

**ENVIRONMENTAL INFORMATION MANAGEMENT SYSTEM**

This instruction implements AFPD 32-70, *Environmental Quality*, by providing guidance and procedures to standardize use of the Work Information Management System--Environmental Subsystem (WIMS-ES). WIMS-ES is the Air Force's computerized management information system to store, manage, and report environmental data of all kinds. Use it to measure compliance with the policies specified in AFPD 32-70 for the Air Force's environmental cleanup, compliance, conservation, and pollution prevention programs. This instruction specifies WIMS-ES objectives and responsibilities and defines standard terms. It describes each module, specifies which data personnel must enter before they release a record to the Air Staff, and specifies how often personnel must update data. It also specifies mandatory requirements for computer system administration to ensure data integrity and the smooth flow of data between bases, major commands (MAJCOM), and the Air Staff. Attachment 1 lists abbreviations and acronyms used in this instruction.

**Summary of Changes.**

This is the first publication of AFI 32-7002. It implements AFPD 32-70.

	<b>Paragraph</b>
<b>Chapter 1--How To Use This Instruction</b>	
Background .....	1.1
Concept .....	1.2
Responsibilities.....	1.3
<b>Chapter 2--Standard WIMS-ES Terms and Definitions</b>	
Hierarchy of Data .....	2.1
Data Management.....	2.2
Record Ownership .....	2.3
<b>Chapter 3--A-106 Module</b>	
Authority and Description .....	3.1
Adding New Records .....	3.2
Record Transfer .....	3.3
Record Updates .....	3.4
<b>Chapter 4--Release Reporting Module</b>	
Authority and Description .....	4.1
Adding New Records .....	4.2
Record Transfer .....	4.3
Record Updates .....	4.4
<b>Chapter 5--Environmental Compliance Assessment and Management Program (ECAMP) Module</b>	
Authority and Description.....	5.1

Record Updates .....	5.3
<b>Chapter 6--Underground Storage Tank Module</b>	
Authority and Description .....	6.1
Adding New Records .....	6.2
Record Transfer .....	6.3
Record Updates .....	6.4
<b>Chapter 7--Polychlorinated Biphenyl (PCB) Module</b>	
Authority and Description .....	7.1
Adding New Records .....	7.2
Record Transfer .....	7.3
Record Updates .....	7.4
<b>Chapter 8--Inspection and Enforcement Module</b>	
Authority and Description .....	8.1
Adding New Records .....	8.2
Record Transfer .....	8.3
Record Updates .....	8.4
Associated Metrics.....	8.5
<b>Chapter 9--Hazardous Waste Module</b>	
Authority and Description .....	9.1
Adding New Records .....	9.2
Record Transfer .....	9.3
Record Updates .....	9.4
Associated Metrics.....	9.5
<b>Chapter 10--Air Management Module</b>	
Authority and Description .....	10.1
Adding New Records .....	10.2
Record Transfer .....	10.3
Record Updates .....	10.4
<b>Chapter 11--Water and Wastewater Module</b>	
Authority and Description .....	11.1
Adding New Records .....	11.2
Record Transfer .....	11.3
Record Updates .....	11.4
<b>Chapter 12--Cleanup Module</b>	
Authority and Description .....	12.1
Adding New Records .....	12.2
Record Transfer .....	12.3
Record Updates .....	12.4
Associated Metrics.....	12.5
<b>Chapter 13--Pollution Prevention Module</b>	
Authority and Description .....	13.1
Adding New Records .....	13.2
Record Transfer .....	13.3
Record Updates .....	13.4
Associated Metrics.....	13.5
<b>Chapter 14--Conservation Module</b>	
Authority and Description .....	14.1
Adding New Records .....	14.2

Record Transfer .....	14.3
Record Updates .....	14.4
Associated Metrics .....	14.5

**Chapter 15--Training Tracking Module**

Description .....	15.1
Adding New Records .....	15.2
Record Transfer .....	15.3
Record Updates .....	15.4

**Chapter 16--System Administration**

Daily Transactions .....	16.1
Incoming and Outgoing Files .....	16.2
Rejected Record Processing .....	16.3
New Releases .....	16.4
Realigning a Base to a New MAJCOM .....	16.5

**Page**

**Figures**

1.1. WIMS-ES Module Interaction.....	5
1.2. WIMS-ES Main Menu.....	6
1.3. WIMS-ES Compliance Menu .....	6
3.1. EPA Form 3500-7 (Screen 1).....	9
3.2. EPA Form 3500-7 (Screen 2).....	9
3.3. EPA Form 3500-7 (Screen 3).....	10
3.4. EPA Form 3500-7 (Narrative Screen).....	10
3.5. EPA Form 3500-7 (Comment Screen) .....	11
4.1. Release Reporting Module.....	12
4.2. Release Report (Screen 1).....	13
4.3. Release Report (Screen 2).....	13
4.4. Release Report (Screen 3).....	14
5.1. ECAMP Module.....	15
5.2. ECAMP Overview.....	15
5.3. ECAMP Finding (Screen 1).....	16
5.4. ECAMP Finding (Screen 2).....	16
6.1. Underground Storage Tank Module.....	17
6.2. UST Tank Data (Screen 1).....	18
6.3. UST Tank Data (Screen 2).....	18
7.1. PCB Module.....	19
7.2. PCB Base Overview.....	20
7.3. PCB Item.....	20
8.1. Inspection and Enforcement Module.....	21
8.2. Regulatory Inspection .....	22
8.3. Enforcement Action (Screen 1).....	22
8.4. Enforcement Action (Screen 2).....	23
8.5. Enforcement Action (Screen 3).....	23
8.6. Enforcement Action (Screen 4).....	24
8.7. Enforcement Action Milestone .....	24
8.8. Enforcement Action Violation.....	25
8.9. Violation Milestone.....	25
8.10. Compliance Agreement (Screen 1).....	26
8.11. Compliance Agreement (Screen 2).....	26
8.12. Compliance Agreement (Screen 3).....	27
8.13. Compliance Agreement Milestone.....	27
9.1. Hazardous Waste Module.....	28
9.2. Hazardous Waste Management Overview.....	29
9.3. Waste Stream.....	29
9.4. Hazardous Waste Container.....	30
9.5. Record of Disposal.....	30

9.6. Disposal Site.....	31
10.1. Air Management Module.....	32
10.2. Overview of Base Air Program.....	32
10.3. Source Information.....	33
10.4. Emission.....	33
10.5. Control Equipment.....	34
10.6. Permit Information.....	34
10.7. Permit Milestones.....	35
11.1. Water and Wastewater Module.....	36
11.2. Overview of Base Water Program.....	37
11.3. Water Permit.....	37
11.4. Water Exceedance (Screen 1).....	38
11.5. Water Exceedance (Screen 2).....	38
11.6. Water Supply System (Screen 1).....	39
11.7. Water Supply System (Screen 2).....	39
11.8. Wastewater Treatment (Screen 1).....	40
11.9. Wastewater Treatment (Screen 2).....	40
12.1. Cleanup Module.....	41
12.2. Site Information.....	42
12.3. DERA Site Schedule.....	42
12.4. DERA Funding Data for Site.....	43
12.5. DERA Requirements Information (Screen 1).....	43
12.6. Program Managers Information.(Screen 2 of Requirement Record).....	44
12.7. DERA Requirement Information.(Screen 3).....	44
13.1. Pollution Prevention Module.....	45
13.2. Pollution Prevention Overview.....	46
13.3. Pollution Prevention Programming (Screen 1).....	46
13.4. Pollution Prevention Programming (Screen 2).....	47
13.5. Pollution Prevention Programming (Screen 3).....	47
13.6. Pollution Prevention Programming (Screen 4).....	48
13.7. Pollution Prevention Funds Programmed.....	48
13.8. Pollution Prevention Funds Executed.....	49
13.9. Municipal Solid Waste Overview.....	49
13.10. Municipal Solid Waste.....	50
13.11. Affirmative Procurement Quarterly Overview.....	50
13.12. Affirmative Procurement Material Type.....	51
13.13. HAZMAT Purchases.....	51
13.14. T.O./MILSPEC/MILSTD Change Status (Screen 1).....	52
14.1. Conservation Module.....	54
14.2. Base Overview--BCP Status.....	54
14.3. Base Overview--AICUZ Study Status.....	55
14.4. EIAP Action.....	55
14.5. Miscellaneous EIAP Record.....	56
14.6. EA/ER Milestones.....	56
14.7. EIS Milestones (Screen 1).....	57
14.8. EIS Milestones (Screen 2).....	57
14.9. Mitigation Record.....	58
14.10. Natural/Cultural Resources General Information.....	58
14.11. Natural/Cultural Resources Inventory.....	59
14.12. Natural/Cultural Resources Program Status.....	59
14.13. Natural and Cultural Resources Finances (Screen 1).....	60
14.14. Natural and Cultural Resources Finances (Screen 2).....	60
14.15. Natural and Cultural Resources Base Personnel.....	61
14.16. Natural and Cultural Resources MAJCOM Personnel.....	61
14.17. Threatened and Endangered Species .....	62
15.1. Training Tracking Module.....	63
15.2. Environmental Training Record.....	63

Chapter 1

HOW TO USE THIS INSTRUCTION

1.1. Background:

1.1.1. WIMS-ES Objectives. The objectives of WIMS-ES are to provide an information system to help installations manage their environmental programs and to enable efficient reporting of environmental data to MAJCOMs and the Air Staff.

1.1.2. WIMS-ES Overview. The Air Force functionally organized WIMS-ES into thirteen "modules" shown in figure 1.1. You may access five modules (A-106, Cleanup, Pollution Prevention, Conservation, and Training Tracking) from the main menu (figure 1.2).

You may access the Compliance Program Modules from the main menu by using PF-key 5 which takes you to the Compliance Menu (figure 1.3). Eight modules are available on the Compliance Menu: The Release Reporting Module, the Environmental Compliance Assessment and Management Program (ECAMP) Module, the Underground Storage Tank (UST) Module, the Polychlorinated Biphenyl (PCB) Module, the Inspection and Enforcement Module, the Hazardous Waste Module, the Air Management Module, and the Water and Wastewater Module.

