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User's Guide
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FISCAL YEAR 2003
SOLID WASTE
POLLUTION PREVENTION ANNUAL
DATA SUMMARY (SW P2ADS) GUIDE

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EXECUTIVE SUMMARY

This guide is to help you prepare your Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) for Fiscal Year 2003. Because of the changes in the reporting requirements, it is important that the person responsible for completing the SW P2ADS report read this guide thoroughly.

The Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) collects solid waste, other select waste, and affirmative procurement information required by Chief of Naval Operations Instruction (OPNAVINST) 5090.1B and Chapter 17 of Marine Corps Order (MCO) P5090.2A. The Naval Facilities Engineering Service Center (ESC) collects SW 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.

New this year: we are changing the solid waste, other select waste, and affirmative procurement (AP) program data collection from calendar year (CY) to fiscal year (FY) to align with the Resource Conservation and Recovery Act (RCRA), Section 6002, and Department of Defense reporting period requirements. The type of data collected for FY03 is the same as that collected for CY02. In addition, the installation population numbers should also include contractors. This will ensure that the numbers agree with the draft Department of Defense (DOD) Pollution Prevention and Compliance Metric.

SW P2ADS tracks the Department of the Navy's progress in meeting the DOD solid waste Pollution Prevention Measures of Merit (MOM) goals. The solid waste MOM calls for a 40% diversion from landfilling and incineration while maintaining the economic benefit of recycling and composting.

CONTENTS

CHAPTER 1, SW P2ADS INTRODUCTION		PAGE
1.1	Purpose	1-1
1.2	Scope	1-1
1.3	Reporting changes	1-1
1.4	Reporting installation or shore activity	1-2
1.5	Regionalization reporting requirements	1-2
1.6	Reporting requirements	1-2
1.6.1	Solid Waste--who must report	1-2
1.6.2	Other Select Waste—who must report	1-2
1.6.3	Affirmative Procurement Program—who must report	1-2
1.7	SW P2ADS--When is it due	1-3
1.8	How do I report	1-3
1.9	Where to get help	1-3
1.10	Glossary and acronyms--Solid Waste	1-4
CHAPTER 2, SOLID WASTE		
2.1	General--Solid Waste data collection	2-1
2.1.1	Who must report--Solid Waste	2-1
2.1.2	Host installation and tenant relationship	2-1
2.1.3	Regional Solid Waste reporting	2-1
2.1.4	Who's exempt from reporting Solid Waste	2-1
2.1.5	Who prepares the SW P2ADS	2-2
2.1.6	Where do I get Solid Waste information	2-2
2.1.7	When is the report due	2-3
2.1.8	Are there other sources for Solid Waste information	2-3
2.1.9	Measured or estimated values	2-5
2.1.10	Reportable and non-reportable solid waste	2-5
2.1.11	What is the solid waste data used for	2-6
2.1.12	Where to get help	2-6
2.1.13	MOM diversion goal	2-7
2.1.14	Calculating MOM goal	2-7
2.2	Instructions for completing the form	2-9
2.3	Conversions of common items from volume to weight	2-18
2.4	SW P2ADS Solid Waste--sample report	2-19
2.5	SW P2ADS Solid Waste report form	2-22
CHAPTER 3, OTHER SELECT WASTE		
3.1	General—Other Select Waste	3-1
3.1.1	Who must report--Other Select Waste	3-1
3.1.2	Where to get Other Select Waste information	3-1

3.1.3	When is the report due	3-1
3.1.4	Reportable and non-reportable Other Select Waste	3-1
3.1.5	Where to get help	3-2
3.2	Instructions for completing the form	3-2
3.3	SW P2ADS Other Select Waste–sample report	3-6
3.4	SW P2ADS Other Select Waste report form	3-8

CHAPTER 4, AFFIRMATIVE PROCUREMENT PROGRAM

4.1	General--Affirmative Procurement instructions	4-1
4.1.1	Who must report	4-1
4.1.2	Where do I get AP program information	4-1
4.1.3	When is the report due	4-1
4.1.4	Where to get help	4-2
4.2	Instructions for completing the form	4-2
4.3	Affirmative Procurement Program–sample report	4-7
4.4	Affirmative Procurement Program report form	4-11

APPENDIX A,	SW P2ADS Guide Distribution List	A-1
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CHAPTER 1—SW P2ADS INTRODUCTION

1.1 PURPOSE. The Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) tracks the Department of the Navy's progress in meeting the Department of Defense (DOD) Measures of Merit (MOM) goals for solid waste. The solid waste MOM goal calls for a 40% diversion from landfilling and incineration while maintaining the economic benefit of recycling and composting.

This guide will assist you in preparing your FY2003 SW P2ADS. The Naval Facilities Engineering Service Center (ESC) collects the data by installation and provides the data 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 four chapters: SW P2ADS introduction; solid waste instructions; other select waste instructions; and affirmative procurement instructions.

Chapter 1, contains SW P2ADS introduction, reporting changes, reporting requirements, where to get help, and the report due date. Section 1.10 provides a glossary of terms and acronyms.

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

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

Chapter 4, Affirmative Procurement (AP) Program, contains general information in Section 4.1, detailed instructions on how to answer the questions in Section 4.2, a sample report in Section 4.3, and a blank form in Section 4.4.

1.3 REPORTING CHANGES. This year the P2ADS report is being separated into two reports, the FY03 Solid Waste P2ADS and the CY03 Hazardous Waste P2ADS. Solid waste, other select waste, and affirmative procurement data will now be collected and reported by fiscal year in the FY03 SW P2ADS. Hazardous waste data will be a separate calendar year report.

The FY03 SW P2ADS report due date has changed to 1 December 2003 to conform with RCRA, Section 6002, and DOD reporting period requirements. The CY03 HW P2ADS data is due 16 March 2004.

DOD is preparing new pollution prevention and compliance metrics, including solid waste, but for now the goal is only purposed. When this new goal will take effect has not been established. The purposed solid waste metric has three goals: (1) continuously reduce the quantity of non-hazardous solid waste generated [excluding construction and demolition (C&D) debris] as measured by per capita generation, (2) increase the percentage of non-hazardous solid waste diverted from disposal facilities as measured by the diversion rates for non-hazardous solid waste excluding C&D and for C&D, and (3) increase the economic benefit of solid waste diversion as measured by the cost avoided by diverting materials rather than disposing of them.

