

CHAPTER X
POLLUTION PREVENTION (P2) AND
EXECUTIVE ORDER (EO) REQUIREMENTS

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POM-02 NAVY ENVIRONMENTAL REQUIREMENTS GUIDEBOOK

CHAPTER X: OVERVIEW OF POLLUTION PREVENTION AND EXECUTIVE ORDER REQUIREMENTS

1.0 Executive Order (EO) 12856 of 3 August 1993, Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements, made the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986 [Superfund Amendments and Re-authorization Act (SARA) Title III] and the Pollution Prevention Act (PPA) of 1990 applicable to Federal facilities. The EO does not provide for a waiver of sovereign immunity and, thus, Navy compliance with state and local EPCRA and pollution prevention requirements is not mandated, but is encouraged where practicable. The EO mandates numerous substantive and procedural requirements, including meeting of specific deadlines. The Head of each Federal agency must:

- develop a formal pollution prevention strategy,
- develop a plan for a 50% reduction in total release and transfers of toxic chemicals or toxic pollutants,
- establish acquisition and procurement goals,
- review specifications and standards to eliminate or reduce purchases of extremely hazardous substances and toxic chemicals, and
- otherwise comply with EPCRA and PPA, including all implementing regulations and future amendments in light of applicable U.S. Environmental Protection Agency (EPA) guidance.

The principal requirements of EO 12856 and subsequent Navy policy for naval installations include:

1.1 Right-To-Know:

1.1.1 All Naval installations in the customs territory of the United States and Guam (specifically added and addressed thru Navy policy) are required to inventory their manufacture, process, and/or otherwise use of EPCRA Section 313 toxic chemicals annually.

1.1.2 All Naval installations in the customs territory of the United States and Guam must comply with the emergency planning and notification requirements of EPCRA. CNO is currently developing guidance to address munitions with respect to the reporting requirements of EPCRA and once it is released, the affected sections of this Guidebook chapter will be modified to reflect the changes and to incorporate the reporting requirements.

1.2 Planning:

1.2.1 All Naval installations in the customs territory of the United States and Guam must establish goals to reduce total releases and off-site transfers of toxic chemicals by 50% (based on CY 94 baseline).

1.2.2 All Naval installations (IN and OUT CONUS), with the exception of installations closing prior to 1999, are required to have a written Pollution Prevention plan. These plans shall be reviewed annually and updated every 3 years to coincide with the Pollution Prevention Equipment Program (PPEP) equipment data calls and per CNO guidance issued 28 September 1998 (Ser N451D/8U589014). There is an option to apply for a waiver to this requirement, if city, state and/or local requirements specify a different update cycle or can demonstrate that significant savings will occur without a negative program impact. (A)

2.0 EO 13101, Greening The Government Through Waste Prevention, Recycling, And Federal Acquisition, requires that, consistent with the demands of efficiency and cost effectiveness, each Federal agency incorporate waste prevention and recycling in the agency's daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.

The principal requirements of EO 13101 and subsequent Navy policy for naval installations include:

2.1 Affirmative Procurement:

2.1.1 All CONUS Naval activities/commands must ensure that 100% of their product purchases meet or exceed the EPA guideline standards unless written justification is provided that a product is not available in a reasonable time frame, performance standard, or price.

2.2 Paper Use Reduction:

2.2.1 All Naval activities/commands shall, to the maximum extent practicable, encourage documents be transferred electronically, printed double-sided, and use recycled paper products.

2.3 Specification Review and Revision:

2.3.1 Where applicable, Naval activities/commands must review and revise Federal and military specifications, product descriptions, and standards to enhance Federal procurement of products made from recovered materials, or that are environmentally preferable.

2.4 Waste Prevention and Recycling Programs:

2.4.1 All Naval activities/commands must initiate programs to promote cost effective waste prevention, primarily through source reduction and recycling of reusable materials. Also, all naval activities shall establish model facility demonstration projects and integrate P2 and affirmative procurement into acquisition programs.

3.0 Basis

The revisions to this chapter of the Guidebook reflect consolidated comments, agreements, and discussions of 23 April 1999 between CNO (N45), and NAVFAC HQ, and the P2/EPCRA program managers of the various Engineering Field Divisions/Activities and NFESC and the Major Claimants/RECs. Project descriptions reflect our best estimates of what will be required for compliance based on current programmatic trends and analyses. Projects and comments, which address rules and guidance finalized

prior to the issuance of the 1999 Guidebook update, were developed from a review of the requirements and how these requirements would impact current operations.

4.0 Required Narrative

A descriptive yet concise narrative is required for project funding. Activities must use the recommended format in the Environmental Program Requirements Software (EPRS) and the guidance in [Appendix D](#) of the Guidebook. At a minimum, the narrative should identify the regulatory driver; the detailed description of the project; the cost breakdown (explain type of resources being used in-house versus contractor); and the impact if not fully funded. Good narratives will determine if a project is funded and help to simplify the budgeting process.

5.0 Routine/Recurring Guidebook Items

- 10001 Installation Pollution Prevention Plans
- 10002 Toxic Release Inventory Reporting (Form R Reporting)
- 10004 Other EPCRA (Non-TRI) Reporting
- 10007 Installation Recycling Plans
- 10008 P2 Annual Data Summary
- 10099 Navy Environmental Leadership Program
- 10940 Training
- 10949 Travel Related to 10940
- 10950 Specific State Requirements
- 10960 Specific Local Requirements
- 10970 Specific Overseas Requirements
- 10991 CHRIMP Implementation
- 10992 HSMS Implementation
- 10993 FAST T Survey
- 10999 Miscellaneous Requirements

Guidebook #: 10001

Project Name: Installation Pollution Prevention Plans

Requirement: 40 CFR 262; Executive Order 12856; OPNAVINST 5090.1B, ch-1, Chapter 3-5;. CNO Letter (Ser N451D/8U589014) Detailed installation pollution prevention plans must be developed, reviewed annually and updated on a 3-year cycle for all Navy installations (CONUS or OCONUS). Installations should already have a P2 plan, these funds are for plan update, and studies related to significant process changes, modifications or material elimination. Funds may also be programmed to review P2 solutions for specific compliance requirements. The requirements could vary depending on state and local requirements and the P2 opportunities identified by the activity.