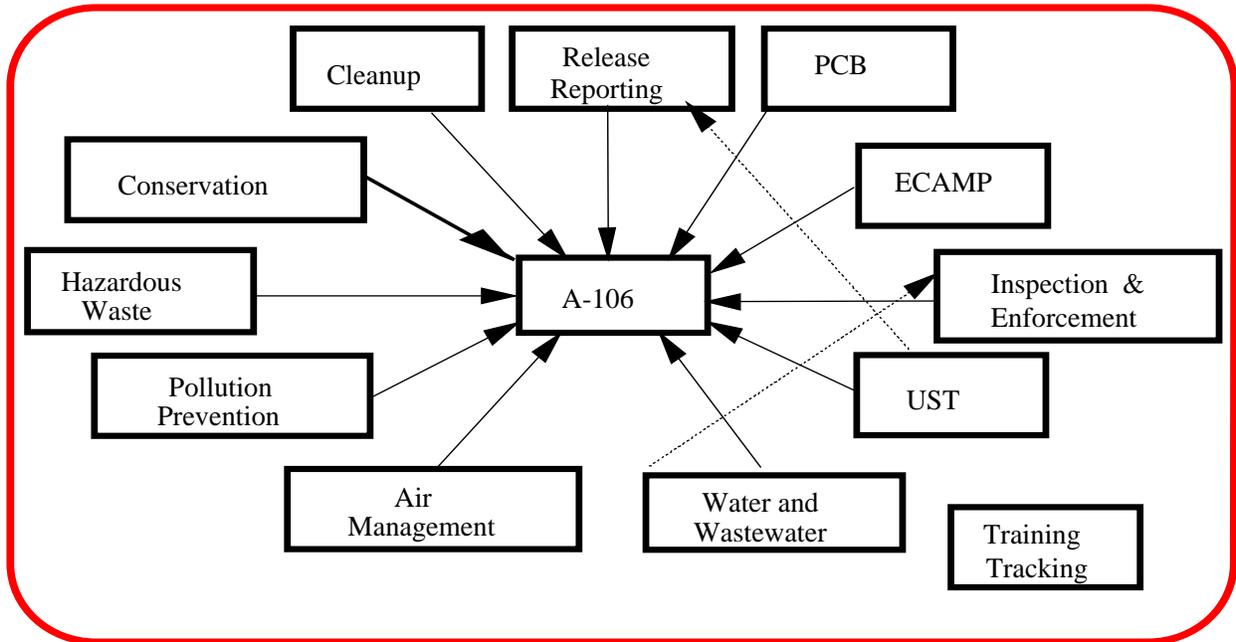
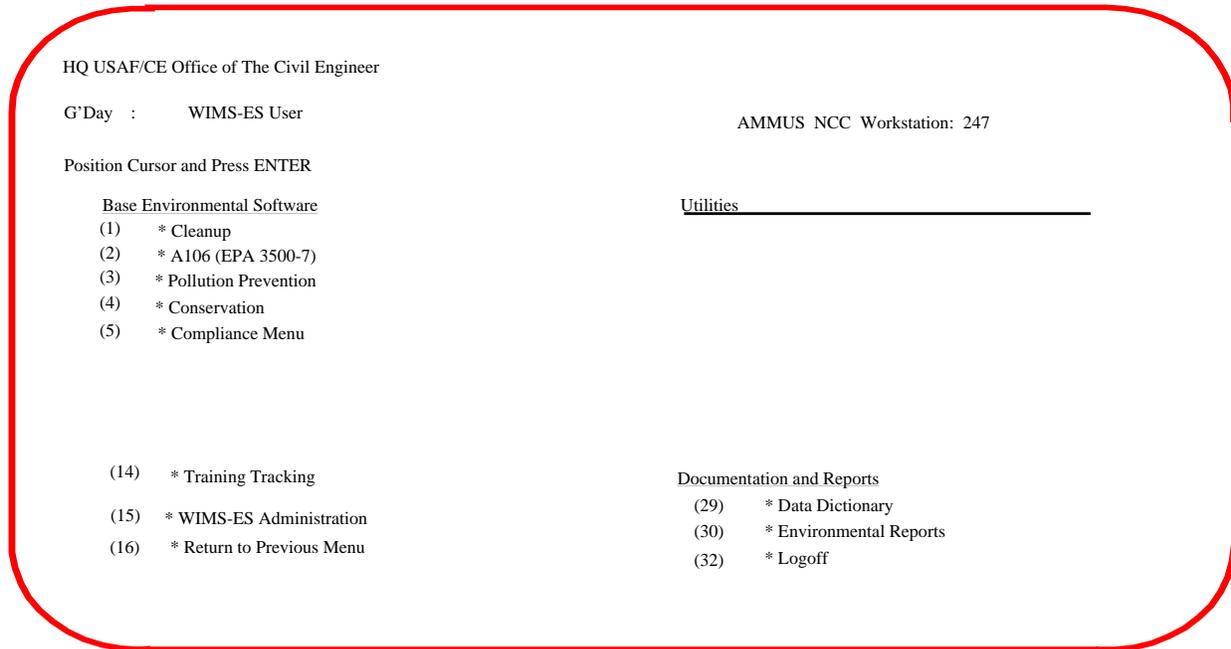
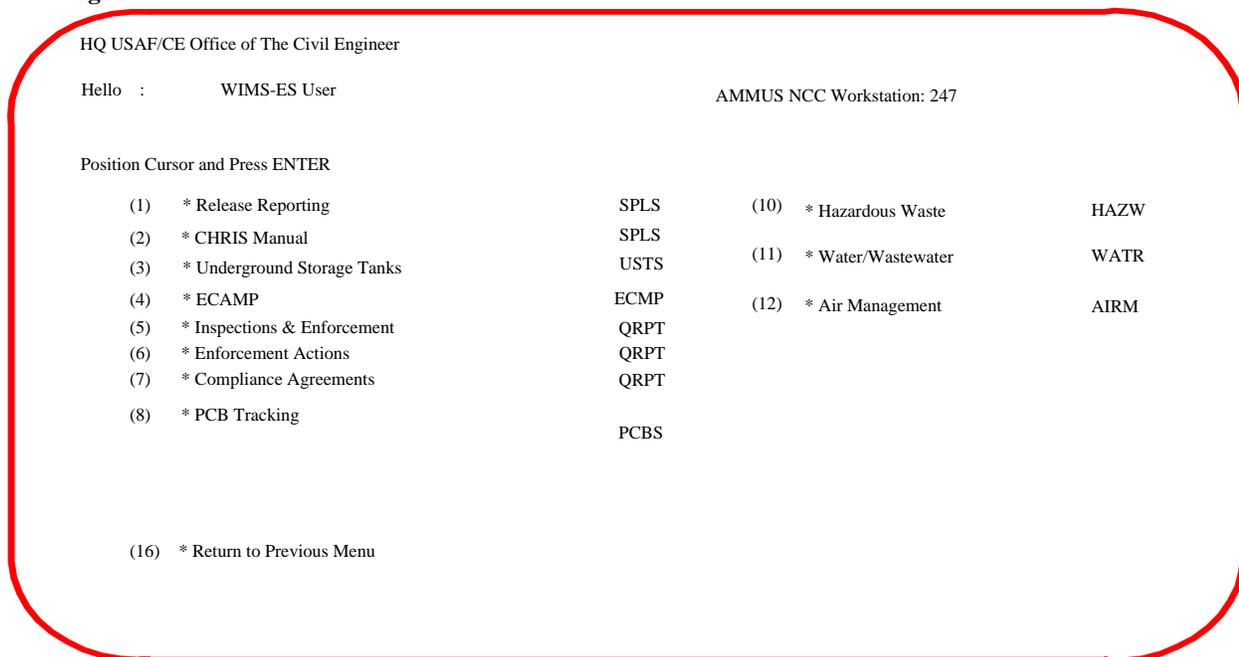


Figure 1.1. WIMS-ES Module Interaction



**Figure 1.2. WIMS-ES Main Menu.**



**Figure 1.3. WIMS-ES Compliance Menu.**

## 1.2. Concept:

1.2.1. This instruction provides MAJCOMs and installations with the basic information needed to comply with the environmental reporting requirements accomplished through WIMS-ES. This chapter contains responsibilities for WIMS-ES. More detailed instructions for each of the individual modules are in subsequent chapters. This instruction is not a "stand-alone" document. You must use it in conjunction with the *WIMS-ES User's*

*Manual* and the *WIMS-ES System Administrator Guide*. These documents provide far more detail.

1.2.2. MAJCOMs may identify necessary implementing guidance in their supplemental publications to this instruction.

## 1.3. Responsibilities:

1.3.1. **Headquarters United States Air Force (HQ USAF):**

1.3.1.1. **The Civil Engineer (HQ USAF/CE).** Sets policies for the operation and use of WIMS-ES and provides oversight and guidance to the MAJCOMs and field operating agencies. Approves changes to WIMS-ES.

1.3.2. **Field Operating Agencies:**

1.3.2.1 **Headquarters, Air Force Civil Engineer Support Agency (HQ AFCESA).** Develops and maintains WIMS-ES software. Sends periodic software updates to the MAJCOMs along with System Security Administrator (SSA) implementation instructions and an explanation of the revisions from a user perspective. Maintains the *WIMS-ES System Administrator Guide* and the *WIMS-ES User's Manual*. These documents are available "on-line" in the little "z" library of WANG word processing. Maintains a "help" line for users and SSAs to call if they need help using or administrating the software.

1.3.2.2. **The Air Force Center for Environmental Excellence (AFCEE) Regional Compliance Offices**

(RCO) assist MAJCOMs, ANGR, and installations in reviewing WIMS-ES records. Use the Inspection and Enforcement module to prepare quarterly compliance briefings for HQ USAF/CE and SAF/MIQ.

1.3.3. **Other Organizations:**

1.3.3.1. **The Air Force Institute of Technology (AFIT) School of Civil Engineering and Services (SOCES)** provides WIMS-ES training courses both at AFIT and on-site throughout the Air Force as needed.

1.3.4. **MAJCOM Responsibilities.** Oversee the operation of WIMS-ES at each assigned installation.

1.3.5. **Installation Responsibilities.** All Air Force installations (with the exception of ANG installations) must comply with the reporting requirements contained herein. For installations in foreign countries, see AFI 32-7006, *Environmental Program in Foreign Countries*, for further instructions on tracking and reporting requirements.

## Chapter 2

### STANDARD WIMS-ES TERMS AND DEFINITIONS

**2.1. Hierarchy of Data.** Fields, records, files, and modules comprise WIMS-ES.

2.1.1. **Field.** A field is the smallest element of data. It is one piece of information which can be either numeric or alpha/numeric. Each field has a finite length (number of characters).

2.1.2. **Record.** A record consists of many data fields which form a logical group. These fields group together on one or more screens.

2.1.3. **File.** A file is a collection of one or more records of the same type.

2.1.4. **Module.** A module is a collection of files grouped together by environmental program area.

**2.2. Data Management.** You can add, modify, delete, release, reject, or, in some cases, validate records. Normally base-levels adds records, then releases them to the MAJCOM, which in turn releases them to the Air Staff. After a base releases a record to their MAJCOM, the record "exists" at both levels. When MAJCOMs release a record, they simultaneously send a copy of the record to the Air Staff and to the appropriate RCO. The record then "exists" at all levels. From then on, whenever anyone modifies a record, the modifications go automatically to all locations where the record exists.

2.2.1. **Add.** Adding a record is the first step in creating WIMS-ES data. Use PF-key 11 to add a record.

2.2.2. **Modify.** After adding a record, you can change it by using PF-key 9 to enter the modify mode.

2.2.3. **Release.** After a base or MAJCOM adds a record, they must release it to the next higher level. Use PF-key 23 to release records to the next higher level.

2.2.4. **Delete.** If a record is invalid or incorrect, normally you can delete it by using PF-key 12. In some cases, you cannot delete records once they have been released to the MAJCOM or the Air Staff.

2.2.5. **Reject.** MAJCOMs or Air Staff may reject a record if the record is incorrect, invalid, or for any other reason. Rejecting a record sends ownership of the record back to the next lower level and deletes it off the rejecting level's system. Normally use PF-key 22 to reject a record.

2.2.6. **Validate.** Some WIMS-ES modules have a validation function (A-106, ECAMP, and Cleanup). Validation indicates that the system accepts a record and the record is correct. Normally use PF-key 21 to validate a record.

2.2.7. **Transaction.** When you release, reject, or validate a record, transactions are "cut" to send the record to other systems. This transaction remains in a queue at the sending system until you run transaction processing. Before the change appears on the receiving system, transaction processing must be run there as well. When a record exists on more than one system, and you modify a record, transactions are "cut" sending the change to all locations where the record exists. Again, you must run transaction processing at both the sending and receiving systems to complete the data transfer.