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

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

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

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

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

1.6.3 AFFIRMATIVE PROCUREMENT (AP) PROGRAM--WHO MUST REPORT? Installations that report solid waste must also report AP program information. The one-ton per day threshold for solid waste reporting triggers AP program reporting. The host installation will report AP program data for all of its tenants.

1.7 SW P2ADS--WHEN IS IT DUE? Submit your Fiscal Year 2003 SW P2ADS to the ESC not later than 1 December 2003. The period covered is 1 October 2002 through 30 September 2003.

1.8 HOW DO I REPORT? The SW P2ADS report may be submitted using either of these two reporting options: (1) e-mail an electronic copy created using the SW P2ADS software, or (2) mail or fax a paper copy. If you prepare only one section of the report, please coordinate with the individual(s) preparing the other section(s) and send all sections together. The SW P2ADS report must be submitted to ESC as indicated below under Options 1 and 2. In addition, Navy installations must provide the SW P2ADS report to their claimant and engineering field division (EFD) or engineering field activity (EFA) as required by Chapter 14 of OPNAVINST 5090.1B. In addition, Marine Corps installations must provide the SW P2ADS report to CMC (LF) as required by MCO P5090.2A, Paragraph 17301.14.

OPTION 1, P2ADS SOFTWARE REPORTING. We prefer that you submit your report electronically via e-mail using the P2ADS software. A software program is available for downloading from the ESC's 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 either Access 97 or Access 2000 to use the software. Send your report to Carolejo Adams at carolejo.adams@navy.mil.

You can download the software, software manual, and report guide 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 SW P2ADS report (i.e., solid waste, other select waste, and affirmative procurement) to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER

1100 23RD AVENUE
PORT HUENEME CA 93043-4370

FAX your reports to: DSN 551-4832 or (805) 982-4832. FAXED reports will be accepted as the official report. Please verify that your faxed report has been received by DSN 551-4832. It is not necessary to mail an additional printed copy.

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

DSN 551-4872	(805) 982-4872
DSN 551-6514	(805) 982-6514
DSN 551-4882	(805) 982-4882

1.10 GLOSSARY AND ACRONYMS. The words defined below are used throughout the Department of the Navy solid waste program.

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

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

Actual disposal cost (ADC). $ADC = \text{Disposal Cost} + \text{Diversion Cost} - \text{Diversion Revenue}$

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

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

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

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

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

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

Diversion Cost. The cost to divert materials from disposal facilities. Diversion cost is solely attributable to the processing and marketing of material destined for diversion and excludes collection and transportation costs to manage materials destined for diversion. Diversion cost includes labor, maintenance, and other operational expenses for diversion.

Diversion Proceeds. The income/earnings from the sale of diverted material by recycling or composting.

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

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

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

Installation or host. As used in this guide the installation is the host command for several Navy or Marine Corps activities, units, or squadrons. 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 and Civil Engineer Corps Officer School.

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

Integrated Solid Waste Management Cost Avoidance Programs (ISWMCA) Economic Benefits. The cost avoided by diverting materials rather than disposing of them. Economic benefit equals Potential Disposal Cost minus Actual Disposal Cost. The P2ADS software assumes that collection and transportation costs for the diverted material are about the same whether or not you divert; therefore, the Economic Benefit equals (diverted quantity x disposal tipping fee)-- diversion cost + diversion proceeds. A positive economic benefit means that the cost to dispose of the diverted material is greater than the cost to divert the material. To meet the MOM goal, the ISWMCA must be a positive number.

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

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

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

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

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

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

Non-hazardous solid waste. Refuse, garbage, scrap sludge, and discarded waste that is routinely landfilled or incinerated. The waste is generally non-hazardous but may contain household hazardous waste, both hazardous and non-hazardous construction and demolition waste, lead acid batteries, ethylene glycol based antifreeze, and other motor oil.

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

Other select waste. Waste oils, ethylene glycol based antifreeze, lead-acid batteries, and construction and demolition debris are considered to be other select waste for SW P2ADS. If the other select wastes are hazardous they must also be reported in the CY HW P2ADS.

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

Potential disposal cost (PDC). The estimated cost for disposal of all wastes/materials in the absence of diversion. $PDC = \text{collection and transportation costs} + \text{disposal cost} + \text{diverted material disposal cost}$. The collection and transportation costs are the costs to collect and transport the wastes for disposal and the potential costs to collect and transport the diverted materials for disposal. The diverted material disposal cost equals the diverted quantity times the disposal tipping fee. The diverted quantity equals tons recycled + tons composted + OSW recycled.

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

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

Resource recovery is a term describing the extraction and use of materials that are used as raw materials in the manufacture of new products, or the conversion into some form of fuel or energy

source. An integrated resource recovery program may include recycling, waste-to-energy, composting, and other components.

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

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

Shore activity. A Navy or Marine Corps activity located ashore, as opposed to afloat or deployed units. All those activities listed in Enclosure (3) of OPNAVNOTE 5400 of 18 June 2003, also known as the Standard Navy Distribution List.

Solid Waste:

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

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

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

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

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

Solid Waste Management Plan (SWMP) is a plan to manage solid waste as required by OPNAVINST 5090.1B and MCO P5090.2A, Paragraph 17301.3.

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

Tenant. An activity or unit with a separate Unit Identification Code and occupies space within the geographical boundaries of another, larger, activity or installation. Tenants usually receive services from the host activity. Examples include a shore intermediate maintenance activity at a naval station, a public works center at a naval base, a naval aviation depot at a naval air station and the Naval Facilities Engineering Service Center at Naval Base Ventura County.

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

ACRONYM	MEANING
AP	Affirmative Procurement
BRAC	Base Realignment and Closure
CFR	Code of Federal Regulations
C&D	Construction and demolition debris
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CY	Cubic yard and calendar year
DRMO	Defense Reutilization and Marketing Office
EFD	Engineering field division
EPA	Environmental Protection Agency
GOCO	Governmental Owned Contractor Operated
HDPE	High density polyethylene
ISWMCA	Integrated solid waste management cost avoidance
MCO	Marine Corps Order
MOM	Measures of Merit
MRF	Material recovery facility
MSW	Municipal solid waste
MWR	Morale, Welfare, and Recreation
NWCF	Navy Working Capital Fund
OPNAVINST	Chief of Naval Operations Instruction

ACRONYM**MEANING**

OSW	Other select waste
PET	Polyethylene terephthalate (beverage bottles)
PPEP	Pollution Prevention Equipment Program
PWD	Public works department
QRP	Qualified recycling program
RCRA	Resource Conservation and Recovery Act (40 CFR Part I)
ROICC	Resident Officer in Charge of Construction
SWMP	Solid waste management plan
SWDA	Solid Waste Disposal Act
UIC	Unit Identification Code
UNICOR	Federal prison industries
URL	Uniform Resource Locator

CHAPTER 2--SOLID WASTE

2.1 GENERAL--SOLID WASTE DATA COLLECTION. The solid waste section of the SW 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 1.8 for details on how to report. See Section 1.9 for contacts information if you need help.