P2 plan updates shall incorporate efforts to utilize pollution prevention to achieve sustained compliance at the lowest life cycle cost. P2 plan updates should utilize integrated environmental quality planning to support operational readiness by targeting source reduction efforts and in turn reducing regulatory and cost impacts on Navy operations.

Activities are required to review their P2 Plans on at least an annual basis. This review should identify any significant changes in activity mission, function and personnel; progress on actions identified in the P2 Plan; changes to compliance requirements; and changes in activity priorities. Base personnel should accomplish this review, if feasible, and document it informally by marking up the existing P2 plan or simply adding a short update section.

Activities are required to revise their P2 Plan at least every three years. P2 Plan revisions should focus on identification of opportunities to utilize P2 to meet compliance requirements and to lower overall environmental quality program life cycle costs. The revisions should include revalidation and documentation of the key plan elements identified in 5090.1B, CH-1, Chapter 3-5.4.

EPR Data Entries

Project Name: Installation Pollution Prevention Plans (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)
Project Assessment: H (pick field; high, medium, low)
Compliance Status: POAI (pick field from EPR , automatically changes class)
Pillar: PVN (pick field from EPR software)
Guidebook #: 10001 (Continued)

Project Name:	Installation Pollution Prevention Plans
Fund Command:	(pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor:	04 (pick field from EPR indicating the command sponsoring project)
Cookbook #:	10001 (field must be entered by user)
PPI#:	7 RECURRING (field must be entered by user, see Appendix E of the Guidebook)
Progress Code:	9 FOR RECURRING(pick field from EPR)
P2 Category:	A00 (pick field from EPR)
Navv Assessment Level:	1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG:	(field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command:	(pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority:	1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments:	(Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)
Narrative:	(Give a detailed description of the project in accordance with Appendix D . Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.) To justify the project, the narrative should include: <ul style="list-style-type: none"> • what p2 opportunities are identified • what p2 equipment purchases are included in the plan • indicate who will accomplish the work (in-house vs. contractor) • describe how the costs are determined • identify site-specific process codes for incorporation in HSMS • identify the building where processes occur to relate to GIS • describe if there are any relationships with other projects and identify those projects by Guidebook number

Guidebook #: 10001 (Continued)

Project Name: Installation Pollution Prevention Plans

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your service provider (e.g., EFD/EFA, NFESC, PWC, FASTT Team, etc.)” The service provider can generate the most accurate cost estimate for their respective organizations.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Funds are for plan update, and studies related to significant changes and material elimination. Activities should refer to the [Joint Service Pollution Prevention Technical Library](#) for available technologies and additional information.

Effective Date: Current; review annually; updates required every 3 years to coincide with the PPEP data calls.

Cost Guidance: Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Cost to Complete Triennial (every 3 years) P2 Revisions:

	Simple	Complex
Large (400 + processes)	\$ 35,000	\$ 120,000
Medium (100 – 400 processes)	\$ 26,000	\$ 52,000
Small (1 – 100 processes)	\$ 2,500	\$ 26,000
Administrative	\$ 1,250 – 2,500	

R)

Note: these numbers were changed to reflect historical numbers from a sort of P2 projects as part of EPR PR01 submittals for CLF.

Simple: Limited detail, no TRI, limited scope, and limited number of HW operators and media.

Complex: TRI reporting, multiple fencelines, multiple tenants/platforms, diversity of media.

Initial Plans: Use historical cost. (Approximately 2 to 3 times the update costs listed above). Detailed justification is required.

Field Survey accounts for approximately 50% of the cost and could be less, if HSMS is deployed and fully implemented.

Annual P2 Plan updates should be accomplished with in-house personnel whenever feasible. If not, a small amount of funding (up to \$10K) can be programmed to utilize a contractor or another Navy organization on a reimbursable basis.

Guidebook #: 10002

Project Name: Toxic Release Inventory Reporting (Form R Reporting)

Requirement: 40 CFR 372;and 40 CFR 370; Executive Order 12856 and 5090.1b, ch-1, Chapter 4-5. Navy installations within the customs territory of the United States and Guam are required to comply with the Toxic Release Inventory requirements of the Emergency Planning and Community Right-To-Know Act (EPCRA). Navy installations must inventory and track more than 700 different chemicals to date, which may enter the installation workplaces, and report annually releases of any of these toxic chemicals which exceed EPCRA thresholds. In addition, EPA has the authority to add any chemicals deemed necessary to this list at any time during a reporting year based on available risk data. Activities are required to document every year that they reviewed their data to determine that the appropriate thresholds were/were not met and keep that information on file for review by the regulators.

EPR Data Entries

Project Name: Toxic Release Inventory Reporting (Form R Reporting) (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: POAI (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10002 (field must be entered by user)

PPI#: 7 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: C02 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Guidebook #:	10002 (Continued)
Project Name:	Toxic Release Inventory Reporting (Form R Reporting)
Regulatory Authority:	1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments:	(Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of Appendix D for examples and for appropriate format of cost information.)
Narrative:	(Give a detailed description of the project in accordance with Appendix D . Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.) To justify the project, the narrative should include: <ul style="list-style-type: none"> • a description of how many chemicals and processes are involved and an explanation of previous reporting year requirements • who will accomplish the work • a breakdown of the costs (contractor vs. in-house personnel) • an indication if an automated software is used to do the calculations
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
<hr/>	
Other Comments:	To collect data, perform calculations, determine threshold quantities, and if required, meet Form R reporting requirements. All Navy activities are required to file using the Automated Form R format each year.
Effective Date:	Current; Annual reporting requirement; due to EPA no later than July 1 st . A copy of the data must be sent to CNO by August 1 st .