**2.3. Record Ownership.** Since records can exist simultaneously at more than one location, every record must have an "owner" to prevent modifications from crossing each other on the communication lines. Ownership of a record allows the record to be modified, released, or deleted. In nine of the modules, bases always

maintain ownership of their records. Those modules are the A-106, UST, PCB, Water and Wastewater, Air Management, Hazardous Waste, Cleanup, Pollution Prevention, and Training Tracking Modules. In the other four modules, bases retain ownership of their records until they release them to their MAJCOM at which time the

MAJCOM gains ownership. When MAJCOMs release these records to the Air Staff, Air Staff gains ownership.

**2.3.1. Field Ownership.** Within a record, some fields can have a different "owner" than the record as a whole. For instance, there are some MAJCOM and Air Staff-owned fields within base-owned records.

## Chapter 3

### A-106 MODULE

**3.1. Authority and Description.** All Federal agencies must report all planned environmental expenditures to the US Environmental Protection Agency (EPA) and the Office of Management and Budget (Executive Order 12088, *Federal Compliance with Pollution Control Standards*, October 13, 1978). Use the A-106 Module to satisfy that requirement and to budget for the restoration, compliance, conservation, and pollution prevention programs. Submit and validate all environmental projects through the A-106 process before funding. (RCS: HAF-CEV[AR]9411, *The A-106 Report*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**3.2. Adding New Records.** Add a record for a project when you identify an environmental requirement that requires funding to correct a violation of an existing law, meet a compliance agreement, anticipate a future compliance requirement, help achieve Air Force Pollution Prevention goals, comply with the Installation Restoration Program, or identify planned Operations and Services projects. Figures 3.1, 3.2, 3.3, 3.4, and 3.5 show a complete record. When adding a new record, figures 3.1, 3.2, and 3.3 appear (in that order). Once added, figure 3.2 appears first, followed by figures 3.3 and 3.1. Multi-year projects will have a record for each year, but share the same narrative. Add a project narrative by pressing PF-key 25 from any of the project screens to reach the Narrative Screen (figure 3.4). Bases, MAJCOMs, Air Staff, and RCOs can add comments on a project at the comments screen (figure 3.5). You can reach the

comments screen by pressing PF-key 26 from any of the project screens.

**3.2.1. Link to Projects by Contract Management System (PCMS).** When you create an A-106 record in WIMS-ES, you also create a "skeleton" record in the PCMS. The fields automatically entered into PCMS are the project number, project title, year funding is required, required amount, programmed amount, funding type, statutory authority, media, environmental compliance class, program element, and element of expense investment code (EEIC). You must add all environmental requirements through the A-106 module to create a corresponding PCMS record.

**3.3. Record Transfer.** When satisfied with an A-106 record, MAJCOMs should release it to the Air Staff for review, validation, or rejection.

**3.4. Record Updates.** A-106 records will reflect the current status of each project or requirement. When the Air Staff sends the annual A-106 report to the EPA, they place a copy of that record in the "EPA File" (formerly called the History File). Subsequently, if the project status changes, you must modify the "Active File" copy of the record and revalidate it so the Air Force can report the updated status to the EPA the following year. With the exception of "Continuous" projects, eventually you must modify every project to show a progress code of "Complete" or "Discontinued." Once the Air Force reports "Complete" or "Discontinued" to the EPA, it may no longer modify the record.



Active		A 1 0 6 (EPA Form 3 5 0 0 - 7) Funding Screen		Page 2 - 3																									
Base:	EGLIN	MAJCOM:	MTC																										
Project:	XWLU917001																												
Title:	CONST WASTEWATER TREAT. PLANT																												
Pgm FY:	1995																												
Fund Type:	MILCON																												
PE:	532 50																												
EEIC:	78056																												
	Base Project Costs		MAJCOM Funding Info.																										
Prg Amount:	\$6000000																												
CWE:	\$6000000																												
Obligated:				Funds Sent:																									
Total:				Total:																									
Expensed:																													
Env. Contact:	TOM PARIS			Phone:	904 555 1234																								
<table border="0"> <tr> <td>(1)Keys</td> <td>(2)First</td> <td>(3)Desc</td> <td>(4)Prev</td> <td>(5)Next</td> <td>(8)Find</td> </tr> <tr> <td>(9)Modify</td> <td>(10)Query</td> <td>(11)Add</td> <td>(12)Delete</td> <td>(13)Help</td> <td>(15)Print</td> </tr> <tr> <td>(17)ECAMP</td> <td>(26)Remrks</td> <td>(19)Inadq</td> <td></td> <td>(21)Valdat</td> <td>(16)Retrn</td> </tr> <tr> <td>(25)Narrat</td> <td></td> <td>(27)Summry</td> <td></td> <td></td> <td>(32)Exit</td> </tr> </table>						(1)Keys	(2)First	(3)Desc	(4)Prev	(5)Next	(8)Find	(9)Modify	(10)Query	(11)Add	(12)Delete	(13)Help	(15)Print	(17)ECAMP	(26)Remrks	(19)Inadq		(21)Valdat	(16)Retrn	(25)Narrat		(27)Summry			(32)Exit
(1)Keys	(2)First	(3)Desc	(4)Prev	(5)Next	(8)Find																								
(9)Modify	(10)Query	(11)Add	(12)Delete	(13)Help	(15)Print																								
(17)ECAMP	(26)Remrks	(19)Inadq		(21)Valdat	(16)Retrn																								
(25)Narrat		(27)Summry			(32)Exit																								

Figure 3.3. EPA Form 3500-7 (Screen 3).

EPA 3500-7 -- NARRATIVE					
Base:	EGLIN	MAJCOM:	MTC		
Project Number:	XWLU917001				
Narrative					
<p>CWA STANDARDS REQUIRE FACILITIES TO TREAT DOMESTIC AND INDUSTRIAL WASTEWATER. RAW SEWAGE FROM THE MAIN BASE AREA ENTERS A NETWORK OF ABOVEGROUND SANITARY LINES. THE UNTREATED SEWAGE THEN DISCHARGES INTO THE GULF OF MEXICO. RAW SEWAGE WILL CONTINUE TO DISCHARGE DIRECTLY INTO THE GULF OF MEXICO, VIOLATING THE CWA. TO REMEDY THE SITUATION, A 14,400 SQUARE FOOT PRE-ENGINEERED STEEL BUILDING WITH WASTEWATER TREATMENT EQUIPMENT WILL BE INSTALLED.</p>					
The entire record is displayed					
(1)Keys	(10)Query	(3)Desc	(5)Next	(15)Print	(8)Find
(9)Modify			(13)Help		(16)Retrn
					(32)Exit

Figure 3.4. EPA Form 3500-7 (Narrative Screen).

A 1 0 6 (EPA Form 3 5 0 0 - 7)

Base: EGLIN MAJCOM: MTC Project Number: XWLU917001 Pgm FY: 1995  
Desc.: CONST WASTEWATER TREAT. PLANT  
Base Comments:

MAJCOM Comments:

Air Staff Comments:

RCO Comments:

(1) Keys (2)First (3) Desc (4)Prev (5)Next (8)Find  
(9)Modify (10) Query (11)Add (12)Delete (13)Help (15)Print (16)Retrn  
(17)ECAMP (19)Inadq (32)Exit

Figure 3.5. EPA Form 3500-7 (Comment Screen).

## Chapter 4

## RELEASE REPORTING MODULE

**4.1. Authority and Description.** AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance* (formerly AFR 19-8), requires the Air Force to make reports when it releases certain substances into the environment. It identifies which releases require reporting and when you must report them. For releases outside the United States, its territories, or possessions, AFI 32-7006 applies; the DoD FGS or the OEBGD identifies the criteria by which releases are tracked and reported. Use the Release Reporting Module to satisfy these requirements; it consists of two programs: Releases and the Unit Conversion Program. It also uses the Chemical Hazard Response Information System (CHRIS) database to identify the substance released. Figure 4.1 shows this structure (RCS: HAF-CEV[AR]7139, *Environmental Release Report*). The Air Force has designated this report as emergency status code C2, continued reporting during emergency conditions, precedence normal.

**4.2. Adding New Records.** Add a new record when

there is a reportable environmental release by an Air Force activity or on Air Force property. Figures 4.2, 4.3, and 4.4 show the record and mandatory fields are in bold-face type. You must report the amount released in pounds. The Unit Conversion Program uses the specific gravity for the spilled substance to convert from any other units to pounds. If an underground storage tank spills or leaks, you should access the Release Reporting Module through the appropriate tank record in the UST Module. This will provide quick access to Release Reports for each UST.

**4.3. Record Transfer.** MAJCOMs will release initial Release Reports to the Air Staff within 48 hours of any reportable environmental release. MAJCOMs will establish suspenses for bases to release records to them.

**4.4. Record Updates.** Update Release Reports to reflect the current status of the incident and its remediation. MAJCOMs will release a final Release Report to the Air Staff when the Air Force response is complete.

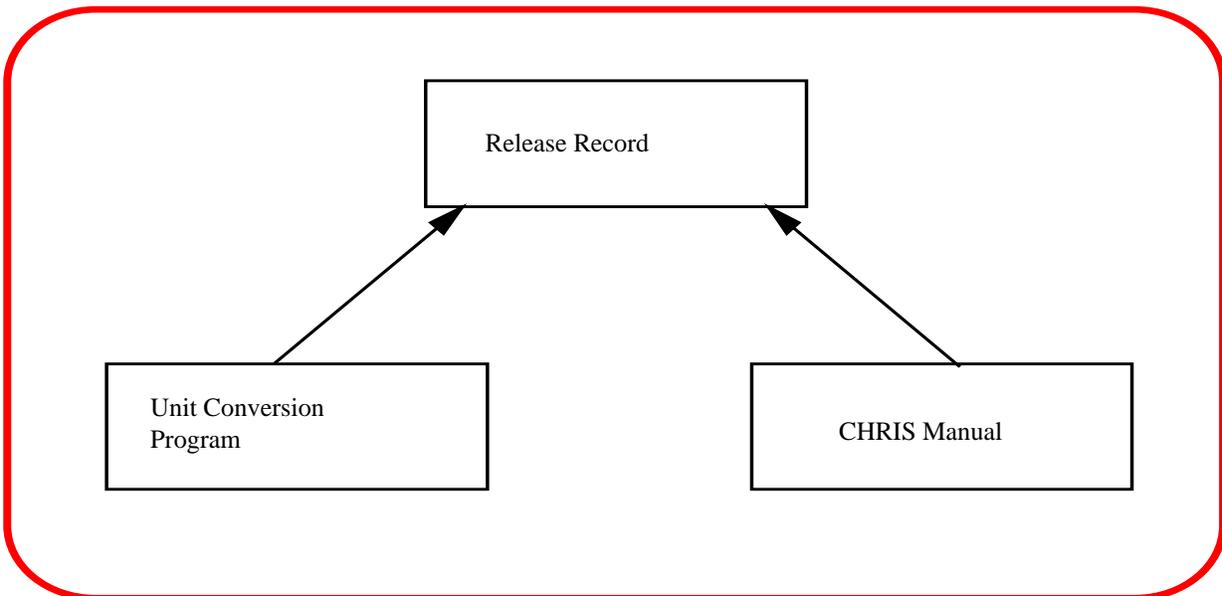


Figure 4.1. Release Reporting Module.