2.1.1 WHO MUST REPORT--SOLID WASTE. OPNAVINST 5090.1B and MCO P5090.2A require Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that generate one or more tons of solid waste per day, to report solid waste data. To determine whether or not your installation meets the one-ton per day requirement, use population figures to estimate the weight. Populations (work force + residents) greater than 300, normally, generate about one ton per day.

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

2.1.2 HOST INSTALLATION AND TENANT RELATIONSHIP. Installations are expected to report for their tenants. The installation or host activity shall report the solid waste information, to include information for all tenants. The term installation or host activity is defined in more detail in Paragraph 2.1.4 and the Glossary, Section 1.10.

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

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

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

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

2.1.4 WHO'S EXEMPT FROM REPORTING--SOLID WASTE. Afloat or mobile activities are exempt from reporting solid waste and other select waste information. Ships, field units, air squadrons, and similar deployed commands normally do not have to report. The information for these units is collected and reported by the host activity or installation receiving their waste. Do not

list ships or squadrons as tenants. For instance--while in port, ship's solid waste will be reported by the naval station; aircraft squadron waste will be reported by the host air station, and so forth.

Navy shore activities that are tenants of other DOD installations do not have to report their solid waste information to the ESC. However, you may be requested to provide information to your host installation that reports for you. Navy and Marine Corps tenants at other DOD installations should retain a copy of the host's reporting transmittal letter for their records.

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

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

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

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

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

2.1.7 WHEN IS THE REPORT DUE? The completed solid waste information must be received at the ESC not later than 1 December 2003 for the reporting period 1 October 2002 through 30 September 2003. Submit an information copy to your Navy claimant and EFD/EFA or CMC (LF). Navy claimants and CMC (LF) are required to meet the MOM goals; therefore, they will be interested in your SW P2ADS report. Of course, early submission is acceptable and encouraged. NOTE: Remember to attach the solid waste data to your other select waste and affirmative procurement data before submitting; coordinate with your other select waste and affirmative procurement program managers.

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

Table 2-2 Naval Facilities Engineering Command Solid Waste/Recycling Contacts					
COMMAND	NAME/ E-MAIL	CODE	DSN	FAX	COM
NAVFAC			325-9319	202-685-1670	202-685-9319
NAVFAC			288-2515	202-433-2280	202-433-2515
LANTDIV			262-4767	757-322-4804/5	757-322-4767
LANTDIV			262-4796	757-322-4804/5	757-322-4796
LANTDIV			961-5121 X361	757-396-2137	757-396-5121 X361
PACDIV			472-1402	808-474-5939	808-472-1402
PACDIV			472-1401	808-474-5419	808-472-1401
NE DIV			443-0567 X128	610-595-0555	610-595-0567X128
NE DIV			443-0567 X136	610-595-0555	620-595-0567 x136
SOUTHDIV			583-5691	843- 820-6357	843-820-5558
SOUTHDIV			583-5648	843-818-6357	843-818-5648
SE DIV			942-5571 Ext. 117	904-777-4174	904-542-5571 X117
SW DIV			522-4613	619-532-1195	619-532-4613
EFA N WEST			744-0060	360-396-0857	360-396-0060
EFA CHES			325-3195	202-685-2018	202-685-3292
EFA MED			626-4720x383	39-081-568-4348	39-081-568-4720 X383
EFA MIDWEST			792-4477	847-688-6352	847-688-4477
ESC			551-4882	805-982-4832	805-982-4882
ESC			551-6514	805-982-4832	805-982-6514
ESC			551-4872	805-982-4832	805-982-4872
ESC			551-5309	805-982-4832	805-982-5309

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

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

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

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

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

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

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

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

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

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

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

most hazardous waste	radioactive waste	non-lead-acid batteries
hazardous sludge & sandblast grit	hazardous materials sold by	machine tool coolant
solid waste disposed at sea	DRMO	non-ethylene glycol
recycled hazardous waste (except	sanitary sewage & wastewater	based antifreeze
oils, antifreeze, lead acid-batteries, &	ordnance wastewater	recycled hazardous
C&D)	formalin	materials
hazardous incinerator ash	installation restoration waste	solvents

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

OPNAVINST 5090.1B, Chapter 14, and MCO P5090.2A, Chapter 15, require Navy and Marine Corps installations to increase source reduction, recycling, and composting to achieve the DOD MOM goal. The collected solid waste data will show Navy and Marine Corps' achievements in solid waste diversion and economic benefit. ESC will report the MOM status for each claimant, CMC (LF), and reporting installation. Each Navy and Marine Corps installation should do their fair share to ensure their claimant and CMC (LF) achieves the MOM goal.

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

2.1.12 WHERE TO GET HELP.

DSN 551-4872 or (805) 982-4872
 DSN 551-6514 or (805) 982-6514

2.1.13 MOM DIVERSION GOAL. The non-hazardous solid waste diversion rate MOM is outlined by the DOD memorandum of 13 May 1998, subject: New DOD Pollution Prevention Measure of Merit. *“By the end of FY2005, ensure the diversion rate for non-hazardous solid waste is greater than 40%, while ensuring integrated non-hazardous solid waste management programs provide an economic benefit when compared with disposal using landfilling and incineration alone.”*

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

The diversion rate, Part 1, is shown below.

Diversion Percent =

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

The economic benefit of integrated solid waste management (ISWM) or cost avoidance, Part 2, is shown below.

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

Where:

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

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

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

2.1.14 CALCULATING MOM GOAL. Using the data from our samples in Section 2.5 and Section 3.3 for Naval Station Small Town, we will calculate the MOM goals. First, we can calculate the diversion rate from the information in Figure 2-1, Question 13, Column B and Figure 2-2, Columns B and D.