Guidebook #:

10002 (Continued)

Project Name:

Toxic Release Inventory Reporting (Form R Reporting)

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

\$300 - \$1,000 per work center, dependent on availability of hazardous substance management system (HSMS). Justification must be provided as to what the costs are based on (i.e., number of work centers, shops, etc.). In addition, cost guidance could be impacted by: 1) change in contractors; 2) use of new chemicals; 3) changes in guidance 4) regionalization and 5) full implementation of HSMS.

Guidebook #: 10003

Project Name: Cost Effective Waste Reduction

Requirement: Executive Order 12856 and Executive Order 13101, 5090.1B ch-1, Chapter 3-4; require all federal installations to develop and implement program to reduce toxic chemical releases, and implement cost effective waste reduction practices, primarily through the use of source reduction. Use of source reduction and hazardous material minimization technology will provide Navy installations with a means to meet these reduction goals as well as achieve significant cost avoidance in the areas of hazardous waste disposal, toxic use reduction and toxic emissions reduction. These initiatives must be in accordance with and identified within the installation P2 Plan.

EPR Data Entries

Project Name: Cost Effective Waste Reduction (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)

Project Assessment: M (pick field; high, medium, low)

Compliance Status: ESDF (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10003 (field must be entered by user)

PPI#: 27 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1, 2, 3, or 4 (pick field from EPR)

P2 Category: C02 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10003 (Continued)

Project Name: Cost Effective Waste Reduction

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify the project, the narrative should include:

- a discussion on what the opportunity is and the affected process
- a discussion on compliance issues to be resolved
- any permits required and associated fees
- an indication of who will accomplish the work (PWC, contractor, in-house staff, etc)
- a reference to the appropriate P2 Alternatives
- impact to other projects
- projected cost savings by implementing this project

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Item funds P2 initiatives such as shop realignment, process reconfiguration and/or change-out, upgrades to existing systems, retooling, permitting, purchase of routine Items, and general tasks associated with a P2 opportunity. This Item should not be used for recycling and pollution prevention equipment available through the Pollution Prevention Equipment Program (PPEP). Such equipment is bought with centralized OP,N funds and programmed via a separate data call from CNO to the claimants each November. See Cookbook Item [10005](#) for site prep associated with a PPEP product installation.

Effective Date: Current.

Guidebook #:

10003 (Continued)

Project Name:

Cost Effective Waste Reduction

Cost Guidance:

As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Refer to the [Joint Service Pollution Prevention Technical Library](#) for further information and as a cross-reference tool.

Guidebook #: 10004

Project Name: Other EPCRA (Non-TRI) Reporting

Requirement: 40 CFR 370; Executive Order 12856, and 5090.1b, ch-1, chapter 4-5. Navy installations must comply with all other sections of the Emergency Planning And Community Right-To-Know Act (EPCRA) not related to the Toxic Release Inventory (TRI) requirements (see Guidebook Item [10002](#) for TRI reporting requirements).

Section 302	EHS notification.
Section 303	Emergency planning information requested by the LEPCs.
Section 304	Emergency release notification.
Section 311	Community Right-To-Know information; MSDSs or list of MSDSs.
Section 312	Tier I / Tier II reports; due annually by March 1 st .

EPR Data Entries

Project Name: Other EPCRA (Non-TRI) Reporting (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: ESDP (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10004 (field must be entered by user)

PPI#: 7 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: C02 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Guidebook #: 10004 (Continued)

Project Name: Other EPCRA (Non-TRI) Reporting

Regulatory Authority: 1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify the project, the narrative should include:

- specific state or local reporting requirements
- how the information is to be reported (category vs. constituent)
- who will accomplish the work
- breakdown of the costs (in-house labor vs. contractor)
- how the data was prepared and presented in previous years

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Explain in detail, what section of EPCRA the project is for and who the activity POC is for each part of the project; Also, identify who the LEPC and SERC is for the project.

Effective Date: Current.

Guidebook #:

10004 (Continued)

Project Name:

Other EPCRA (Non-TRI) Reporting

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Initial Cost:

Section 302:	N/A (done by installation)*
Section 303:	\$1,000**
Section 304:	N/A (done by installation)
Section 311:	\$10,000*
Section 312:	\$10,000–20,000***

* Depends on the requirements at each installation; costs are for initial data gathering (one time report), however, an update of 302 / 311 information is required if there is a chemical addition or deletion and the cost for this effort is minimal if done in conjunction with other EPCRA data gathering efforts.

** Dependent on information requested by LEPC.

*** Costs reflect updating the 312 data each year and if it is an initial data gathering effort then the Section 312 costs would be 4 times the costs reflected above. The cost also depends on the number of Chemicals required to be reported and how the information is reported (by category versus by chemical constituent).

Guidebook #: 10005

Project Name: Pollution Prevention (P2) Equipment Site Preparation

Requirement: Executive Order 12856; 5090.1B, ch-1, Chapter 3-5:: Navy installations are required to produce and implement Pollution Prevention plans. P2 equipment identified in these plans is purchased and installed through the Pollution Prevention Equipment Program (PPEP) using centralized OP, N funds. In some cases new construction and/or facility modifications and permits are necessary to support the equipment. These costs require O&MN funds and should be programmed using this Guidebook Item.

EPR Data Entries

Project Name: Pollution Prevention (P2) Equipment Site Preparation (field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: ESDF (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10005 (field must be entered by user)

PPI#: 22 IF RCRA HAZWASTE, 23 IF RCRA SOLID WASTE, 24 IF CAA, 25 IF CWA, 26 IF HAZMAT REDUCTION, 27 IF OTHER LAWS/REGS (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 – NON RECURRING BASED ON THE P2 EQUIPMENT INSTALLATION PLAN AT EACH SITE (pick field from EPR)

P2 Category: D01(pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10005 (Continued)

Project Name: Pollution Prevention (P2) Equipment Site Preparation

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify the project, the narrative should include:

- detailed information on what the project is for and the complexity of the project
- impact on other projects and other environmental media
- required information for permits
- identifying any cost savings as a result of implementation of the project
- identify if project is being completed as part of another project

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Item is to fund the site assessment, design and construction of any modifications or improvements to a site, and associated permits before P2 equipment delivery and installation. CNO issues a P2 equipment data call to the claimants each November. At that time all activity P2 equipment requirements should be submitted to Major Claimants. Major claimants will forward the equipment requirements to the PPEP Core Committee for centralized OP, N procurement. Consult your EFD/EFA representative for additional guidance on costing and applicability of this Guidebook Item.