POLLUTION INCIDENT REPORTING PROGRAM						
MAJCOM ACC	Base CASTLE	Date Entered 1993 04 06	Date of last update		Time Entered 0705	
Report ID 00002	Date of incident 1993 03 27			Time of Incident 0246		
Sequence # 999	Status F	Spill Org. SURGE TANK			FACILITY HRDST 26	
Spill Surface(s)	1	2	3			Location O
Substance #1 JPF	Amount	Released	20.00	lbs.	Reportable D	
Substance #2	Amount	Released	0.00	lbs.	Reportable	
Substance #3	Amount	Released	0.00	lbs.	Reportable	
Substance #4	Amount	Released	0.00	lbs.	Reportable	
Substance #5	Amount	Released	0.00	lbs.	Reportable	
Substance #6	Amount	Released	0.00	lbs.	Reportable	
Substance #7	Amount	Released	0.00	lbs.	Reportable	
PCB Contaminated?	0-49 ppm	50-500 ppm	>500 ppm			
Enter a waterway? N	If yes, name of waterway					
Damage: Wildlife N	Vegetation N	Human Deaths N	Human Injuries N			
Media Reaction: Newspaper N	TV N	Radio N	Other N			
Public Reaction? N	Legal Action? N	Base:				
<b>Press ENTER for 2nd Screen.</b>						
(1) Keys	(3) Desc	(5) Next	(8) Find			
(9) Modify	(10) Query	(12) Delete	(13) Help	(15) Print	(16) Retrn	
(17) CHRIS	(18) Calc	(21) Valid	(22) Reject	(32) Exit		

Figure 4.2. Release Report (Screen 1).

POLLUTION INCIDENT REPORTING PROGRAM						
Cause OT Explain B52 SURGE OVERFILLED. 15-20 GAL SPILLED. IT RAINED HEAVILY AT THE TIME OF SPILL. IT LOOKED LIKE SOME MIGHT HAVE ENTERED GRASS BUT THAT WAS JUST NORMAL RUNOFF. WE NOTIFIED NCR, ETC. DUE TO FACT LOOKED LIKE GOT TO GRASS						Date of last update
Estimated Final Remediation Date 1993 03 27 Cleanup Cost \$						
Base POC LT SCANLON	DSN 347 4841					
MAJCOM POC	DSN					
Notifications	Date	Oral/System	Time	User ID	Written	
NRC	1993 03 27		1200	000		
MAJCOM	1993 04 06		0806	VMS		
Air Staff	1993 04 08		1422	VGN		
List Others:						
CAL-OES	1993 03 27		1200	000		
DEPT TOXICS	1993 03 29		0900	000		
MERCED HEALTH D	1993 03 29		0900	000		
<b>Press ENTER for 3rd Screen</b>						
(1) Keys	(3) Desc	(5) Next	(8) Find			
(9) Modify	(10) Query	(12) Delete	(13) Help	(15) Print	(16) Retrn	
(17) CHRIS		(21) Valid	(22) Reject	(32) Exit		

Figure 4.3. Release Report (Screen 2).

POLLUTION INCIDENT NARRATIVE		Date of last update 1993 4 6
<b>Narrative</b>	EPA REGION IX WAS CALLED BY NRC REQCB WAS CALLED BY CAL-OES NRC SASE NUMBER: 164-449 CAL-OES CASE NUMBER 27391	
<b>Corrective Action</b>	USED SPEEDY DRY AND PILLOWS TO ABSORB THE FUEL. THE SPEEDY DRY AND THE PILLOWS WERE DRUMMED AND TREATED AS HAZARDOUS WASTE.	
Spill Plan/Response Problems		
Press ENTER for 1st Screen.		
(1) Keys	(3) Desc	(5) Next
(9) Modify	(10) Query	(12) Delete
(17) CHRIS		(13) Help
		(15) Print
		(21) Valid
		(22) Reject
		(8) Find
		(16) Retrn
		(32) Exit

Figure 4.4. Release Report (Screen 3).

## Chapter 5

### ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (ECAMP) MODULE

**5.1. Authority and Description** AFI 32-7045, *Environmental Compliance Assessment and Management Program* (formerly AFR 19-16), requires the Air Force to track ECAMP findings and action plans, and the electronic transfer of summary data to the Air Staff for both internal and external ECAMPs. Use the ECAMP Module to satisfy these requirements; it uses two programs: ECAMP Overviews and ECAMP Findings. Figure 5.1 shows this structure (RCS: HAF-CEV[AR]9412, *ECAMP Report*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**5.2. Adding New Records.** Bases add internal ECAMP (does not apply to ANG bases); MAJCOMs add external ECAMPs. For internal ECAMPs, add an ECAMP overview record either during or immediately following

the ECAMP evaluation. This record, figure 5.2, must include the dates of evaluation. Under the overview record, add a finding record for each finding. Finding records, figures 5.3 and 5.4, must include the date, title, protocol, original finding category, current finding category, ID code, question number, source of the ECAMP question, A-106 media, violation type code, and finding type code. Prior to an External ECAMP, the MAJCOM ECAMP program manager may add an ECAMP overview record and release it to the appropriate base. Findings can then be entered during the on-site ECAMP.

**5.3. Record Updates.** Update finding records whenever any information about the finding changes. You cannot delete or add findings once the MAJCOM validates an ECAMP.

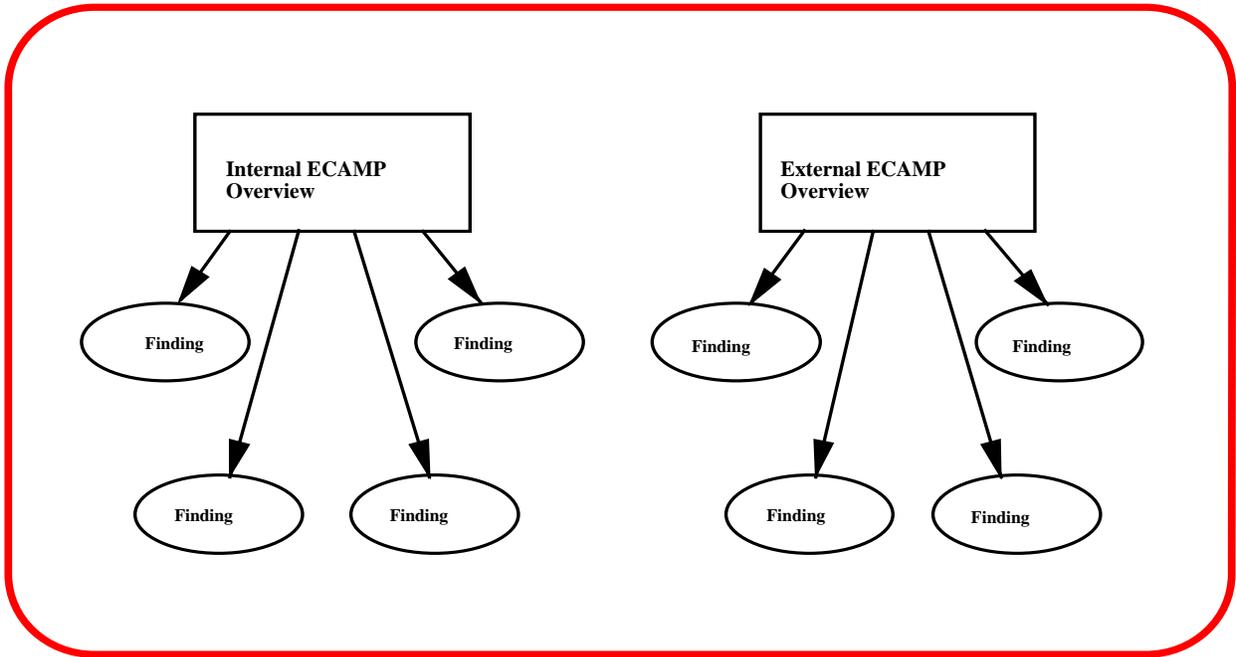


Figure 5.1. ECAMP Module.

ECAMP						
						Date of Last Update
MAJCOM ACC		Base	NELLIS	State	NV	EPA Reg 09
Tracking ID	EX9303	Eval Date	1993 04 02	# Findings	97	# Open 27
Report Status	VL	Dates of Evaluation	1993 03 29 to 1993 04 02			
Base Office Symbol	USAFWTC/EV		DSN			
MAJCOM Office Symbol	HQ ACC/CEVP		DSN			
Comments	CONTRACTOR: ARGONNE NAT LAB					

---

(1) Keys	(2)First	(3)Desc	(4) Prev	(5)Next	(8) Find
(17)Fnding	(10) Query	(11)Add	(13) Help	(15) Print	(16) Retrn
					(32) Exit

Figure 5.2. ECAMP Overview.

ECAMP FINDING						
Date Entered	1993 04 08	Base		NELLIS	Date of Last Update	1993 05 05
Finding Date	1993 03 02	Tracking ID		EX9303 - 077		
MAJCOM	ACC	Finding #	10			
Protocol	SOLID WASTE	Orig MIN	Current MIN	Location (Fac #) 01024		
Category/Rating (Find Cat):	ABANDONED CFC-CONTAINING APPLIANCES--NEAR BLDG 1024					
Finding Title (Phrase)	Three air conditioning units containing freon are laying near Bldg. 1024, apparently abandoned and unserviceable. Additionally, a water cooler with freon bottle is similarly abandoned outside at the Rod and Gun Club. No policy exists on how to turn in unserviceable appliances with freon bottles attached, so as not to vent CFCs into the air.					
Finding Details/Condition	Nevada State Disposal Law 444.660-444.664 and Clean Air Act					
Criteria (Statute)	WTC/EVC					
Responsible Org(s)	8D	Question #	SW - 031	Source	US	
Finding ID Code	N	If yes, Old Tracking ID				
Repeat Finding?	CA	Violation Type Code	A6	Finding Type	REG	
A-106 Media						
Press ENTER for Next Screen						
(1) Keys	(2) First	(3) Desc	(4) Prev	(5) Next	(8) Find	(16) Retrn
(17) Fnding	(10) Query			(13) Help	(15) Print	(32) Exit

Figure 5.3. ECAMP Finding (Screen 1).

ECAMP FINDING MANAGEMENT ACTION PLAN						
Finding Title (Phrase)				Date of Last Update 1993 05 05		
Finding # 10				ABANDONED CFC-CONTAINING APPLIANCES--NEAR BLDG 1024		
				Tracking ID EX9303-077		
				Actual Close Date		
Proposed Corrective Action/Suggested Solution						
Appliances will be picked up and properly disposed. A policy letter outlining proper disposal procedures will be distributed.						
Cost A-106 Project # ECD 1993 07 15						
Comments						
Press ENTER for Prev Screen.						
(1) Keys	(2) First	(3) Desc	(4) Prev	(5) Next	(8) Find	(16) Retrn
(17) A106	(10) Query			(13) Help	(15) Print	(32) Exit

Figure 5.4. ECAMP Finding (Screen 2).

