



NAVFAC
Naval Facilities Engineering Command

ENGINEERING SERVICE CENTER
Port Hueneme, California 93043-4370

USER GUIDE
UG-2057-ENV

**CALENDAR YEAR 2003 HAZARDOUS WASTE POLLUTION
PREVENTION ANNUAL DATA SUMMARY (HW P2ADS)
GUIDE**

by

Environmental Information Systems Branch

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EXECUTIVE SUMMARY

The purpose of this guide is to help you prepare your Hazardous Waste Pollution Prevention Annual Data Summary (HW P2ADS) for Calendar Year 2003. Because of reporting requirements changes, it is important that the person responsible for completing the HW P2ADS report read this guide thoroughly.

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

Effective this year hazardous waste data and solid waste data will be collected by separate data calls. The solid waste data call, which was distributed in October 2003, requires that Fiscal Year 2003 solid waste data be reported by 1 December 2003. The solid waste data call also requested data on other select waste, and affirmative procurement. Hazardous waste data will be reported by calendar year and must be submitted by 16 March 2004.

HW P2ADS tracks the Department of the Navy's progress in meeting the Department of Defense (DOD) Measures of Merit (MOM) hazardous waste goals. The hazardous waste goal 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 this MOM goal.

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CHAPTER 1, INTRODUCTION

1.1 PURPOSE. The Hazardous Waste Pollution Prevention Annual Data Summary (HW P2ADS) tracks the Navy's progress in meeting the Department of Defense's Hazardous Waste Measures of Merit (MOM) goal. This 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 this goal.

This guide will assist you in preparing your Calendar Year 2003 HW P2ADS. The Naval Facilities Engineering Service Center (ESC) collects the data by installation and provides it for review to Marine Corps and Navy resource sponsors. 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 hazardous waste reporting instructions and will enable your program managers to complete their hazardous waste P2ADS report.

1.3 REPORTING CHANGES. This calendar year naval installations must report all waste using the EPA source codes. Please refer to Chapter 2; Section 2.5, for further explanation.

Effective in 2003 solid waste, other select waste, and affirmative procurement data is being collected by fiscal year while hazardous waste will be collected by calendar year. The separate reporting will allow us to conform to RCRA and DOD reporting requirements. On 1 October 2003, we distributed the solid waste data call, via e-mail to installation solid waste managers. Our contact regarding this change can be reached at (805) 982-4872 or (805) 982-5309.

1.4 REPORTING INSTALLATION OR SHORE ACTIVITY. Installations, or host activities, are expected to report for their tenants. Please refer to the hazardous waste chapter 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 hazardous waste management. When reporting the HW P2ADS data, each installation must **submit a separate HW P2ADS**. The regional hazardous waste manager can submit all reports for the region but we need a separate HW 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 hazardous waste data.

1.7 WHO MUST REPORT? Installations that generate an average of 220 pounds or more of hazardous waste, that is 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 2. 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. Please refer to Chapter 2, Section 2.1.2, for guidance in completing the forms.

1.8 WHEN IS IT DUE? The Calendar Year 2003 HW P2ADS, covering the period 1 January-31 December 2003, must be received at the ESC not later than 16 March 2004. Per OPNAVINST 5090.1B, Navy installations are to provide a copy of the report to their claimant and NAVFAC engineering field division (EFD) or engineering field activity (EFA). Marine Corps installations are required to provide a copy to Commandant of the Marine Corps (LF).

1.9 HOW DO I REPORT? The HW P2ADS report may be submitted using either of these two reporting options: (1) E-mail an electronic copy created using the P2ADS software, or (2) Mail or fax a paper copy. Navy installations must provide the HW P2ADS report to their claimant as required by OPNAVINST 5090.1B, Chapter 12. Marine Corps installations must provide the HW P2ADS report to CMC (LF) as required by MCO P5090.2A.

OPTION 1, P2ADS SOFTWARE REPORT. We prefer that you submit your report electronically via e-mail using our P2ADS software. A software program is available for downloading from our Environmental Services web page. The software is available 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.

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

OPTION 2, PAPER REPORT. Mail your printed HW P2ADS report to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424
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. However, you may want to verify that your faxed report has been received, by calling DSN 551-4807; you are not required to also send us a printed copy.