Effective Date: Current

Guidebook #:

10005 (Continued)

Project Name:

Pollution Prevention (P2) Equipment Site Preparation

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Minor Project Support:	\$5,000
Average Project Support:	\$10,000 - 20,000
Major Project Support:	\$150,000

Minor Project Support involves minimal efforts such as constructing or modifying a small concrete pad.

Major Project Support involves multiple utility modifications, construction, and permitting.

Base Staff Civil Engineers, Public Works, and local EFD can assist with scoping and cost of a project.

Guidebook #: 10006

Project Name: Affirmative Procurement Program

Requirement: Executive Order 13101; DoDI 4715.4; ASN-RDA Environmental Policy Memorandum of 5 September 1996, Subj: Affirmative Procurement Program for Items Containing Recovered Materials. Activities/commands are required to establish affirmative procurement programs for all designated EPA guideline Items purchased by their activity/command. All purchases must meet or exceed the EPA guideline standards unless written justification is provided that a product is not available, competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price. This Item shall be used overseas also. This Guidebook Item is used to establish, promote, and maintain the program; however, it cannot be used to fund cost differentials to allow procurement of EPA guideline Items. (A)

EPR Data Entries

Project Name: Affirmative Procurement Program (field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PGM (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: POAI (pick field from EPR , automatically changes class)

Pillar: ESPD (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10006 (field must be entered by user)

PPI#: 26 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, or 4 (pick field from EPR)

P2 Category: E03 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10006 (Continued)

Project Name: Affirmative Procurement Program

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify this project, the narrative should include:

- detailed explanation of the program and the audience affected
- identification of the products targeted in the program
- breakdown of costs (setup, equipment, training, system maintenance, updates, advertisements, educational brochures, etc.)
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments:

Effective Date: Current

Cost Guidance: As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Dependent on activity/command size and mission and complexity of the program chosen.

Guidebook #:

10007

Project Name:

Installation Recycling Programs

Requirement:

Executive Order 13101; DODI 4715.4; OUSD(A&T) memo of 13 May 1998, Subj: “New DoD Pollution Prevention Measure of Merit”; OPNAVINST 5090.1B, ch-1, Chapter 14 OEBGD, FGS and applicable Host Nation laws. Naval commands must initiate a program to promote cost effective waste prevention and recycling of reusable materials at all of its installations. Installations must establish recycling programs implemented pursuant to the executive order and must be compatible with applicable state and local recycling requirements and Department of Defense Instruction 4715.4. (A)

In response to EQ 13101, the Department of Defense (DoD) established a new DoD Pollution Prevention (P2) Measure of merit (MoM) entitled “Non-hazardous Solid Waste Diversion Rate.” The new MoM replaced two previous solid waste MoMs, “Non-hazardous Solid Waste Disposal” and “Non-hazardous Solid Waste Recycling” measures, effective the beginning of FY1999. **Consistent with DoD and Department of Navy (DoN) policy, compliance with the goals established under EO 13101 is a Level 1 requirement for Navy major claimants and activities.** (A)

The new “Non-hazardous Solid Waste Diversion Rate” MoM reads as follows: (A)

“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 Navy will track progress toward the goal of 40 percent diversion of non-hazardous solid waste at the major claimant level. This will enable major claimants to make cost effective decisions on how best to achieve an overall 40 percent diversion rate for installations within their claimancy. Major claimants and Regional Commanders are encouraged to investigate opportunities for regional recycling and composting efforts. (A)

Guidebook #: 10007 (Continued)

Project Name: Installation Recycling Programs

Requirement: Major claimants with cognizance over shore installations, including Navy Working Capital Fund (NWCF) activities, shall plan, program and budget to comply with this Level 1 requirement. To the extent that the cost to comply with applicable Level 1 program requirements exceeds the proceeds from sales of recyclable materials available to reimburse program costs, major claimants and installations may program required additional funding. **It should be noted that in all instances, program proceeds must be used to cover program costs before any appropriated funds are used.** In effect, installations using appropriated funds to cover program costs cannot fund any discretionary efforts with program proceeds. (A)

EPR Data Entries

Project Name: Installation Recycling Programs (field must be entered by user)

Law/Regulatory Area: RCRD (pick field from EPR)

Environmental Category: RCYP (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: SWMP (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10007 (field must be entered by user)

PPI#: 23 FOR INITIAL START UP OF PROGRAM – NON RECURRING, 7 FOR ONGOING OPERATION OF PROGRAM RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 FOR INITIAL START UP – NON RECURRING, 9 FOR ON GOING OPERATION (pick field from EPR)

P2 Category: D03 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10007 (Continued)

Project Name: Installation Recycling Programs

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify this project, narrative should include:

- detailed explanation of the project
- justification for targeted wastestreams in the program
- any state or local mandates for recycling
- projected cost to achieve DoD MoM
- expected proceeds from sale of recyclable materials
- how the program will be carried out (inhouse personnel vs contractor)
- explain cost of program (labor vs operating expenses) and associated manyear requirements
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: The Qualified Recycling Program (QRP) Guide, NFESC UG-2004-ENV should be consulted for the establishment of a QRP. Additional information on P2 alternatives can be obtained by visiting the **P2 Library** (<http://enviro.nfesc.navy.mil/p2library>) or specifically the Solid Waste Management section (<http://enviro.nfesc.navy.mil/p2library/section7.html>) section of the Joint Services Pollution Prevention Opportunity Handbook for available recycling technologies and cost information.