## Chapter 6

### UNDERGROUND STORAGE TANK (UST) MODULE

**6.1. Authority and Description.** AFI 32-7044, *Storage Tank Compliance*, requires the Air Force to maintain an automated inventory of each UST system be maintained to track and monitor compliance with Federal, state, and local

UST standards. For underground storage tanks outside the United States, its territories or possessions, AFI 32-7006 applies; the DoD FGS or OEBGD identifies the criteria by which USTs are tracked and monitored. Use the UST

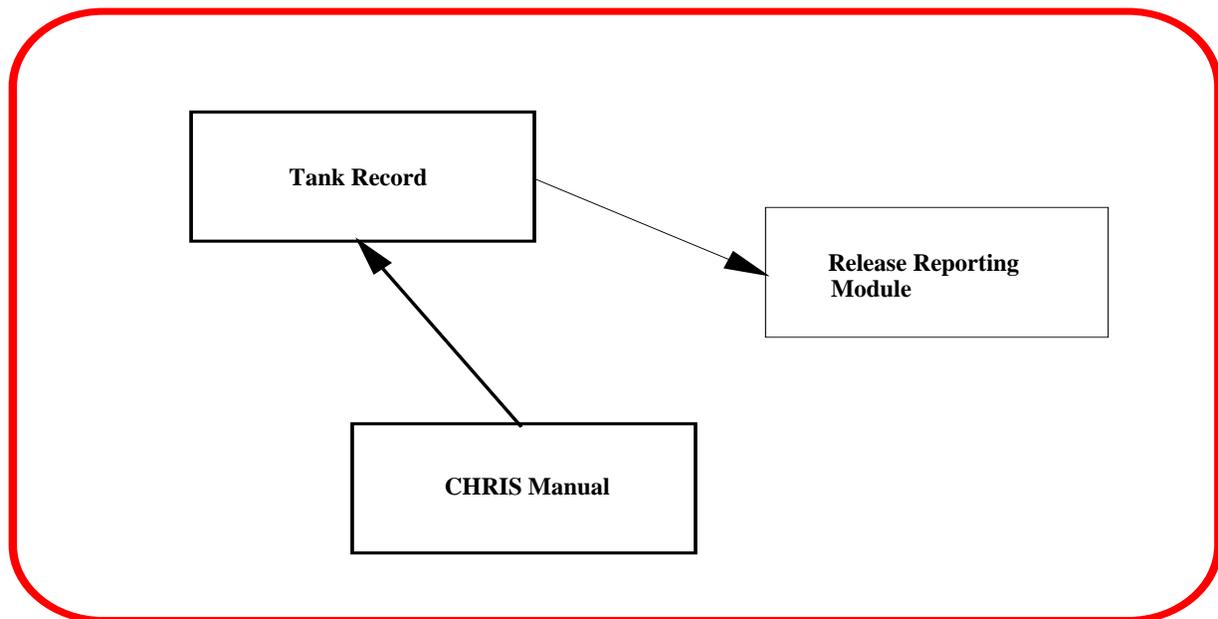
module to satisfy these requirements; it uses two programs: Tanks and the Risk Assessment Calculator. It also uses the CHRIS database. Figure 6.1 shows this structure (RCS: HAF-CEV[AR]9413, *Underground Storage Tank (UST) Inventory*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**6.2 Adding New Records.** Add a record for each UST system as shown in figures 6.2 and 6.3. Each UST record must have a unique Tank Number. Other mandatory fields are shown in bold-face type. If you remove a UST, you must modify the record to reflect the removal; however, you should never delete records. You will add new

records when the Air Force installs new tanks. If a UST spills or leaks, you should access the Release Reporting Module from the tank record in the UST module so that all leaks or spills from any one tank are easily accessible.

**6.3. Record Transfer.** MAJCOMs will establish procedures for bases to release records. Once released by a base, send copies of the records to the MAJCOM, Air Staff, and the appropriate RCO.

**6.4. Record Updates.** Update UST records when the status or condition of a tank system changes, when tests are conducted, or when funding data changes.



**Figure 6.1. Underground Storage Tank Module.**

UNDERGROUND STORAGE TANKS - TANK DATA					
MAJCOM AFR Facility B12	Base OHARE Tank 12A		State IL	Date of last update	EPA Region 05
REGULATORY APPLICABILITY					
Federal Statutory Exempt		Y (Y/N)	Regulated by: State	N (Y/N)	Local N (Y/N)
Federally Deferred		N (Y/N)			
Other Federally Regulated		N (Y/N)			
Regulatory Agency		Permit Status			
TANK DATA		COMPLIANCE STATUS DATA			
Capacity	1000 gal	Enforcemnt Actions	None	Date	
Install Date	1968 01 01	Status	Closed	Notification	N (Y/N)
Structure	Steel	Corrective Action		Remove	
Product Type	Petroleum	Corrision Protection		Unctd-Stl wo/CthPrt	
CHRIS Code		Secondary Containmnt		None	
Tank Type	Heating Oil	Overfill Protection		N (Y/N)	
		Spill Protection		N (Y/N)	
RELEASE DETECTION					
Monthly Inventory	N (Y/N)	Monthly Monitoring			
Tightness Test Date		Test Results:	Leaking ?	Yes	No
Press ENTER for next Screen					
(1) Keys	(3) Desc	(5) Next	(8) Find		
(10) Query		(13) Help	(15) Print	(16) Retr	
(18) SPLS	(19) A106		(32) Exit		

Figure 6.2. UST Tank Data (Screen 1).

UNDERGROUND STORAGE TANKS - PIPING/FUNDING					
Date of last update					
PIPING					
Piping Material	Iron	Type of Feed		Suction	
Wall Type	Single	Secondary Containment		N (Y/N)	
Install Date	1968 01 01	Auto Line Leak Detectors		N (Y/N)	
Monthly Monitoring	(Y/N)	Corrision Protection	None		
Tightness Test Date		Test Results:	Leaking ?	Yes	No
FUNDING					
Project Cost \$	Project No.	Program		FY	
Project Cost \$	Project No.	Program		FY	
Project Cost \$	Project No.	Program		FY	
System Risk Rating		System Releases		0	
Remarks :	REMOVED 20 OCT 89				
Press ENTER for prev screen .					
(1) Keys	(3) Desc	(5) Next	(15) Print	(16) Retr	
(10) Query		(13) Help			
(18) SPLS	(19) A106		(32) Exit		

Figure 6.3. UST Tank Data (Screen 2).

## Chapter 7

### POLYCHLORINATED BIPHENYLS (PCB) MODULE

**7.1. Authority and Description.** The Air Force must keep an inventory of all PCB containing equipment (excluding sealed PCB items and capacitors containing less than 3 pounds of dielectric fluid) to measure progress

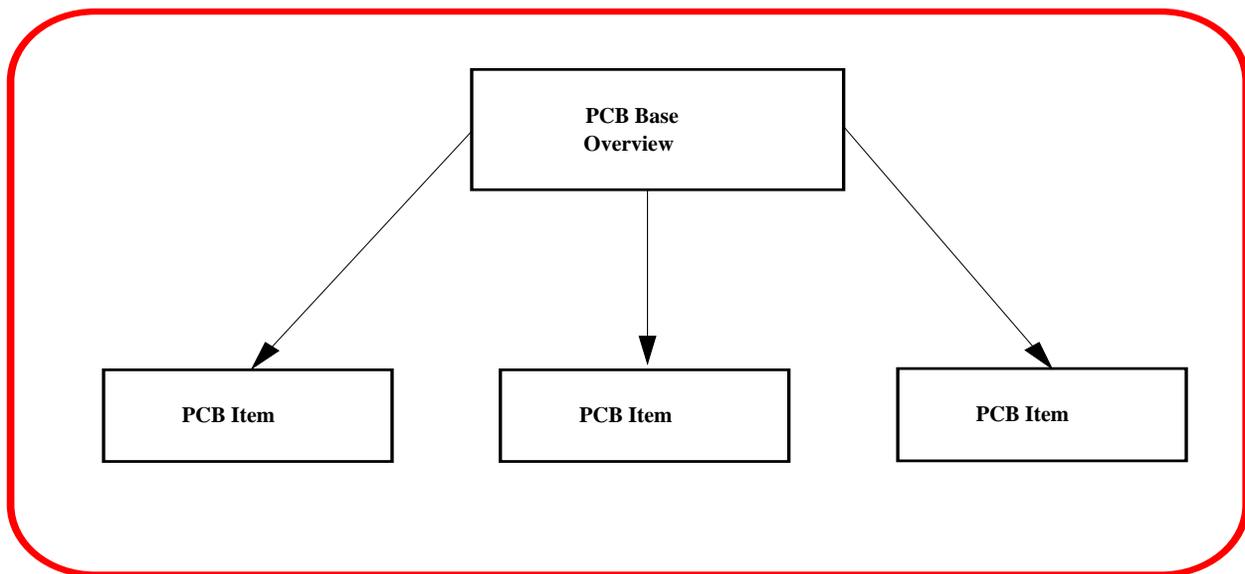
toward achieving the Air Force PCB-free goal. Use the PCB module to satisfy that requirement; it uses two programs: PCB Base Overviews and PCB Items. Figure 7.1 shows this structure (RCS: HAF-CEV[AR]9414,

*Polychlorinated Biphenyl [PCB] Inventory*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**7.2. Adding New Records.** Each base adds a PCB base overview record like figure 7.2. This record indicates the actual PCB-free date if the base achieves its goal and, if it does not achieve its goal, the estimated PCB-free date. Add a PCB Item record for every PCB contaminated item and every suspected PCB contaminated item awaiting sampling results as shown in figure 7.3. ANGRC/CEV will create a PCB base overview record and PCB item records only for those bases which are not PCB free.

**7.3. Record Transfer.** After the initial upload of data, bases will release new PCB Item records soon after discovering the new item. Once released, send a copy of the record to the MAJCOM, Air Staff, and the appropriate RCO.

**7.4. Record Updates.** Modify the PCB base overview record and the PCB item records to reflect changes to the estimated and actual PCB-free dates and changes in the status of PCB items. After PCB items are disposed of, close-out, but never delete, records.



**Figure 7.1. PCB Module.**

PCB PROGRAM GENERAL INFORMATION				
MAJCOM PAF	Base KUNSAN	State XX	EPA Reg 11	Date of last update RCO Reg
Est PCB-Free Date	1994 06		Actual PCB-Free Date	
Plan Date			Inventory Date	
Est Testing Completion	1993 12 31		Actual Testing Completion	
Items Remaining In service			Any NOV's? N	
Base POC MR YU	Office Symbol CEV		DSN	94 782 - 4002
Comments	Some field testing was completed without documentation. We are in the process of correlating test results with transformer locations. Est completion is Sep 93. Those transformers without lab sample results will be resampled.			

---

(1) Keys                      (3) Desc                      (5) Next  
 (10) Query                      (13) Help                      (15) Print                      (16) Retrn  
 (17) Item                      (32) Exit

Figure 7.2. PCB Base Overview.

PCB ITEM				
Base Item	KUNSAN Transformer	Tracking # TR0001	Serial/Part # 111111	Date of Last Update Installation Year 1966
Test Date	1989 12 01	Concentration	75.00	Sample # 999
Facility #	01000	Location XXX		Leaking? N
POC Inspection		DSN	-	Status of Item
Net Wt of PCBs	.00 Kg	Conducted by		Next
Net Volume	.00 Gals	Gross Wt of Item	.00 Kg	Frequency
Proposed Action		Oil Type		
PCB-Free Priority	A-106 Project #	ECD	Actual	
Comments		Work Order #		

---

Type in the information and press ENTER to add the record.

(1) Keys                      (10) Query                      (13) Help                      (14) Select                      (15) Print                      (16) Retrn  
 (18) Calc                      (32) Exit

Figure 7.3. PCB Item.

## Chapter 8

### INSPECTION AND ENFORCEMENT MODULE

**8.1. Authority and Description.** AFI 32-7047, *Compliance Tracking and Reporting*, requires bases to report all inspections by authorized regulatory agencies, to track and report all enforcement actions (EA) issued by

these agencies, and to track all compliance agreements (CA) with these agencies. In locations outside the United States, its territories, or possessions, AFI 32-7006 requires host nation regulatory authority findings to be reported.

Use the Inspection and Enforcement Module to satisfy these requirements; it uses five programs: Inspection Log, Enforcement Action Overviews, Violations, Compliance Agreement Overviews, and Milestones. Figure 8.1 shows this structure (RCS: HAF-CEV[AR]9415, *Report of Enforcement Actions*; RCS: HAF-CEV[AR]9416, *Inspection Log*; RCS: HAF-CEV[Q+AR]9417, *Report of Compliance Agreements*). The Air Force has designated these reports as emergency status code D, discontinue reporting during emergency conditions.