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

Figure 2-1

13. SOLID WASTE ANNUAL OPERATIONS SUMMARY

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

14. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE:

[The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons)]

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

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

Figure 2-2

6. Other Select Waste Annual Summary

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

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

Diversion Percent =

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

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

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

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

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

Step 1, Calculate PDC

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

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

Step 2, Calculate ADC

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

$$\begin{aligned}
& + \$550) \\
= & \$520,810 - \$98,650 \\
= & \$422,160
\end{aligned}$$

Step 3, Calculate ISWMCA

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

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

2.2 INSTRUCTIONS FOR COMPLETING THE FORM. The solid waste information form contains 15 questions. This section will list each question and describe the information needed. If you need additional space for your answers, insert a blank page or provide the information in the comments section. A completed sample report is provided in Section 2.4 and a blank form is provided in Section 2.5.

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

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

A. MILITARY RESIDENT. Number of military personnel and their dependents living on base in government-operated or private company-operated housing (i.e., public-private venture housing initiative), or in government operated housing maintained by the base. This includes fleet personnel and others home ported at the installation or base.

B. MILITARY NON-RESIDENT. Number of military personnel regularly working at the installation but live off base in non-government housing.

C. CIVILIAN RESIDENTS. Number of civilians and their dependents living on base in government-operated or private company-operated housing (i.e., public-private venture housing initiative), or in government operated housing maintained by the base.

D. CIVILIAN NON-RESIDENTS. Number of civilians, including contractor employees, who regularly work at the installation and live off-base in non-government housing.

7. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)? Indicate by checking “yes” or “no”. This should be “yes” because OPNAVINST 5090.1B, Chapter 14, and MCO P5090.2A, Chapter 17, requires shore activities (installations) to develop and use a Solid Waste Management Plan. The solid waste management plan and issuing instruction shall address the solid waste generation, collection, disposal and management. The SWMP is to be revised every three years or more frequently as the mission changes. If you do not have a SWMP and issuing instruction, indicate "no" and provide a brief explanation in Question 15 (Comments and Related Information).

8. DOES THE INSTALLATION HAVE A COMPOST OPERATION? Indicate by checking “yes” or “no”. We want to know how many installations are composting. A composting operation can be either a static pile, a windrow, or in vessel system that is located on the installation. If you send your yard or green waste to a composting facility off the installation, check “no” and provide a brief explanation in Question 15 (Comments and Related Information). If you just have a mulching operation without composting, you can record the diversion under composting but check “no” for this question.

9. LIST TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT. List tenants that have a population or workforce of 100 or more. Do not include ships, squadrons, air wings, or other fleet commands. Your tenants may bring you up to the one-ton a day requirement. You can list tenants on a separate piece of paper, if necessary. List tenant activity short title name and UIC.

10. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?

Indicate by checking "yes" or "no". If you have a formal or informal QRP you may check "yes". If you are in a regional QRP, you can check "yes". If the region handles all the reporting, please note that in comments. A solid waste recycling program generally has a plan or instruction and a working group assigned to run the program. A QRP is a recycling program established at an installation by an instruction. The instruction sets up an accounting system to track the money generated from sale of recyclable materials, and usually also provides for a suspense account with DRMO. QRP requirements are discussed in the Qualified Recycling Program (QRP) Development Guide, NFESC UG-2039-ENV, which is available from the ESC. To request this document contact Carolejo Adams—see Table 2-2, Contacts.

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

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

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

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

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

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

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

12. SOLID WASTE RECYCLED. We track recycled solid waste by eight categories: metals, glass, plastic, food, wood, yard trimmings or green waste, paper, and other non-food. Items you recycle that are hazardous waste should be reported in the CY03 HW P2ADS. Hazardous and non-hazardous other select waste (construction and demolition debris, used oils, ethylene glycol based antifreeze, and lead-acid batteries) should be listed as described in Chapter 3.

For the non-hazardous solid waste you recycle provide your recycled amounts in tons for each of the eight categories mentioned above. Table 2-6 shows common items that fit in each category. Volume must be converted to tons. See Section 2.3 for conversion factors. To get total tons for each category, sum all recycling tons for the QRP program, industrial operations (NWCF organizations), and installation materials recycled on and off the installation by contractor or vendor.

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

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

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

Annual cost includes labor, operation and maintenance cost, and equipment cost associated with these operations. **Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP).** For installations that contract out refuse management, use total contract amount for the appropriate operation (e.g., landfilling, incineration, recycling). If the refuse contract is for incineration, landfilling, or recycling provide the appropriate dollar value to each operation. Do not report solid waste from off-base government leased housing unless the government funds the waste service contract. Report solid waste from on-base government housing maintained and operated by a private company (i.e., public-private venture housing initiative).

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

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

INCINERATED. Record the total annual tons of installation solid waste disposed of in an incinerator on or off the installation in Column B. Do not count ash generated from incineration as additional solid waste disposal. If you have an on-base incinerator that generates non-hazardous ash that is disposed in a landfill, the tons of ash should not be recorded under tons landfilled.

List the annual cost of incineration in Column C. For installations with firm fixed contracts for incineration, list the annual contract cost. For installations that have their own incinerator operations, include government, and/or contractor cost of collection and disposal. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). Check with public works or base maintenance for the figures. For government owned incinerators, any energy recovered that is sold can be listed under revenues, Column D. There is no cost avoidance for incineration. Generally, there are no revenues for incineration.

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

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

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

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

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

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

are removed, the case and other parts could be recycled--this can be claimed on SW P2ADS as recycling. Silver or precious metals recovered by DRMO can be claimed as recycling by installation. You can count the old computers as diversion if they are dismantled and the parts are recycled by UNICOR. Just record the tons of computers recycled in the recycling column on the SW P2ADS report.

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

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

a. Landfill. Record the cost per ton for disposal at the local municipal/private landfill. If you have an installation landfill, you still need to get the local commercial/municipal-tipping fee. Choose the landfill-tipping fee that you would use if the installation landfill were closed. For installations that have firm fixed price refuse contracts, call the local landfill for the tipping fee or ask your contractor. If you use more than one landfill, choose the tipping fee of the one that receives the most waste.

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

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

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

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

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

ORGANIZATION NAME. Give the name of the activity.

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

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

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

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

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

ROI = Return on investment over ten-year period.