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

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

CHAPTER 2

2.1 GENERAL 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 or 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.

2.1.1 REPORTING CHANGES. Effective in 2003, you must report using the EPA source codes provided in Section 2.5. The EPA source codes are those used in the EPA Biennial Report. Please note however, that there are two additional process codes added for Navy processes. These process codes are: S01-Ships Operations, and M01-Munitions and Explosives.

2.1.2 WHO MUST REPORT:

(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 who generate hazardous waste. Tenants who are Class I and II generators must report to their host installation--regardless of who their claimant is. Note that the claimant is normally the 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, for example, 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. If waste is generated using the operators EPA generator ID number then the facility is not required to report.

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

2.1.3 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.

2.1.4 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. This is 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 to 1,000 kg (220-2,200 pounds) hazardous waste and less than 1 kg (2.2 pounds) acute hazardous waste. This is 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. This is equal to less than 2,640 pounds hazardous waste and less than 26.4 pounds acute hazardous waste per year.

2.1.5 HOW DO I REPORT? The HW P2ADS can be submitted either by e-mailing an electronic copy created using the P2ADS software, or by mailing or faxing a paper copy. See Section 1.9 for details on how to report.

2.2 HOW DO I COMPLETE THE REPORT FORM? A sample of a completed report is provided in Section 2.3. A blank form is provided in Section 2.6.

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

- Activity information
- Hazardous waste operations
- Success stories

2.2.2 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. **NOTE:** We are aware that some activities have new UICs and that using the software will not allow you to find your activity. Therefore, when entering your data to the database, you will need to use your old UIC and in the comments please provide us with your new UIC, activity name, and claimant. We will later update the database with the data you provided us.

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 NAVFAC 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 your hazardous waste report submittal.

5. DEPARTMENT CODE. Give the organizational code of the HW contact listed above.

6. PHONES 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 HW contact listed above.

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 (2,200 pounds) or more hazardous waste or 1 kg (2.2 pounds) or more acute hazardous waste. This is 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 (220-2,200 pounds) hazardous waste and less than 1 kg (2.2 pounds) acute hazardous waste. This is 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. This is 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 light industrial, administrative, 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 also 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.

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, such as preliminary or site assessments, 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. DOES YOUR INSTALLATION HAVE A CHRIMP PROGRAM WHICH INCLUDES ALL TENANTS, UNITS AND CONTRACTORS, WITH A CENTRALIZED HM CONTROL POINT, CONTROLLING SOFTWARE, MINIMIZED INVENTORIES AND CONTAINER TRACKING OR HCP FOR MARINE CORPS INSTALLATIONS? CHRIMP is a methodology to achieve life-cycle hazardous material control and management and pollution

prevention at the command and facility levels. Check "yes" if Installation HM users are on Installation wide AUL and procure their HM requirement through the HAZMIN Center. Please refer to the glossary for a definition of CHRIMP.

13. **COMMENTS.** Use the comments to provide 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. NOTE: If your report quantities, etc., are significantly different from last year and you don't provide an explanation one of our program coordinators will be calling you to obtain this information.

2.2.3 OPERATIONS. The data reported here is 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 is hazardous waste regulated under RCRA, state, or local laws. Additionally, report hazardous wastes sent to DRMO.

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

If you reported other select wastes in the FY03 Solid Waste P2ADS 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 report.

Activities that have radioactive hazardous waste (mixed waste) should provide the same range of data in the HW 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.

EPA Source Code. See Section 2.5 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. The additional Navy codes are: S01--Ships Waste and M01--Munitions and Explosives.

For each source show the total for recycled, treated, or disposed with costs for each on a separate line. For example, if, for Source Code G16, some of the wastes were recycled and some of the wastes 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 2.3.

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 2003. 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 2003. 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 for disposal, that is sent to DRMO 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 in pounds, the quantity 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 in pounds, the quantity of hazardous waste that was disposed of in a landfill located on the installation during the calendar year.

Quantity Disposed Offsite. Specify in pounds the quantity of hazardous waste that was

disposed of offsite, to include 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. Waste sent to DRMO should be reported as offsite even when DRMO is on Navy property. Wastes treated offsite should be reported as disposed offsite.