**8.2. Adding New Records.** Add an Inspection Overview record any time an authorized Federal, state, or local regulatory agency conducts an on-site inspection. The Inspection Record, figure 8.2, must include the inspection date, media inspected, and the name of the regulatory agency conducting the inspection. Add all EAs and CAs immediately upon receipt. A new EA Overview record, figure 8.3, must contain the date of the action; type of action (NOV, NOD, Warning Letter, etc.); media, estimated compliance date, whether the base expects a CA, and an identification number. An EA Overview record has three additional screens, figures 8.4, 8.5 and 8.6, for Points of Contact, Comments, and Long Text. Every EA must have at least one Violation record added under the EA Overview record. The Violation record, figure 8.8, must include the violation title, ID code, organization that caused the violation, violation type, and facility where the

violation occurred. Create one or more Milestone records under the EA overview record (figure 8.7) or under the violation records (figure 8.9). A new Compliance Agreement Overview record, figure 8.10, must include media and ID code. A CA Overview record has two additional screens, figures 8.11 and 8.12, for Comments and Long Text. Under each Compliance Agreement Overview record, there must be a Milestone record for each milestone specified in the CA. A new Milestone Record, figure 8.13, must contain at least the milestone title.

**8.3. Record Transfer.** MAJCOMs will release Inspection, EA, and CA records to the Air Staff soon after receiving them from a base. MAJCOMs will establish suspenses for bases to release Inspection, EA and CA records to them.

**8.4. Record Updates.** The Inspection and Enforcement Module will reflect the current status of all EAs and CAs and will contain a complete log of all inspections by outside regulatory agencies.

**8.5. Associated Metrics.** Use the Inspection and Enforcement Module to calculate performance against the *Open Enforcement Action Trend* metric (A1.2) in AFPD 32-70.

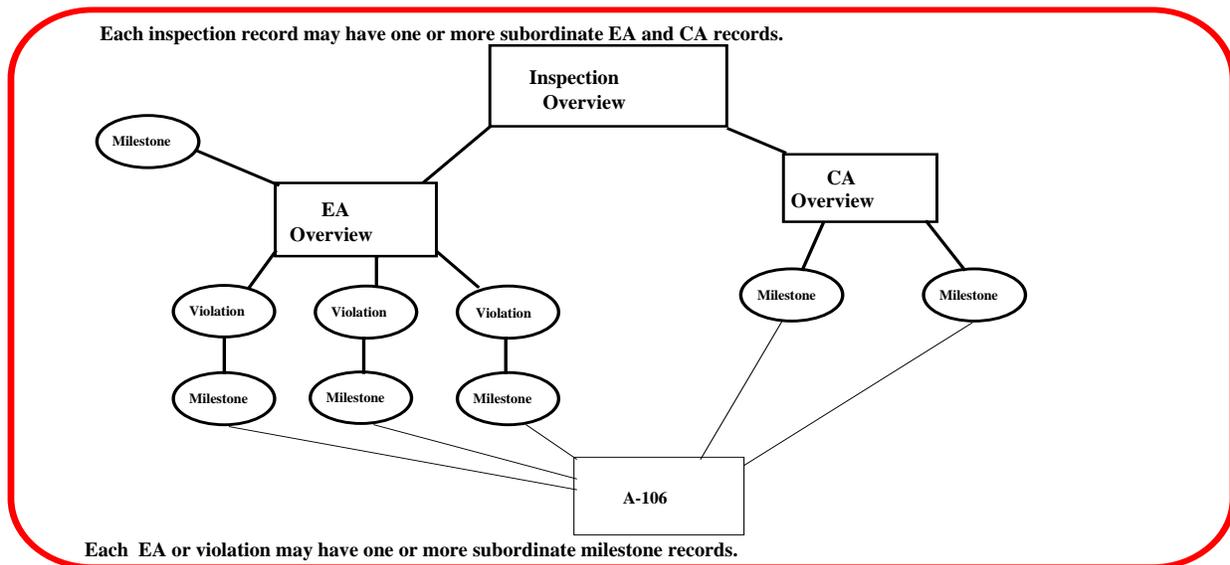


Figure 8.1. Inspection and Enforcement Module.

REGULATORY INSPECTION RECORD																									
MAJCOM MTC			Date of Last Update																						
Tracking # HIL002793	Base HILL	State UT	EPA Reg 08	RCO Reg CRG																					
Inspector JOHN BROWN		Media CW	Insp Date 1993 11 03																						
Number of Attached EAs		Agency State	Phone 801 777 - 1359																						
Number of Attached CAs																									
Comments: THE INSPECTION WENT VERY WELL. NO ENFORCEMENT ACTIONS ARE EXPECTED.																									
<table border="0"> <tr> <td>(1) Keys</td> <td>(3) Desc</td> <td>(5) Next</td> <td>(8) Find</td> </tr> <tr> <td>(10) Query</td> <td>(11) Add</td> <td>(13) Help</td> <td>(15) Print</td> </tr> <tr> <td>(18)EA</td> <td>(19)CA</td> <td></td> <td>(16) Retrn</td> </tr> <tr> <td></td> <td></td> <td></td> <td>(23) Resend</td> </tr> <tr> <td></td> <td></td> <td></td> <td>(32) Exit</td> </tr> </table>						(1) Keys	(3) Desc	(5) Next	(8) Find	(10) Query	(11) Add	(13) Help	(15) Print	(18)EA	(19)CA		(16) Retrn				(23) Resend				(32) Exit
(1) Keys	(3) Desc	(5) Next	(8) Find																						
(10) Query	(11) Add	(13) Help	(15) Print																						
(18)EA	(19)CA		(16) Retrn																						
			(23) Resend																						
			(32) Exit																						

Figure 8.2. Regulatory Inspection.

ENFORCEMENT ACTION OVERVIEW, PAGE 1 of 4					
MAJCOM MTC			Date of last update 1993 09 02		
Tracking # HIL000293001	Base HILL	State UT	EPA Reg 08	RCO CRG	
Subsequent Inspections		Number of Violations 2		Insp Date 1993 01 01	
Significant Noncomplier?	N	Compliance Agreement?	P	Reg EA ID #	
Type Action NOV Media	CA Action Date	1993 01 01	RCRA Classification		
RCO Code	# of Milestones		# Open Milestones		
---- SIGNIFICANT DATES ----					
Orig Est Compliance	Current 1993 01 01		Actual		
Orig Est Fix	Current		Actual		
Response Required	Regulator Closed				
---- PENALTY INFORMATION ----					
Penalty Assessed \$	Penalty Paid \$		Type Funds		
Payment in-kind?	If yes, enter actual amount \$				
Press ENTER for NEXT screen .					
(1) Keys	(3) Desc	(5) Next	(8) Find		
(9)Modify	(10) Query	(11)Add	(12)Delete	(13) Help	(15) Print
	(18) Violat	(19) Milest			(16) Retrn
					(23)Rel Up
					(32) Exit

Figure 8.3. Enforcement Action (Screen 1).

ENFORCEMENT ACTION OVERVIEW, PAGE 2 of 4					
MAJCOM	MTC	Base	HILL	Date of Last Update	1993 09 02
				TRACKING #	HIL000293001
BASE POC	Off Sym/Org	Phone	-		
MAJ POC	Off Sym/Org	Phone	-		
REG POC	Off Sym/Org	Phone	-		
RCO POC	Off Sym/Org	Phone	-		
Current Status					
Status Date	1993 06 07	A106#		Total Cost \$	
Press ENTER for COMMENTS Screen					
(1) Keys	(3) Desc			(8) Find	
(10) Query	(11) Add	(13) Help		(15) Print	(16) Retrn
(18) Violat	(19) Milest				(32) Exit

Figure 8.4. Enforcement Action (Screen 2).

ENFORCEMENT ACTION COMMENTS, PAGE 3 of 4					
MAJCOM	MTC	Base	HILL	Date of Last Update	1993 11 03
				TRACKING #	HIL000293001
<b>Base Comments</b>	The inspection date is the last date of the DMR				
<b>MAJCOM Comments</b>					
<b>RCO Comments</b>					
<b>Cause of EA</b>					
Your modificatons have been saved.					
(1) Keys	(3) Desc			(15) Print	(16) Retrn
(9) Modify	(10) Query	(11) Add	(13) Help		(32) Exit
	(18) Violat	(19) Milest			

Figure 8.5. Enforcement Action (Screen 3).

ENFORCEMENT ACTION LONG TEXT, PAGE 4 of 4		
MAJCOM MTC	Base HILL	Date of Last Update 1993 11 03 TRACKING # HIL000293001
<p>(1) Keys                      (3) Desc                      (13) Help                      (15) Print                      (16) Retrn</p> <p>(10) Query                      (11) Add                      (18) Violat                      (19) Milest                      (32) Exit</p>		

Figure 8.6. Enforcement Action (Screen 4).

VIOLATION MILESTONE	
EA Tracking #UTT000193001E	Date of Last Update 1993 11 03
Milestone # 1                      Title REMOVE DRUMS	
Description REMOVE DRUMS TO A HAZARDOUS WASTE STORAGE AREA	
Status                      COMPLETE	
Estimated Milestone                      Actual 1993 09 29	
A-106 #                      Estimated Cost \$                      2000	
Your modifications have been saved.	
<p>(1) Keys                      (3) Desc                      (5) Next                      (8) Find</p> <p>(9) Modify                      (10) Query                      (12) Delete                      (13) Help                      (15) Print                      (16) Retrn</p> <p>(17) A106                      (23) Resend                      (32) Exit</p>	

Figure 8.7. Enforcement Action Milestone.

ENFORCEMENT ACTION VIOLATION			
			Date of last update 1993 04 02
Violation # 2	Title Leaking Drums		
Tracking # UTT000193001E	Facility # 00215	Media RC	ID Code 3C
Description of Violation Ten 55 - gallon drums were found behind building 215. All werer rusted and corroded aand leaking an unkown oily substance. Barrels were moved to a hazardous waste storage area and samples were sent in for analysis.			
Functional Org. 35 OMS			
Violation Type D1	Ownership Type INST		Permit #
Compliance Required			Repeat Violation
Corrected Date 1993 09 29			Project Number
Project Cost \$ 12000			RCRA Category
# of Milestones 2		# of Open Milestones	
(1) Keys (2) First (3) Desc (4) Prev (5) Next (15) Print (16) Retrn (17) A106 (19) Milest (23) Resend (32) Exit			

**Figure 8.8. Enforcement Action Violation.**

VIOLATION MILESTONE			
			Date of Last Update 1993 11 03
EA Tracking #UTT000193001E	Violation # 2		
Milestone # 1	Title REMOVE DRUMS		
Description REMOVE DRUMS TO A HAZARDOUS WASTE STORAGE AREA			
Status	COMPLETE		
Estimated Milestone		Actual 1993 09 29	
A-106 #	Estimated Cost \$	2000	
Your modifications have been saved.			
(1) Keys (3) Desc (5) Next (8) Find (9) Modify (10) Query (12) Delete (13) Help (15) Print (16) Retrn (17) A106 (23) Resend (32) Exit			

**Figure 8.9. Violation Milestone.**

COMPLIANCE AGREEMENT OVERVIEW, PAGE 1 of 3					
MAJCOM MTC	Base UTTR	State UT	EPA Reg 08	Date of Last Update	1993 10 08
Tracking # UTT000193 002		Media RC	Insp Date	RCO Reg	CRG
# of Milestones	2	Number Open	2		
Issuing Agency		Date of CA			
RCO Code		Comp Req'd			
		ID Code 2C	Generated from EA?		
		Penalty Assessed \$		Paid \$	

Press ENTER for COMMENTS Screen							
(1) Keys	(3) Desc	(5) Next	(8) Find				
(9) Modify	(10) Query	(11) Add	(12) Delete	(13) Help	(15) Print	(16) Retrn	
	(19) Milest	(21) Close			(23) Resend	(32) Exit	

Figure 8.10. Compliance Agreement (Screen 1).