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

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

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

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

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

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

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

2.3 VOLUME TO WEIGHT CONVERSIONS

MUNICIPAL SOLID WASTE¹

Uncompacted-loose

1 cubic yard = 250 pounds

Compacted

1 cubic yard = 500 pounds

NEWSPAPER

1 cubic yard = 600 pounds

3.333 cubic yards = 1 ton

one 12" stack = 35 pounds

CORRUGATED

Uncompacted-bailed

1 cubic yard = 285 pounds

7.018 cubic yards = 1 ton

Compacted

1 cubic yard = 507.6 pounds

3.940 cubic yards = 1 ton

OFFICE PAPER

Bulk Container 1 cubic yard = 500 pounds

GLASS

Loose, whole bottles

1 cubic yard = 600 pound

3.333 cubic yards = 1 ton

1 grocery bag = 16 pounds

55 gallon drum = 175 pounds

Crushed (manually broken)

1 cubic yard = 1000 pounds

2.000 cubic yards = 1 ton

55 gallon drum = 300 pounds

Crushed (mechanically broken)

1 cubic yard = 1800 pounds

1.111 cubic yards = 1 ton

55 gallon drum = 550 pounds

TRUCK TIRES

1 Tire = 90 pounds

22 tires = 1 ton

10 tires = 1 cubic yard

PASSENGER CAR TIRES

1 tire = 20 pounds

100 tires = 1 ton

USED MOTOR OIL

1 gallon = 7 pounds

286 gallons = 1 ton

BATTERIES

1 battery = 33 pounds w/8 lbs lead

61 batteries = 1 ton compacted

ANTI-FREEZE

1 gallon = 9.34 pounds

AUTOMOBILES

1 automobile = 2052 pounds

FERROUS CANS

Whole

1 cubic yard = 150 pounds

13.333 cubic yards = 1 ton

Flattened

1 cubic yard = 850 pounds

2.353 cubic yards = 1 ton

ALUMINUM CANS

Whole

1 cubic yard = 74 pounds

27.027 cubic yards = 1 ton

1 grocery bag = 1.5 pounds

Flattened

1 cubic yard = 250 pounds

8.000 cubic yards = 1 ton

PLASTIC

PET (Soda Bottles)

1 cubic yard = 30 pounds

66.666 cubic yards = 1 ton

HDPE (Whole)

1 cubic yard = 25 pounds

80.000 cubic yards = 1 ton

HDPE (Flat)

1 cubic yard = 50 pounds

40.000 cubic yards = 1 ton

ORGANIC MATERIALS

Leaves (uncomposted/uncompacted)

1 cubic yard = 250 pounds

8.0 cubic yards = 1 ton

Leaves (uncomposted/compacted)

1 cubic yard = 450 pounds

4.444 cubic yards = 1 ton

Leaves (uncomposted/vacuumed) operations

1 cubic yard = 500 pounds

4 cubic yards = 1 ton

Wood Chips

1 cubic yard = 500 pounds

4.000 cubic yards = 1 ton

Grass Clippings

1 cubic yard = 404 pounds

4.950 cubic yards = 1 ton

SEWAGE SLUDGE

1 gallon = 8.34 pounds

¹ Solid Waste Association of North America Conversion factors

2.4 SW P2ADS--SAMPLE SOLID WASTE REPORT. We have chosen Naval Station Small Town as the example. NAVSTA Small Town has home ported ships, tenants, and an airstrip. The following is provided to help you visualize the completed solid waste information form.

**FY03 SOLID WASTE REPORT FORM
1 October 2002-30 September 2003**

- 1. **INSTALLATION NAME:** NAVAL STATION SMALL TOWN
- 2. **INSTALLATION UIC:** N12345
- 3. **SOLID WASTE (SW) CONTACT:** SALLY S. SAMPLE
- 4. **CODE:** 123
- 5. **TELEPHONE NO: DSN:** 555-5555 **COM:** (805) 555-5555
FAX: DSN: 555-5556 **COM** (805) 555-5556
E-MAIL ADDRESS: Sally.sample@navy.mil

6. INSTALLATION POPULATION:

- A. Military Residents 1500 C. Civilian Residents 15
- B. Military Non-Residents 1500 D. Civilian Non-Residents 2000

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

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

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

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

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

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

FY03 SOLID WASTE REPORT FORM (continued)

11. DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY?

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

12. SOLID WASTE RECYCLED:

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

13. SOLID WASTE ANNUAL OPERATIONS SUMMARY

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

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

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

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

Question 7 - SWMP revised 20 Apr 2001

Question 13 - Five structures declared obsolete and demolished.

Question 13 - Compost facility operational forth quarter so only processed 100 tons.

16. SUCCESS STORIES:

ORGANIZATION NAME: *NAVAL STATION SMALL TOWN, CA*

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

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

ECONOMIC BENEFITS: *This is a saving of \$18 per ton tipping fee or \$14,400 for FY03. Over ten years, this is a projected savings of \$144,000.*

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

OTHER BENEFITS AND COMMENTS: *Increased waste diversion of 800 tons. This process change helped us to meet the solid waste Measures of Merit goal and produced beneficial compost for installation and county residence use. Additionally, this change extended the life of the county landfill and improved community relations.*

Mail completed solid waste information to:

COMMANDING OFFICER

NAVAL FACILITIES ENGINEERING SERVICE CENTER

1100 23RD AVENUE

PORT HUENEME CA 93043-4370

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

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

2.5. SW P2ADS--SOLID WASTE REPORT FORM. Complete and return to ESC.

**FY03 SOLID WASTE REPORT FORM
1 October 2002-30 September 2003**

1. **INSTALLATION NAME:** _____

2. **INSTALLATION UIC:** _____

3. **SOLID WASTE (SW) CONTACT:** _____

4. **CODE:** _____

5. **TELEPHONE NO: DSN:** _____ **COM:** _____

FAX: DSN: _____ **COM** _____

E-MAIL ADDRESS: _____

6. INSTALLATION POPULATION:

A. Military Residents _____ C. Civilian Residents _____

B. Military Non-Residents _____ D. Civilian Non-Residents _____

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

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

9 **LIST TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY:** Tenants with populations over 100--do not include ships and squadrons. Please attach continuation sheet, if necessary.