Total Cost. Indicate the total cost for disposal, treatment, or recycling for each 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. Part A, Management Costs, can include hazardous waste management costs not associated with the actual disposition of the waste such as contractor costs, analysis costs for wastes determined to not be hazardous, storage costs, etc.

2.2.4 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 or not you have a success story--just send us a narrative describing significant improvements to your hazardous waste program. **If you think it's a success story, we do too!**

2.3 SAMPLE REPORT FORMS. The following sample report is provided to help you visualize the completed hazardous waste form.

**CY03 INSTALLATION REPORT FORM
1 January-31 December 2003**

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: jane.smith@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: 1 December 2001

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. DOES YOUR INSTALLATION HAVE A CHRIMP PROGRAM, WHICH INCLUDES ALL TENANTS, UNITS AND CONTRACTORS, WITH A CENTRALIZED HM CONTROL POINT, CONTROLLING SOFTWARE, MINIMIZED INVENTORIES AND CONTAINER TRACKING OR HCP FOR MARINE CORPS INSTALLATIONS?

(Check one) YES NO

13. COMMENTS:

**CY03 HAZARDOUS WASTE OPERATIONS SAMPLE FORM
1 January-1 December 2003**

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>SOURCE CODES</u>	<u>BACKLOG</u> ¹	<u>STORED</u> ²	<u>RECYCLE ONSITE</u>	<u>RECYCLE OFFSITE</u>	<u>TREATED ONSITE</u>	<u>DISPOSED ONSITE</u>	<u>DISPOSED OFFSITE</u>	<u>TOTAL COST</u>
G15	0	0	0	0	0	0	200	100
G16	800	750	0	0	0	0	50	10
G16	0	0	0	850	0	0	0	50
G16	0	0	100	0	0	0	0	75

2-11

Note: In this sample 800 pounds was backlogged from CY02. Backlogged quantities cannot be greater than Stored + Recycled + Treated + Disposed. The G16 wastes are reported on separate lines so the costs can be associated with the disposition.

¹ Backlog pounds stored on 1 January 2003

² Stored pounds as of 31 December 2003

CY03 HAZARDOUS WASTE SUCCESS STORIES
1 January-31 December 2003

ORGANIZATION NAME: *NAVSTA SMALLTOWN, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *Jane Jones, (805) 555-5555, jane.jones@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 (LF). Navy installations must submit a copy to their claimant.

2.4 GLOSSARY.

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.

Authorized Use List (AUL). The list of all HM necessary to support the requirements of a command, facility, or activity.

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 CHRIMP manual, NAVSUP Publication-722, 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, or source, from which a hazardous waste was generated. These are the same codes used in the EPA Biennial Report. We have added two source codes for use by Navy: 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. This is 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) of hazardous waste and less than 1 kg (2.2 pounds) of acute hazardous waste. This is 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. This is 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 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 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 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 as 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, as used in this guide, 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) Program. This is a comprehensive 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.

Hazardous Waste Pollution Prevention Annual Data Summary (HW P2ADS). An annual summary report, which includes information on hazardous waste generation and disposal. The report must be received at the ESC not later than 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 that 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 station, 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.

2.5 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, U.S. 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.

2.6 REPORT FORMS

**CY03 P2ADS HAZARDOUS WASTE REPORT
1 January-31 December 2003**

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): _____

CY03 P2ADS HAZARDOUS WASTE REPORT (continued)

12. DOES YOUR INSTALLATION HAVE A CHRIMP PROGRAM, WHICH INCLUDES ALL TENANTS, UNITS AND CONTRACTORS, WITH A CENTRALIZED HM CONTROL POINT, CONTROLLING SOFTWARE, MINIMIZED INVENTORIES AND CONTAINER TRACKING OR HCP FOR MARINE CORPS INSTALLATIONS?

(Check one) Yes _____ No _____

13. COMMENTS:

CY03 HAZARDOUS WASTE OPERATIONS
01 January – 31 December 2003

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>SOURCE</u> <u>CODE</u>	<u>BACKLOG</u> ¹	<u>STORED</u> ²	<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>
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¹ Backlog pounds stored on 1 January 2003

² Stored pounds as of 31 December 2003

CY03 P2ADS HAZARDOUS WASTE SUCCESS STORIES
1 January-1 December 2003

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 HW 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 (LF). Navy installations must send a copy to their claimant.

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