Effective Date: Current

Guidebook #:

10007 (Continued)

Project Name:

Installation Recycling Programs

Cost Guidance:

Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Complex : Diversity of 7 or more waste streams
Start up and operation \$30,000

Simple: Diversity of 6 or fewer waste streams
Start up and operation \$10,000 to \$20,00

To determine the amount to be requested installations should do the following:

a. Utilize historic data and trend analysis to estimate the total program cost to support the major claimant program to achieve a 40% diversion rate by 2005.

b. Utilize available data sources to project expected recycling program proceeds available to offset program costs. Again, use of historical data is strongly recommended.

c. If estimated costs exceed projected program proceeds, installations may request the difference.

* IN HOUSE Manpower REQUIREMENTS must be INCLUDED IN THE Manpower GUIDEBOOK NUMBER (00000).

Guidebook #: 10008

Project Name: P2 Annual Data Summary (P2ADS)

Requirement: EO 13101; OPNAVINST 5090.1B, ch-1, Chapter 14-5; The P2ADS requires extensive data gathering for an annual comprehensive report of all aspects of the activity's pollution prevention and recycling programs formerly reported under the annual Hazardous Waste and Solid Waste annual reports. Data is required to allow Navy activities, claimants, and CNO(N45) to ensure that the Navy's P2 program is compliant with the requirements of Executive Orders 12856 and 13101 and to support development and implementation of cost effective programs to meet those requirements.

EPR Data Entries

Project Name: P2 Annual Data Summary (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: POLP (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04/09B/07 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10008 (field must be entered by user)

PPI#: 7 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: A00 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 4 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10008 (Continued)

Project Name: P2 Annual Data Summary (P2ADS)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: References: P2 ADS Guidance: NFESC UG-2025-ENV, December 1997 or current annual updated version.

Effective Date: December 1997

Cost Guidance: Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Prepare report \$2,000 to \$5,000

Guidebook # 10009

Project Name: Construct Recycling Facility

Requirement: EO 13101, Department of Defense Instruction 4715.5, DODI 4715.4; and OPNAVINST 5090.1B, ch-1, Chapter 14. Chapter 14 requires installations to recycle scrap metal, high-grade paper, corrugated containers, aluminum cans, newspapers, magazines, office paper, plastics, and wood unless the net cost of recycling a given Item exceeds the net income plus avoided disposal costs. As a result, a suitable recycling facility is needed to store and process recyclable materials.

EPR Data Entries

Project Name: Construct Recycling Facility (field must be entered by user)

Law/Regulatory Area: RCRD (pick field from EPR)

Environmental Category: RCYP (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10009 (field must be entered by user)

PPI#: 23 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3,or 4 (pick field from EPR)

P2 Category: E03 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook # 10009 (Continued)

Project Name: Construct Recycling Facility

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR, or MCN (pick field from EPR)

Other Comments: ***P2 Alternatives:*** Facilities should consider cost effective pollution prevention alternatives when constructing a recycling facility. Additional information on these and other P2 alternatives can be obtained by visiting the **P2 Library** (<http://enviro.nfesc.navy.mil/p2library>) or specifically the Solid Waste Management section of the Joint Services Pollution Prevention Opportunity Handbook (<http://enviro.nfesc.navy.mil/p2library/section7.html>) for available technologies and cost information.. Equipment designated as Pollution Prevention Equipment Procurement (PPEP) below must be programmed via a separate CNO data call.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

\$ 400K to build 10,000 sq. ft. warehouse with small office and bathroom facilities (may be less if a pre-fab building is purchased)

\$100K to pave 20,000 sq. ft. lot

PPEP Equipment: Truck scale, 20 ton/day baler, Conveyor separator, 40 yard roll-off, Roll-off bins

NAVSUP Funded: Forklift

Guidebook # 10010

Project Name: Construct Composting Facility

Requirement: OPNAVINST 5090.1B, ch-1, Chapter 14 DODI 4715.4 requires installations to evaluate composting operations on or off base. All installations worldwide shall operate a composting program or participate in a regional composting program, where practicable. (R)

EPR Data Entries

Project Name: Construct Composting Facility (field must be entered by user)

Law/Regulatory Area: RCRD (pick field from EPR)

Environmental Category: RCYP (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04/09B/07 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10010 (field must be entered by user)

PPI#: 23 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3 or 4 (pick field from EPR)

P2 Category: E03 (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 2-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook # 10010 (Continued)

Project Name: Construct Composting Facility

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)**Funding:**
(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: ***P2 Alternatives:*** Facilities should consider cost effective pollution prevention alternatives when constructing a composting facility. Additional information on these and other P2 alternatives can be obtained by visiting the **P2 Library** (<http://enviro.nfesc.navy.mil/p2library>) or specifically the Solid Waste Management section (<http://enviro.nfesc.navy.mil/p2library/section7.html>) section of the Joint Services Pollution Prevention Opportunity Handbook for available technologies and cost information. Equipment designated as Pollution Prevention Equipment Procurement (PPEP) below must be programmed via a separate CNO data call.

Effective Date: Current

Cost Guidance: Note: The following figures are for general guidance only. As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

\$ 35K to pave 6000 sq. ft. area and build stalls for compost material storage.

PPEP Equipment: Office trailer, Brush shredder, Windrow turner, Screen/trommel, Tub grinder, Paper shredder, In-vessel Composter.

NAVFAC Rolling Stock Funded: Front end loader.

Guidebook #: 10099

Project Name: Navy Environmental Leadership Program

Requirement: Executive Order 13101 requires all Federal Agencies to establish model facility demonstration programs to demonstrate and test new and innovative approaches to source reduction, recycling, and affirmative procurement. CNO has designated NAVSTA Mayport and NAS North Island as the Navy Environmental Leadership Program (NELP) installations.

