 4. Check the table or tables you want to import on the selected column.

Step 5. Select the “Restore” button. A pop up menu appears requesting that you enter a 4-digit year (i.e., 2000).

Step 6. Select the “OK” button.