COMPLIANCE AGREEMENTS COMMENTS, PAGE 2 of 3					
MAJCOM	MTC	Base	UTTR	Date of Last Update	1993 10 08
				TRACKING #	UTT000193002
Base Comments					
MAJCOM Comments					
RCO Comments					
Enfre					

Press ENTER for LONG TEXT screen .						
(1) Keys	(3) Desc	(8) Find				
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retrn	
	(19) Milest				(32) Exit	

Figure 8.11. Compliance Agreement (Screen 2).

<b>COMPLIANCE AGREEMENT LONG TEXT, PAGE 3 of 3</b>			Date of Last Update 1993 11 03
MAJCOM MTC	Base UTTR	TRACKING # UTT000193002	
This is where the "long text" that summarizes the contents of the Compliance Agreement should be entered.			
Press ENTER for first screen.			
(1) Keys	(3) Desc	(8) Find	
(9) Modify	(10) Query	(11) Add	(13) Help
	(19) Milest	(15) Print	(16) Retrn
			(32) Exit

**Figure 8.12. Compliance Agreement (Screen 3).**

<b>COMPLIANCE AGREEMENT MILESTONE</b>			Date of Last Update 1993 11 03
Tracking Number UTT000193002C Milestone Number 1			
Milestone Title Study Water Treatment System			
Milestone perform an analysis of the existing wastewater treatment system to determine what steps are necessary to comply with the 1987 Amendments to the Clean Water Act.			
Compliance Required Date 1994 01 10			
Actual Compliance Date			
Penalty Assessed \$			
Penalty Paid \$			
Comments			
Project No.			
Your modifications have been saved			
(1) Keys	(3) Desc	(5) Next	
(9) Modify	(10) Query	(12) Delete	(13) Help
	(17) A106	(15) Print	(16) Retrn
		(23) Resend	(32) Exit

**Figure 8.13. Compliance Agreement Milestone.**

## Chapter 9

### HAZARDOUS WASTE MODULE

**9.1. Authority and Description.** AFI 32-7042, *Solid and Hazardous Waste Compliance* (formerly AFP 19-5 and AFR 19-11), requires the Air Force to use an automated tracking of hazardous waste from accumulation point to disposal. For hazardous waste outside the United States,

its territories, or possessions, AFI 32-7006 applies; the DoD FGS or OEBGD identifies the criteria by which hazardous waste is tracked and monitored. Use the Hazardous Waste Module to satisfy these requirements; it uses five programs: Hazardous Waste Management

Overview, Waste Streams, Containers, Records of Disposal, and Disposal Sites. Figure 9.1 shows this structure (RCS: HAF-CEV[AR]9418, *Hazardous Waste [HW] Program Overview and Waste Stream Inventory*; RCS: HAF-CEV[AR]9419, *Hazardous Waste [HW] Records of Disposal [ROD]*). The Air Force has designated these reports as emergency status code D, discontinue reporting during emergency conditions.

**9.2. Adding New Records.** MAJCOMs will ensure each base completes one Hazardous Waste Management Overview record, figure 9.2, showing the base's EPA identification number and their DoD Activity Address Code (DODAAC Number). Add a Waste Stream record, figure 9.3, for every hazardous waste stream on a base. A new Waste Stream record must include the name of the waste product, a waste stream identification number, and the facility number where the waste stream is generated. Create a Container record, figure 9.4, for each hazardous waste container when it is placed in service, or when a container already in service is identified for disposal. A new Container record must include an identification number. Create a Record of Disposal (ROD) record, figure 9.5, for every shipment of hazardous waste leaving a base. A ROD must include a manifest number, off-base shipping date, name of the disposal site, whether the containers are going to a DRMO, if the Air Force will store the container on-base, whether the waste is going to a

recycle site, and whether the Air Force will treat the waste on base. Create an inventory of all disposal sites using the ROD Program. A disposal site record, figure 9.6, must include, the site's name, address, and EPA identification number.

**9.3. Record Transfer.** MAJCOMs should release hazardous waste management overview and waste stream records to the Air Staff soon after receiving them from a base. MAJCOMs should release RODs to the Air Staff soon after return of the manifest or certificate of destruction to the base. MAJCOMs will establish suspenses for their bases to release hazardous waste records to them.

**9.4. Record Updates.** Hazardous Waste records will reflect the current status of each base's hazardous waste program. Waste Stream records should never be deleted. If a base eliminates a waste stream through pollution prevention initiatives, then deactivate the waste stream by filling in the "deactivate date" field. Likewise, never delete disposal site records. Maintain a record of the final disposal site for all hazardous waste generated.

**9.5. Associated Metrics.** Use the hazardous waste module to calculate performance against the *Hazardous Waste Disposal Trend* metric (A1.4) in AFPD 32-70.

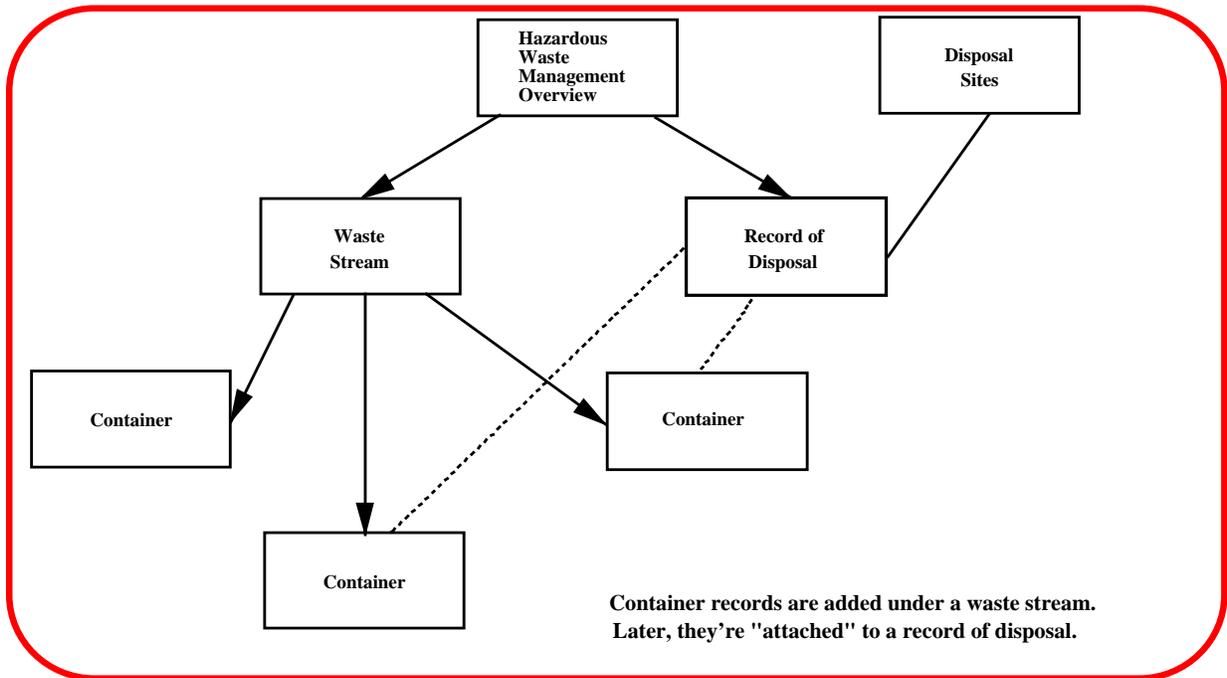


Figure 9.1. Hazardous Waste Module.

HAZARDOUS WASTE MANAGEMENT OVERVIEW					
					Date of last update 1993 08 31
MAJCOM MTC	Base HILL	State UT	EPA Region 08	EPA ID# XXX	
2nd EPA ID#		If applicable, enter State ID#			
Recycling Income Account		DOD92100344		DODAAC# XXX	
HAZARDOUS WASTE PROGRAM					
RCRA Part A	1993 04 04	Renewal Date	1994 02 02	Issued by	FED
RCRA Part B	1993 04 04	Renewal Date	1994 02 02	Issued by	FED
Other HW Permit:		Permit ID		Date	
Regulatory Agencies:		Permit ID		Date	
		Permit ID		Date	
Operating Storage Units		1	Operating Treatment Units		1
Operating Disposal Units		1	Subpart X Treatment Units		1
On Base DERMO?	N	Base Status	F		
HW Mgt Plan:	Last Update	1993 06 06	Last EPC Review	1993 06 19	
SPPC Plan:	Last Update	1993 04 04	Last PE Review	1993 06 19	
Base HW Program Mgr	AL BISHOP		Title	HAZ WASTE PROGRAM MGR	
Office Symbol	66 CES/CEV		DSN	777 - 7777	
Press ENTER for next Screen					
(1) Keys	(3) Desc	(5) Next	(8) Find		
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retrn
(17) Stream	(18) ROD				(32) Exit

Figure 9.2. Hazardous Waste Management Overview.

WASTE STREAM					
					Date of last update 1993 08 31
Base Hill	Facility # 340	Shop JET SHOP	Tracking # 9300003		
Waste Product	WASTE CLEANING COMPOUND		Deactivate		
EPA Waste Codes					
State Waste Codes					
Sample #	77321	Date Sampled	1993 04 04	Next Test	
RESULTS:	Hazardous	Y	EHS EPA 17	Other	
Disposal Stock #	HD99876		Disposal Unit of Issue	LB	
Fate D Lbs to Date	100 Est Cost to Date \$		.75 Last OA	1993 07 07	
CLIN #	41	Unit Cost \$	.75	Shipment Method	DM
DOT Shipping Name	WASTE CLEANERING COMPOUND				
DOT Hazard Class	777888	DOT# (UN/NA)	UN 9999	DOT HAZMAT	Y
Comments:					
Press ENTER for 1st Waste Profile Screen					
(1) Keys	(3) Desc	(5) Next	(8) Find		
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retrn
(17) Contr	(19) CHRIS				(32) Exit

Figure 9.3. Waste Stream.

HAZARDOUS WASTE CONTAINER			
		Date of last update	1993 08 31
Base HILL	Waste Tracking # 9300003	Container # 412	
Waste Product	WASTE CLEANING COMPOUND	Pounds	100
Waste Stream ID	AC - 0452		
Location	AC PT		
Accumulation Start Date	1993 07 07		
Estimated Cost \$	75	Actual Cost \$	83
Turn-In Document #	XXX 2430001	Cert of Dest	Y
On-Base TSD Shipping Date	1993 08 08	Date of Dest	1993 08 25
Due to Obsolescence?	N	Type of Disp	SO1
Comments:			
(1) Keys	(3) Desc	(5) Next	(8) Find
(9) Modify	(10) Query	(12) Delete	(15) Print
(17) Copy	(11) Add	(13) Help	(16) Retrn
			(32) Exit

Figure 9.4. Hazardous Waste Container.

RECORD OF DISPOSAL			
		ROD Tracking # 9300001	Date of last update
MAJCOM MTC	Base HILL		
Waste Product			
Manifest # 83084432	Off-Base Ship Date	1993 08 08	Return 1993 08 25
Manifest #	Off-Base Ship Date		Return
Name of Site (TSD)	ACME DISPOSAL SITE		
Certificate of Destruction	N	Date of Destruction	1993 08
Type of Disposal	SO1		27
Disp location DRMO?	N	Stored on Base	N
Recycled in site?	N	Treated by base?	N
Comments:			
(1) Keys	(3) Desc	(5) Next	(8) Find
(9) Modify	(10) Query	(13) Help	(15) Print
(17) Contr	(11) Add	(23) Rel Up	(16) Retrn
			(32) Exit

Figure 9.5. Record of Disposal.