UIC	TENANT OR SHORE ACTIVITY NAMES

FY03 SOLID WASTE REPORT FORM (continued)

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

Annual QRP Recycled Tons: _____
 Total Annual QRP Cost: _____
 Total Annual QRP Revenues: _____

11. DOES INSTALLATION HAVE AN ACTIVE PERMITTED DISPOSAL FACILITY?

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

12. SOLID WASTE RECYCLED:

RECYCLED CATEGORY	TONS
FOOD	
GLASS	
METALS	
PAPER AND PAPERBOARD	
PLASTIC	
WOOD	
YARD/GREEN WASTE (Other than composted)	
OTHER NON-FOOD	
TOTAL TONS RECYCLED (Same as 13B Recycled below)	

13. SOLID WASTE ANNUAL OPERATIONS SUMMARY

OPERATIONS A	TONS B	COST (\$) C	REVENUES (\$) D
Landfilled		\$	
Incinerated		\$	\$
Composted		\$	\$
Recycled		\$	\$

FY03 SOLID WASTE REPORT FORM (continued)

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

A. Landfill \$ _____ B. Incinerator \$ _____

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

16. **SUCCESS STORIES:**

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

FY03 SOLID WASTE REPORT FORM (continued)

Mail completed solid waste information to:

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

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

CHAPTER 3--OTHER SELECT WASTE

3.1 GENERAL--OTHER SELECT WASTE DATA COLLECTION. The SW P2ADS other select waste section 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 1.8 for details on how to report. See Section 1.9 for contact information if you need help.

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

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

3.1.3 WHEN IS THE REPORT DUE? The reporting period is 1 October 2002 through 30 September 2003. The completed SW P2ADS must be received at the ESC not later than 1 December 2003. Send an information copy to your Navy claimant and EFD/EFA or CMC (LF). Navy claimants and CMC (LF) are required to meet the solid waste MOM goals so they will be interested in your SW P2ADS data. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the other select waste data to your solid waste and affirmative procurement data before submitting; coordinate with your solid waste and affirmative procurement program managers.**

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

Depending on state and local laws and rules, these waste streams may be considered hazardous waste, solid waste, special waste, or regulated waste. **Other select wastes, if manifested as hazardous waste, must also be reported as hazardous waste in the CY HW P2ADS report. The HW P2ADS data is due to ESC not later than 16 March 2004.** Installation solid waste and other select waste will be used to calculate the MOM goal.

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

Universal waste (i.e., batteries, antifreeze, and C&D) should be reported as other select waste. If you are recycling computer monitors, report these in the solid waste section as other/non-food solid waste. Be sure that quantity is reported in tons.

3.1.5 WHERE TO GET HELP.

DSN 551-4872 or (805) 982-4872

DSN 551-6514, (805) 982-6514

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

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

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

3. OTHER SELECT WASTE CONTACT. Enter the name of the person preparing the report-- normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the SW P2ADS. Please provide an alternate contact. You can list additional personnel and related information in comments.

4. CONTACT CODE. Enter the department or mail code, if any, for the person preparing the report.

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

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

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

CONSTRUCTION & DEMOLITION DEBRIS (C&D). Hazardous and non-hazardous C&D waste should be recorded in this section. C&D waste information should be available from the construction project contracting officers, from the public works department, or from the Resident Office in Charge of Construction (ROICC). Record tons of C&D disposed of in a landfill or by incineration or by a hazardous waste contract in Column B. Record the disposal cost in Column C. Record the tons of C&D recycled in Column D. If you have C&D recycled you must have disposed of some of it. Therefore, you must have C&D disposed if you have C&D recycled. Record recycling revenues in Column E. Record cost associated with recycling in Column F. Recycling costs include handling, processing, transportation, and other costs associated with recycling C&D. Soils that are used at another location or reclaimed can count as recycling.

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

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

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

OILS (Petroleum Oils and Lubricants (POL)). This section is for POL waste generated at the installation and sold as waste oil to a reclaimer or recycler. Do not include oily wastewater, bilge water, POL tank bottoms, sludge, CERCLA oil, or fuels (JP5, marine, gasoline, or

diesel). Waste oil, which is burned for fuel recovery, is counted as disposal. DOD has ruled that only oil that is re-refined can be counted as recycled. Record tons of POL disposed of in a landfill or by incineration in Column B, disposal. **Note: Burning POL for energy recovery or a fuel is recorded as disposal in Column B--not recycling.** However, revenue received from energy recovery can be reported under the recycling revenue column even through the oils are reported as disposed. Defense Supply Center Richmond supplies re-refined oils and collects waste oil for recycling. Using their service would qualify for recycling. Record the cost for disposal in Column C; record tons recycled in Column D; record recycling revenues in Column E; record recycling cost associated with recycling POL in Column F.

ANTIFREEZE. This waste stream is for ethylene glycol based antifreeze. This does not include wastewater-containing antifreeze or other types of non-glycol based antifreezes. Record tons of ethylene glycol based antifreeze disposed in landfill or by incineration or by hazardous waste contract in Column B. Record landfill and incineration disposal cost in Column C. Record tons of ethylene glycol based antifreeze recycled in Column D. Record recycling revenue in Column E. Record hazardous and non-hazardous recycling cost in Column F. Installations with antifreeze recycling machines can place operational cost of recycling in this column.

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

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

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

ORGANIZATION NAME. Give the name of the activity.

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

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

ECONOMIC BENEFITS. Give a description of any economic benefits derived from other select waste reduction, recycling efforts, etc. Where applicable, include: (1) type

and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

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

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

ROI = Return on investment over 10 year period.

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

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

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

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

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

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

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

3.3. SW P2ADS--SAMPLE OTHER SELECT WASTE REPORT. The following is an example to help you visualize the completed other select waste report.

**FY03 OTHER SELECT WASTE REPORT FORM
1 October 2002-30 September 2003**

1. **INSTALLATION NAME:** NAVAL STATION SMALL TOWN
2. **INSTALLATION UIC:** N12345
3. **OTHER SELECT WASTE CONTACT:** Sally Sample
4. **CODE:** 424
5. **TELEPHONE NO: DSN:** 555-5555 **COM:** 805-555-5555
- FAX: DSN:** 555-5556 **COM** 805-555-5556
- E-Mail Address:** sally.sample@navy.mil

6. OTHER SELECT WASTE ANNUAL SUMMARY

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

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

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

FY03 OTHER SELECT WASTE REPORT FORM (continued)

8. SUCCESS STORIES.

ORGANIZATION NAME: NAVSTA SMALL TOWN, CA

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:
(805) 982-2642,

DESCRIPTION OF THE SUCCESS: IMPLEMENTATION OF NAVFAC GUIDE SPEC 1572. *We required our contractor to use NAVFAC Guide Spec 1572, Construction Waste Management, for Building 423 demolition project. The contractor developed a construction waste management plan to divert solid waste from the landfill.*