EPR Data Entries

Project Name: Navy Environmental Leadership Program (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10099 (field must be entered by user)

PPI#: 7 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: *See chapter comments*(Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 10099 (Continued)
Project Name: Navy Environmental Leadership Program
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments:

Effective Date: Depends on agreement

Cost Guidance: As indicated in [paragraph A.2 of Chapter 0](#) facility specific information should be used for developing cost estimates for the EPR submissions.

Not available - will depend on action required.

Guidebook #: 10940
Project Name: Training
Requirement: Level 1 training required by specific federal, state or local laws or regulations or executive orders; and training required to allow Navy activities to achieve and maintain compliance with the P2 requirements of federal, state or local laws or regulations or executive orders.

EPR Data Entries

Project Name: Training (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: TRNG (pick field from EPR, Law/Reg dep.)
Project Assessment: M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: PVN (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 10940 (field must be entered by user)
PPI#: 2 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: B00(pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement or required to achieve and maintain compliance with a legal requirement,, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #:	10940 (Continued)
Project Name:	Training
Narrative:	<p>(Give a detailed description of the project in accordance with Appendix D. Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)</p> <p>To justify project, narrative should include:</p> <ul style="list-style-type: none"> • type of training and reason for training • number of people attending • location of the training • cost breakdown (tuition versus travel) • impact if not funded
Funding:	(Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is <u>for guidance only</u> . To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code:	O&MN or O&MNR (pick field from EPR)
<hr/>	
Other Comments:	<p>This Cookbook Item should for all P2 related training requirements, both those that are mandated by statute, regulation, or executive order and those necessary to allow compliance with P2 requirements in federal, state and local laws and regulations and executive orders. Activities must enter the title and purpose of the training being requested.</p> <p>See additional information provided in section A.6.a of Chapter 0.</p>
Effective Date:	Dependent on specific pollution prevention and/or EPCRA training requirements.
Cost Guidance:	Dependent on specific pollution prevention and/or EPCRA training requirements.

Guidebook #: 10949
Project Name: Travel Related to 10940 (Activities please use a descriptive title)
Requirement: Dependent upon specific training requirements indicated in Guidebook Item [10940](#).

EPR Data Entries

Project Name: Travel Related to 10940 (field must be entered by user)
Law/Regulatory Area: MULT (pick field from EPR)
Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)
Project Assessment: H/M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR, automatically changes class)
Pillar: PVN or CMP or CNS or CLN (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 4 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 10949 (field must be entered by user)
PPI#: 2 (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 9 (pick field from EPR)
P2 Category: (pick field from EPR)
Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement or required to achieve and maintain compliance, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)
Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)

Guidebook #: 10949 (Continued)
Project Name: Travel Related to 10940 (Activities please use a descriptive title)
Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)
Fund Code: O&MN or O&MNR (Pick field from EPR)

Other Comments: This Guidebook Item should only be used for travel requirements that are related to training as indicated in Guidebook Items [10940](#). Activities must enter the title and purpose of the travel being requested. Use only if total travel cost for any single year is more than \$5,000.
See additional information provided in section A.5.b of Chapter 0.

Effective Date: Dependent on specific training requirements.
Cost Guidance: Dependent on specific training locations.

Guidebook #: 10950
Project Name: Specific State Requirements
Requirement: Dependent upon specific state pollution prevention and/or EPCRA requirements which are either more stringent than or not addressed in existing Federal requirements.

EPR Data Entries

Project Name: Specific State Requirements (field must be entered by user)
Law/Regulatory Area: PRVN (pick field from EPR)
Environmental Category: POLP (pick field from EPR, Law/Reg dep.)
Project Assessment: M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: PVN (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 10950 (field must be entered by user)
PPI#: 27 IF NON RECURRING, 7 IF RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 IF NON RECURRING, 9 IF RECURRING(pick field from EPR)
P2 Category: A00 (pick field from EPR)
Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 2 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 10950 (Continued)

Project Name: Specific State Requirements

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify project, narrative should include:

- a detailed explanation of the requirement
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should only be used for specific State requirements that are not addressed in the requirements of an existing Guidebook Item. When using this Guidebook Item activities must enter the title and purpose of the specific State requirement. Additionally, activities must give a brief description of the requirement, which shops/buildings/operations the requirement affects, and impact of not funding the project.

Effective Date: Dependent on specific State pollution prevention and/or EPCRA requirements.

Cost Guidance: Dependent on specific State pollution prevention and/or EPCRA requirements.

Guidebook #: 10960
Project Name: Specific Local Requirements
Requirement: Dependent upon specific local pollution prevention and/or EPCRA requirements which are either more stringent than or not addressed in existing Federal or state requirements.

EPR Data Entries

Project Name: Specific Local Requirements (field must be entered by user)
Law/Regulatory Area: PRVN (pick field from EPR)
Environmental Category: POLP (pick field from EPR, Law/Reg dep.)
Project Assessment: M/L (pick field; high, medium, low)
Compliance Status: (pick field from EPR , automatically changes class)
Pillar: PVN (pick field from EPR software)
Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)
Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)
Cookbook #: 10960 (field must be entered by user)
PPI#: 27 IF NON RECURRING, 7 IF RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)
Progress Code: 1,2,3, OR 4 IF NON RECURRING, 9 IF RECURRING (pick field from EPR)
P2 Category: A00 (pick field from EPR)
Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)
AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)
Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)
Regulatory Authority: 3 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)
Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 10960 (Continued)

Project Name: Specific Local Requirements

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify the project, the narrative should include:

- a detailed explanation of the requirement
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should only be used for specific Local requirements that are not addressed in the requirements of an existing Guidebook Item. When using this Guidebook Item activities must enter the title and purpose of the specific Local requirement. Additionally, activities must give a brief description of the requirement, which shops/buildings/operations the requirement affects, and impact of not funding the project.

Effective Date: Dependent on specific local pollution prevention and/or EPCRA requirements.

Cost Guidance: Dependent on specific local pollution prevention and/or EPCRA requirements.

Guidebook #: 10970

Project Name: Specific Overseas Requirements

Requirement: 5090.1B, CH-1 Level 1 requirements consist of compliance with the Final Governing Standards (FGS) or the Overseas Environmental Baseline Guidance Document (OEBGD), if a FGS has not been written, to protect human health and the environment. Additionally, DODI 4715.4 and 4715.5 and EO 13101 have additional requirements that apply to overseas activities and requirements should be cited .

EPR Data Entries

Project Name: Specific Overseas Requirements (field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PRGM (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PRVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10970 (field must be entered by user)

PPI#: 27 IF NON REUCRRING, 7 IF RECURRING (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 IF NON RECURRING, 9 IF RECURRING(pick field from EPR)

P2 Category: C02 (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 5, 6, or 7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 10970 (Continued)

Project Name: Specific Overseas Requirements

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify project, the narrative should include:

- detailed explanation of the requirement
- impact on other projects
- impact on regional programs
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Project name/title must be specific describing the exact requirement that is being addressed. Costs should be based upon historical data and similar projects in CONUS. Your geographical EFD/EFA can assist in the formalization of the requirement and provide budget estimates. Additionally, activities must give a brief description of the requirement, which shops/buildings/operations the requirement affects, and the impact of not funding the project.

Effective Date: Dependent on specific Final Governing Standards (FGS) or Overseas Environmental Baseline Governing Document (OEBGD) pollution prevention requirements.

Cost Guidance: Dependent on specific Final Governing Standards (FGS) or Overseas Environmental Baseline Governing Document (OEBGD) pollution prevention requirements.

Guidebook #: 10990

Project Name: Specification and Standards Review

Requirement: Executive Orders 12856, 13101, and 12979. Each Federal agency and military department is required to review specifications and standards for the use of hazardous materials and to make revisions where appropriate to eliminate or reduce the use of hazardous materials. In addition, where applicable, review and revise Federal and military specifications, product descriptions, and standards to enhance Federal procurement of products made from recovered materials or that are environmentally preferable.

EPR Data Entries

Project Name: Specification and Standard Review (field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment: M/L (pick field; high, medium, low)

Compliance Status: PGMT (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10990 (field must be entered by user)

PPI#: 7 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 (pick field from EPR)

P2 Category: F00(pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 10990 (Continued)

Project Name: Specification and Standards Review

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
 To justify project, narrative should include:

- a detailed description of the impacted specification or standard
- an explanation of the cost savings if the change is implemented
- impact on other projects and cross-reference to other media requirements.
- impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Item is intended only for use by the Command Standardization Improvements Executives.

Effective Date: Current.

Cost Guidance: \$5,000 per document.

Guidebook #: 10991

Project Name: CHRIMP Implementation

Requirement: Executive Order 12856; OPNAVINST 5090.1B, ch-1, Chapter 3; Final Governing Standards, OEBGD or applicable Host Nation laws. Navy installations must reduce toxic chemical releases and off-site transfers by 50% (based on CY94 baseline). Use of hazardous material control and management through the CHRIMP process will provide Navy installations with a means to meet these reduction goals as well as achieve significant cost avoidance in the areas of hazardous waste disposal, toxic emission reductions, and hazardous material procurement.

EPR Data Entries

Project Name: CHRIMP Implementation (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10991 (field must be entered by user)

PPI#: 26 FOR NON RECURRING INITIAL CHRIMP PROGRAM SETUP, 7 FOR RECURRING CHRIMP PROGRAM OPERATION(field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 FOR NON RECURRING, 9 FOR RECURRING(pick field from EPR)

P2 Category: C00 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10991 (Continued)

Project Name: CHRIMP Implementation

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
 To justify project, narrative should include:

- Detailed description of the project, including type of database available and recommended upgrades
- Information on who will be managing the program (contractor vs inhouse personnel)
- Breakdown of cost information (identify equipment cost separate from manpower costs and identify initial setup costs separate from annual system maintenance costs)
- Impact if not funded
- Identification of which department will be managing the program

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Design, construction, and implementation of centralized reuse centers. Can also be used for database entries, program setup, computer upgrade projects directly related to CHRIMP, etc.

Effective Date: Current

Guidebook #:

10991 (Continued)

Project Name:

CHRIMP Implementation

Cost Guidance:

Initial Study Costs: \$20,000 / centralized area

Design and Construction:

Minor: \$50,000

Major: \$250,000

Equipment (including storage racks, materials handling, containment, and office equipment): \$50,000

Annual costs:

Small Facility: \$10,000

Large Facility: \$50,000

Base Staff Civil Engineers, Public Works, and local EFD can assist with scoping and cost of a project.

Guidebook #: 10992

Project Name: HSMS Implementation

Requirement: Executive Order 12856; OPNAVINST 5090.1B, ch-1, chapter 3; applicable Host Nation laws. Navy installations are required to reduce toxic chemical releases by 50% (based on CY94 baseline). Installations are also required to maintain accurate and current inventories of hazardous materials, track hazardous waste, and analyze in-process materials in order to effectively make these reductions. In addition, emissions and off-site transfers of more than 700 toxic chemicals must be tracked and may need to be reported to the EPA and states under TRI. To facilitate these tracking and reporting requirements, implementation of the Hazardous Substance Management System (HSMS) is essential, and CHRIMP must be in place before implementing HSMS.

EPR Data Entries

Project Name: HSMS Implementation (field must be entered by user)

Law/Regulatory Area: PRVN (pick field from EPR)

Environmental Category: PPEO (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: POAI (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10992 (field must be entered by user)

PPI#: 26 FOR INITIAL HSMS SETUP – NON RECURRING, 7 FOR ONGOING HSMS OPERATION (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 NON RECURRING, 9 FOR RECURRING (pick field from EPR)

P2 Category: C00 (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1, 4-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook #: 10992 (Continued)

Project Name: HSMS Implementation

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
 To justify project, narrative should include:

- Information on the complexity of CHRIMP (Guidebook Item [10991](#))
- Breakdown of costs (operational vs computer support)
- Impact if not funded
- Detailed breakdown of type of personnel to manage program
- Identification of which department/s will be functionally responsible for the program
- Number of departments participating (number of work centers)
- Number of cost centers, as well as number of processes
- Amount of information that is not downloaded during initial initial operating capability (ioc) phase

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: Costs given are to augment full HSMS implementation. Also, costs could vary depending on computer networking capabilities and hardware currently available on site.