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

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

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

Mail completed solid waste information to:

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

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

3.4. SW P2ADS--OTHER SELECT WASTE REPORT. Complete and return to ESC.

**FY03 OTHER SELECT WASTE REPORT
1 October 2002-30 September 2003**

1. **INSTALLATION NAME:** _____

2. **INSTALLATION UIC:** _____

3. **OTHER SELECT WASTE CONTACT:** _____

4. **CODE:** _____

5. **TELEPHONE NO: DSN:** _____ **COM:** _____

FAX: DSN: _____ **COM** _____

E-Mail Address: _____

6. OTHER SELECT WASTE ANNUAL SUMMARY

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

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

FY03 OTHER SELECT WASTE REPORT FORM (continued)

8. SUCCESS STORIES.

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed information to:

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

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

CHAPTER 4 – AFFIRMATIVE PROCUREMENT PROGRAM

4.1 GENERAL–AFFIRMATIVE PROCUREMENT (AP) PROGRAM. The affirmative procurement program form is not included in the P2ADS software. Submit the AP form in Section 4-4 either by e-mailing an electronic copy or by mailing or faxing a paper copy. See Section 1.8 for details on how to report. See Section 1.9 for contact information if you need help.

4.1.1 WHO MUST REPORT AFFIRMATIVE PROCUREMENT PROGRAM

INFORMATION? Navy installations, Marine Corps installations, and government owned contractor operated (GOCO) facilities worldwide, that report for solid waste must also report AP program information. If you generate one or more tons of solid waste per day you must submit an AP report. So, if you report solid waste, you must report AP program information. The AP program is a preference program for purchasing EPA designated items that contain recycled content. The program involves everyone who's involved in procurement. For a list of designated AP items, see <http://www.epa.gov/cpg/index.htm>.

The Naval Facilities Engineering Service Center (ESC) will summarize the data for Navy claimants and CMC (LF). A final report will be provided to the Chief of Naval Operations and Commandant of the Marine Corps.

4.1.2 WHERE DO I GET THE AFFIRMATIVE PROCUREMENT PROGRAM

INFORMATION? The information necessary to fill out the AP program form can be gathered from a number of sources. Some of the same sources used to collect solid waste may be used: Public works, DRMO, base maintenance, the qualified recycling program (QRP) coordinator, supply department, training group, family housing, and environmental department. For construction and demolition debris, you need to contact the Resident Officer in Charge of Construction (ROICC) or perhaps the Officer in Charge of Construction (OICC) at the installation. Also, contact public works or the base maintenance group that is in charge of construction for C&D disposal and recycling information. AP program training information may come from the Human Resources department training group that normally keeps training records. The supply department has the acquisition personnel information and purchase card information.

4.1.3 WHEN IS THE REPORT DUE? The completed SW P2ADS must be received at ESC not later than 1 December 2003 for the reporting period 1 October 2002 to 30 September 2003. Send an information copy to your Navy claimant and EFA/EFD, or CMC (LF). Navy claimants and CMC (LF) are required to meet the affirmative procurement goals when they are established so they will be interested in your SW P2ADS data. Of course, early submission is acceptable and encouraged. **NOTE: Remember to attach the Affirmative Procurement program data to your solid waste and other select waste data before submitting; coordinate with your solid waste and other select waste program managers.**

4.1.4 WHERE TO GET HELP.

DSN 551-4872, (805) 982-487
DSN 551-6514, (805) 982-6514

4.2 INSTRUCTIONS FOR COMPLETING THE FORM. The Affirmative Procurement program form contains 16 questions. This section will list each question and describe the information needed to answer. If you need additional space for your answers, insert a blank page or use the comment section. A sample form is provided in Section 4.3 and a blank form is provided in Section 4.4.

1. INSTALLATION NAME. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages).
2. INSTALLATION UIC. The UIC is a six character alphanumeric code prefixed with an “N” for Navy and “M” for Marine Corps and can be found in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager.
3. AFFIRMATIVE PROCUREMENT CONTACT. Enter the name of the person preparing the report--normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the P2ADS solid waste section. Please provide an alternate contact. You can list additional personnel and related information in comments.
4. CODE. Enter the department and/or mail code, if any, for the person preparing the report.
5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your e-mail address.
6. DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT(S) THAT REDUCED WASTE? Check yes if the installation updated, improved, or instituted any of the items listed. If you established a new or improved recycling or composting program, check yes. Check yes or no as appropriate.

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

7. DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES? Check yes if you have a recycling program for

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

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

Check yes if the installation has a recycling program for family housing, barracks, and quarters. Check no, if the installation does not have a residential recycling program. If you have recycling at some quarters but not all, check yes if the recycling program covers more than half of the quarters and no if less than half. Typical recycling program for residences are curbside collection and community drop off locations. For barracks the collection containers are located on each hall. This information should be available from the solid waste manager, the QRP manager, or family housing office.

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

Record the number of construction projects started during the fiscal year. Of the C&D projects, indicate how many recycle C&D. If some the of C&D was recycled from the project, then it counts for recycling--for example you may have five new C&D projects during the FY but only four of them recycled you can count those that recycled. You can get this information from the ROICC, maintenance, or public works.

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

Check yes if you have an installation AP plan or instruction. Instructions and plans should include all installation tenants. You can also check yes if the AP program is included in your solid waste management plan, pollution prevention plan or other environmental plan or instruction. Guidance for establishing an AP program is found in NAVSUP P-728 *Affirmative Procurement Guide*, STOCK NO. 0530-LP-101-2482.

11. INSTALLATION ACQUISITION PERSONNEL (NOT PURCHASE CARDHOLDERS).

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

B. Number of Acquisition Personnel Trained in AP Program during the last three years. Record the number of the acquisition personnel listed in 11.A above that have had Affirmative Procurement Program Training within the last three years. The training can be formal classroom training; computer based training; or on the job training, but it must be documented in the employee's records.

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

12. INSTALLATION PURCHASE CARDHOLDERS (purchases less than \$2,500). Provide information about installation and tenant personnel who are authorized to use purchase cards. Purchase cardholders are those who can make purchases using the government-issued credit card with has a limit of \$2,500 per purchase. This does not include the government travel card.