Effective Date: Current.

Guidebook #: 10992 (Continued)

Project Name: HSMS Implementation

Cost Guidance:

Large (200 + processes):	\$ 60,000
Medium (50 – 200):	\$ 40,000
Small (1 – 50):	\$ 10,000

These costs are for software and database population and is based on development of site-specific process coding, algorithms, and process flow diagrams. These costs could be lower if the field work is done in conjunction with EPCRA data gathering or while updating P2 Plan. Some of the costs may be decreased by utilizing EFD/NFESC support for Waste Module implementation (Costs Exclude initial start-up costs funded by NAVSUP.)Annual costs are 25% of full implementation costs, and are for upkeep and maintenance of data and HM inventory.

Guidebook #: 10993

Project Name: Pest Management Plan

Requirement: FIFRA; OPNAVINST 6250.5B *Pest Management* ;DoD Instruction 4150.7 *DoD Pest Management Programs*; OPNAVINST 5090.1B. Pest management Plans shall be comprehensive, long range narrative documents. Installations shall develop, maintain, annually review and revise the Pest Management Plans (PMP). Installations shall have a pest management plan and update it at least every three years. Installation personnel should review their plan annually and revise their PMP. To ensure adequate oversight of DoD Component PMP, DoD Pest Management consultants or designated PM professionals shall conduct on-site reviews of installation pest management programs at least every 36 months with the following exceptions: Installations requiring less than 0.5 work-years of PM services shall be reviewed at the discretion of the cognizant PM consultant or installations that receive PM support from another installation.

EPR Data Entries

Project Name: Pest Management Plan (field must be entered by user)

Law/Regulatory Area: FFRA (pick field from EPR)

Environmental Category: PSAD (pick field from EPR, Law/Reg dep.)

Project Assessment: H (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: CMP (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10993 (field must be entered by user)

PPI#: 6 (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 9 RECURRING (pick field from EPR)

P2 Category: (pick field from EPR)

Navy Assessment Level: 1 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Guidebook No.: 10993

Project Name: Pest Management Plan (Continued)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify the project, the narrative should include:

- specific pesticides used
- any state or local requirements
- compliance or problem areas
- cost breakdown

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should only be used for Pesticide Management Plans. Additionally, activities must give a brief description of the requirement, which shops/buildings/operations the requirement affects, and impact of not funding the project.

Effective Date: .

Cost Guidance: Dependent on the size and complexity of the facility and the number of pests/pesticides.

Guidebook #: 10999

Project Name: Miscellaneous Requirements (Activities please use a descriptive title)

Requirement: Provide support for pollution prevention requirements not addressed in an existing Guidebook Item. Dependent upon specific pollution prevention requirements.

EPR Data Entries

Project Name: Miscellaneous Requirements (Activities please use a descriptive title)
(field must be entered by user)

Law/Regulatory Area: MULT (pick field from EPR)

Environmental Category: PGMT (pick field from EPR, Law/Reg dep.)

Project Assessment: H/M/L (pick field; high, medium, low)

Compliance Status: (pick field from EPR , automatically changes class)

Pillar: PVN (pick field from EPR software)

Fund Command: (pick field from EPR indicating the claimant providing the funds for the project)

Resource Sponsor: 04 (pick field from EPR indicating the command sponsoring project)

Cookbook #: 10999 (field must be entered by user)

PPI#: 22 IF RCRA C HAZWASTE, 23 IF RCRA D SOLID WASTE, 24 IF CAA, 25 IF CWA, 26 IF HAZMAT REDUCTION, 27 IF OTHER LAWS/REGS (field must be entered by user, see [Appendix E](#) of the Guidebook)

Progress Code: 1,2,3, OR 4 IF NON RECURRING, 9 IF RECURRING (pick field from EPR)

P2 Category: E04 (pick field from EPR)

Navy Assessment Level: 1-5 (field must be entered by user: 1-legal requirement, 2-navy policy, 3-pending regulation, 4-future requirement, 5-leadership initiative)

AG/SAG: (field must be entered by user; accounting group/sub-accounting group, claimant provides this code.)

Approving Command: (pick field from EPR indicating command with authority and responsibility for approving the project)

Regulatory Authority: 1-7 (pick field from EPR, indicating regulation reference: federal, state, local, etc.)

Comments: (Provide additional information to further clarify any of the above Guidebook Item elements and to further justify the project. Use this field to provide information that explains how the funds requested were calculated (e.g., indicate unit price and number of units considered to develop the cost estimates). See paragraph B.3 of [Appendix D](#) for examples and for appropriate format of cost information.)

Guidebook #: 10999 (Continued)

Project Name: Miscellaneous Requirements (Activities please use a descriptive title)

Narrative: (Give a detailed description of the project in accordance with [Appendix D](#). Use information provided as guidance by this Guidebook under sections “Requirement”, “Other Comments”, and “Cost Guidance” as well as local information available.)
To justify project, narrative should include:

- Detailed description of the project
- Cost breakdown
- Cross reference to other Guidebook Items and other media
- Impact if not funded

Funding: (Provide funds requested for each year of the PR or POM cycle. Information provided by this Guidebook under section “Cost Guidance” is for guidance only. To estimate required funding use local information available or consult your EFD/EFA.)

Fund Code: O&MN or O&MNR (pick field from EPR)

Other Comments: This Guidebook Item should be RARELY used. It should only be used when an individual can certify that all other Pollution Prevention Guidebook Items could not possibly be appropriate and all other media specific Guidebook Items would be inappropriate.

Effective Date: Dependent on specific pollution prevention requirements.

Cost Guidance: Dependent on specific pollution prevention requirements.