- A. Total Number of Purchase Cardholders. Record the total number of installation and tenant purchase cardholders. Note: the government's credit card company, Citibank, has the number of employees at each installation who have been issued purchase cards. You may call them directly to obtain that number for your activity.
- B. Purchase Cardholders AP Program Training within past three years. Record the number of purchase cardholders that have received AP program training within the last three years. Training must be documented in training records.
- C. Where are Purchase Cardholders Trained? Specify where the purchase cardholders were trained. Check all that apply.
- D. Location of Training Purchase Cardholders Training Records. Check all places where training records for purchase cardholders are kept at the installation.

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

14. AFFIRMATIVE PROCUREMENT AUDIT/INSPECTION FINDING REPORT. Check yes, if findings of AP program audit/inspection reports are reported to senior installation officials or Navy claimants or to Marine Corps headquarters. Check no, if senior officials are not notified.

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

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

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

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

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

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

ORGANIZATION NAME. Give the name of the activity.

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

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

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

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

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

ROI = Return on investment over 10 year period.

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

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

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

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

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

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

4.3. SW P2ADS—SAMPLE AP PROGRAM REPORT FORM. The following is an example to help you visualize the completed Affirmative Procurement program form.

**FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM
1 October 2002 to 30 September 2003**

1 **INSTALLATION NAME:** Naval Station Small Town

2 **INSTALLATION UIC:** N12345

3 **AFFIRMATIVE PROCUREMENT CONTACT:** Sally S. Sample

4 **CODE:** 123

5 **TELEPHONE NO: DSN:** 555-5555 **COM:** (805) 555-5555

FAX: DSN: 555-5556 **COM:** (805) 555-5556

E-MAIL ADDRESS: sally.sample@navy.mil

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

(Check one) Yes No

If yes, please explain or attach a success story. See success story.

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

(Check one) Yes No

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

(Check one) Yes No

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

12

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

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

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

(Check one) Yes _____ No X

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

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

12. INSTALLATION PURCHASE CARDHOLDERS (less than \$2,500)

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

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

- | | | |
|------------------------|-------------------------|--|
| <u> </u> None | <u> </u> Claimant/HQMC | <u> </u> Other audit (Please specify) |
| <u>X</u> Internal/Self | <u> </u> EQA/ECE | |
| <u> </u> State | <u> </u> EPA audit | _____ |

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

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

(Check one) Yes No

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

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

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

(Check one) Yes No

If yes, indicate who tracks the findings. (Check all that are applicable)

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

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

(Check one) Yes No

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

Info relating to Question 12. We plan to develop and implement AP training program for all acquisition and purchase cardholders during FY03.

18. SUCCESS STORIES:

ORGANIZATION NAME: *Naval Station Small Town, CA*

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *Bill Jones, 805-555-5555*
bill.jones@navy.mil

DESCRIPTION OF THE SUCCESS: *We purchased recycled plastic lumber picnic benches to be placed conveniently around the installation. We decided against the southern yellow pine benches to conform to affirmative procurement.*

ECONOMIC BENEFITS: *The capital and installation cost for the plastic lumber benches was \$266. The manufacturer guaranteed the plastic bench for 20 years. The capital and installation cost for the southern pine bench would have been \$300 (i.e., initial cost and three replacements in 20 years, 4 x \$75/purchase).*

There is no treatment or maintenance cost for the plastic lumber benches (i.e., no operational cost.). Whereas, each pine bench would require waterproofing, sealing, staining and painting once during its 5 year life (i.e., 4 times in 20 years @\$15 each equals \$60). In addition, during the 20 years, the treated benches will require disposal as hazardous waste (i.e., 4 times \$7.50 each). The total operational cost is \$90.

For the plastic benches, the capital savings is \$34 and the operational savings is \$90.

ENVIRONMENTAL BENEFITS: *The plastic lumber uses recycled materials; it does not contain toxins (e.g. copper, chromium, arsenic), and does not require treatment or maintenance.*

OTHER BENEFITS AND COMMENTS: *The plastic lumber does not splinter, crack, rot, or warp. In addition, most graffiti is easily washed off of the plastic lumber.*

4.4. SW P2ADS—AFFIRMATIVE PROCUREMENT PROGRAM FORM. Complete and return to ESC.

**FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM
1 October 2002 to 30 September 2003**

1 **INSTALLATION NAME:** _____

2. **INSTALLATION UIC:** _____

3. **AFFIRMATIVE PROCUREMENT CONTACT:** _____

4. **CODE:** _____

5. **TELEPHONE NO: DSN:** _____ **COM:** _____

FAX: DSN: _____ **COM:** _____

E-MAIL ADDRESS: _____

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

(Check one) Yes ____ No ____

If yes, please explain or attach a success story.

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

(Check one) Yes ____ No ____

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

(Check one) Yes ____ No ____

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

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

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

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

(Check one) Yes No

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

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

12. INSTALLATION PURCHASE CARDHOLDERS (less than \$2,500)

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

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

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

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

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

(Check one) Yes No

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

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

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

(Check one) Yes No

If yes, indicate who tracks the findings. (Check all that are applicable)

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

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

(Check one) Yes No

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

FY03 AFFIRMATIVE PROCUREMENT PROGRAM REPORT FORM (continued)

18. SUCCESS STORIES:

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

P2ADS DISTRIBUTION LIST

Distribution:

CG USMC BLOUNT ISLAND COMMAND (Code 920)
CG MARCORCRUITDEP SAN DIEGO CA (ENV MGR)
CG MARCORCRUITDEP PARRIS ISLAND SC (ENV MGR)
CG MCAGCC TWENTYNINE PALMS CA (P2 MGR)
CG MCAS CHERRY PT NC (LN)
CG MCB CAMP LEJEUNE NC (P2 MGR)
CG MCB CAMP PENDLETON CA (Code 412)
CG MCB CAMP SMEDLEY D. BUTLER JA (Code 35006ENV)
CG MCCDC QUANTICO VA (B041.7)
CG MCLB ALBANY GA (A490)
CG MCLB BARSTOW CA (Code 411)
COMFLEACT SASEBO JA (C68A)
COMFLEACT CHINHAE (N8E)
COMFLEACT OKINAWA JA (Code 50E)
COMFLEACT YOKOSUKA JA (Code 1092A)
COMNATNAVMEDCEN BETHESDA MD (Code 5400)
COMNAVACT LONDON UK (R10)
COMNAVAIRWPNSTA CHINA LAKE CA (Code 871000D)
COMNAVDIST WASHINGTON DC (ENV MGR)
COMNAVMARIANAS GUAM (N454)
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