DISPOSAL SITE						Date of last update
EPA ID	ENV001	State ID #	STATE002	Last Inspection	1993 10 01	
Name of Site (TSD)	BROWN'S LANDFILL			Agency	STATE DEQ	
Street Address	3343 RUSSELL ROAD		City	OREM		
	State	UT	Zip	-		
	Phone	(804) 777 - 1255				
Comments:						
Record Added						
(1) Keys	(3) Desc	(5) Next	(8) Find			
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retrn	
				(32) Exit		

Figure 9.6. Disposal Site.

## Chapter 10

### AIR MANAGEMENT MODULE

**10.1. Authority and Description.** AFI 32-7040, *Air Quality Compliance* (formerly AFP 19-5), requires each installation to track most stationary air pollution sources regulated under clean air legislation, the emissions from each source, control equipment installed on the sources, and all air permits. For air pollution sources outside the United States, its territories, or possessions, AFI 32-7006 applies; the DoD FGS or OEBGD identifies the criteria by which air pollution sources are tracked and monitored. Use the Air Management Module to satisfy these requirements; it uses five programs: the Air Program Overview, Sources, Source Emissions, Control Equipment, and Air Emission Permits. Figure 10.1 shows this structure (RCS: HAF-CEV[AR]9420, *Air Program Overview, Emission Sources and Permits*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**10.2. Adding New Records.** Each base adds one air program overview record, figure 10.2. Add a source record, figure 10.3, for every regulated source. Source

records must include the source title, an identification number, category, facility number, and whether the base requires a permit. For each source, add one or more Emission records (one for each emission type) as shown in figure 10.4. If the Air Force installs control equipment on the source, or plans to install control equipment, add a Control Equipment record, figure 10.5, under the Source record. For every Air permit, add an Air Permit record, figure 10.6, and a Permit Milestones record, figure 10.7. Air Permit records must include the title, type, and status of the permit.

**10.3. Record Transfer.** After the initial upload of records, MAJCOMs should release new records to the Air Staff soon after receiving them from a base. MAJCOMs will establish suspenses for their bases to release records to them.

**10.4. Record Updates.** Update air management records to reflect the current status of all sources, emissions, control equipment, and permits.

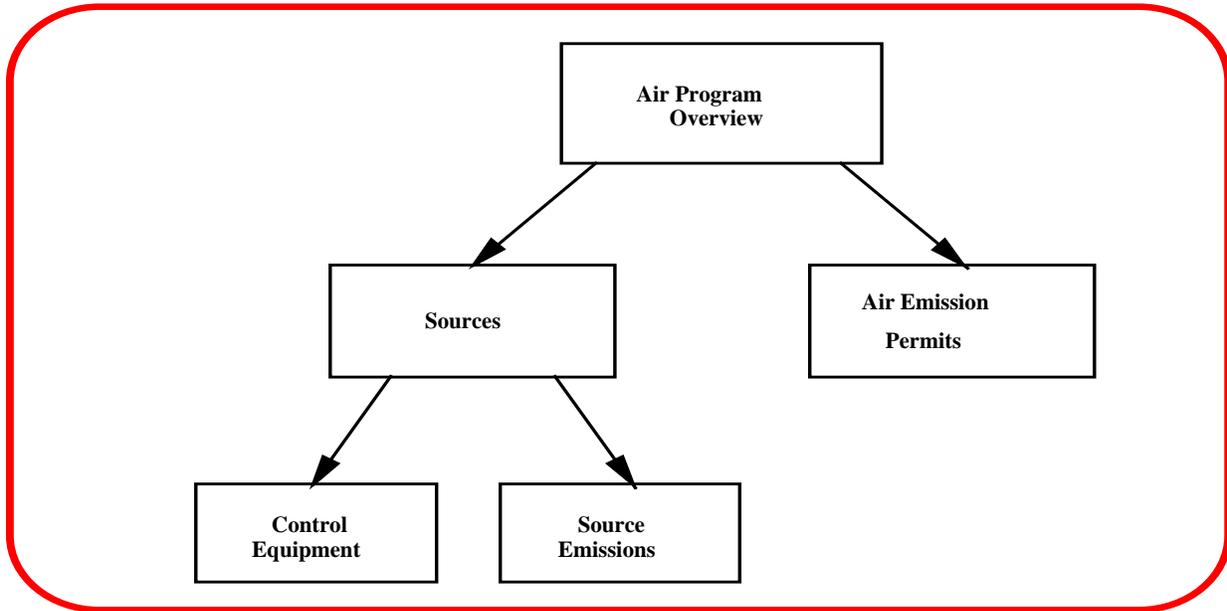


Figure 10.1. Air Management Module.

OVERVIEW OF BASE AIR PROGRAM							
MAJCOM MTC	Base HILL	State UT	County DAVIS	Date of last update 1993 08 31			
				EPA Region 08			
Air Emergency Episode Plan		N	Date				
Transportation Management Plan		Y	Date	1990 08 19			
Completed Air Emission Inventory?			Date				
	Certified?	Y	Date	1990 08 19			
Air Quality Control Region	111	Enforcement Actions?		Y			
Type of Federal Non-attainment Area							
		PM10	SOX	NOX	OZONE	CO	LEAD
Marginal							
Moderate							
Serious		X					
Severe 15							
Severe 17							
Extreme							
In Attainment		N	Y	Y	Y	Y	Y
Base Air Program Manager	WILLY DEAN				DSN	777 - 7777	
Make your modifications and press ENTER.							
(1) Keys	(3) Desc	(10) Query	(13) Help	(14) Select	(15) Print	(16) Retrn	
(17) Source	(18) Permit	(20) A106				(32) Exit	

Figure 10.2. Overview of Base Air Program.

SOURCE INFORMATION						Date of last update
MAJCOM MTC Source ID # 44	Base HILL	State UT	County DAVIS	EPA Region 08		
		Source Category	ABRS CLEAN	Facility # 314		
Operational Date	1992 01 12	Is the equipment in use?		Y		
Permit Requirement	NO PERMIT	Install/Construct Record				
		Operate Record #				
Manufacturer	ACME	Make	BEST			
Serial Number	8886700	Model	DELUX			
Control Equipment? Exhaust Ventilation	Y WINDOW FAN	If other, describe				
Source Title	CLEANING VAT					
Source Description	VAT FOR CLEANING AIRCRAFTS WHEELS					
Owner 66 OMS	POC SGT WRIGHT	Phone (DSN )	888 - 8888			
Comments:						
Record added.						
(1) Keys	(2) First	(3) Desc	(4) Prev	(5) Next	(8) Find	
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retr	
(17) Emssns	(18) CEqip	(19) Permit	(20) A106		(32) Exit	

**Figure 10.3. Source Information.**

EMISSION										Date of last update
MAJCOM MTC Emission ID # 44	Base HILL	State UT	County DAVIS	EPA Region 08						
	EO1	Source Category	ABRS CLEAN	Facility # 314						
Emission Type	NITROUS OX	CAS#	123456789	Pollutant						
Method	AP-42									
Are there emission controls for this pollutant?	Y									
If yes, indicate efficiency	80 %									
	CY 1993		CY 1994		CY		CY			
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual		
Permitted	1	4	1	4						
Actual Units	LBS/WK	LBS/WK	LBS/WK	LBS/WK						
Comments										
Record added.										
(1) Keys	(3) Desc	(5) Next	(8) Find							
(9) Modify	(10) Query	(11) Add	(13) Help	(15) Print	(16) Retr					
		(20) A106			(32) Exit					

**Figure 10.4. Emission.**



PERMIT MILESTONES					Date of last update
MAJCOM MTC Record # 0001	Base HILL Permit #	9307111222	Type Permit	OPERATE	
MILESTONES DATES					
	Original Permit Application		1993	1	2
	Issued Permit to Install		1993	2	2
	Agency Notified of Completion				
	Original Permit to Operate		1993	4	4
	Last Amendment Reissued				
	Effective Date of Reissued Permit				
	Permit for Inspection/Testing				
	Permit Expires				
	Renewal Required		1995	2	2
	Renewal Submitted				
	Other:				
Comments:					
Press ENTER for prev Screen					
(1) Keys	(2) First	(3) Desc	(4) Prev	(5) Next	(8) Find
(9) Modify	(10) Query	(11) Add	(12) Delete	(13) Help	(15) Print
(17) Source			(20) A106		(16) Retrn (32) Exit

Figure 10.7. Permit Milestones.

## Chapter 11

### WATER AND WASTEWATER MODULE

**11.1. Authority and Description.** AFI 32-7041, *Water Quality Compliance* (formerly AFP 19-5), and AFI 48-119, *Environmental Pollution Monitoring* (formerly AFR 19-7), require the establishment of an automated inventory of base water supply sources and associated treatment processes, wastewater treatment plants and processes, permits, and exceedances. For drinking water and wastewater outside the United States, its territories, or possessions, AFI 32-7006 applies; the DoD FGS or OEBGD identifies the criteria by which drinking water and wastewater are tracked. Use the Water and Wastewater Module to satisfy these requirements; it uses five programs: the Base Water Overview, Water Supplies, Wastewater Treatment, Exceedances, and Permits. Figure 11.1 shows this structure (RCS: HAF-CEV[AR]9421, *Water and Wastewater Programs and Inventories*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**11.2. Adding New Records.** Each base completes one overview of base water program record, figure 11.2, showing whether the base has a State or EPA certified lab on base, if the base meets state or Federal operator certification requirements (or both), if the base has a contingency plan, and if the base has any water or wellhead protection areas. Add a permit record for every

active water or wastewater permit and for every permit for which an application has been submitted. Complete the record, figure 11.3, showing the permit's identification number, primary issuing authority, issue date, type of permit, a description of the permit, and the status of the permit. When a base exceeds the limits established by a water permit, add an Exceedance record, figures 11.4 and 11.5. An exceedance record must include the date and location of the exceedance, type of exceedance, parameter exceeded, permit limit, test results, and the primary cause of the exceedance. When an exceedance occurs, you must also use the Release Reporting module and the inspection and Enforcement module (if an EA or CA results). The Exceedances program has a direct link to the Inspection and Enforcement Module. Add a water supply system record for each water supply system on a base as shown in figures 11.6 and 11.7. The record must include a water supply ID number, whether the water supply is community or non community; and if there are any open enforcement actions against the system. The record must also include the percent of the system's water obtained from ground water and number of wells; the percent of the system's water obtained from municipal sources and the number of connections; the percent of the system's water obtained from surface water and the number of inlets; and the percent of the system's water obtained from DoD sources. The record must include the

type of disinfection, softening, corrosion control, VOC treatment and fluoride treatment, and if there is any treatment for taste, odor, iron, manganese, or trihalomethane (THM) removal. Each base must add a Wastewater Treatment record as shown in figures 11.8 and 11.9. A Wastewater Treatment record must include the plant type, highest state plant classification, treatment processes used, type of sludge produced, and sludge disposal methods used.

**11.3. Record Transfer.** After the initial upload of records, MAJCOMs should release new water supply, wastewater treatment, permit, and exceedance records to the Air Staff soon after receiving them from a base. MAJCOMs should establish suspenses for bases to release water and wastewater records to them.

**11.4. Record Updates.** Water and wastewater records will reflect the current status of each base's water and wastewater systems.

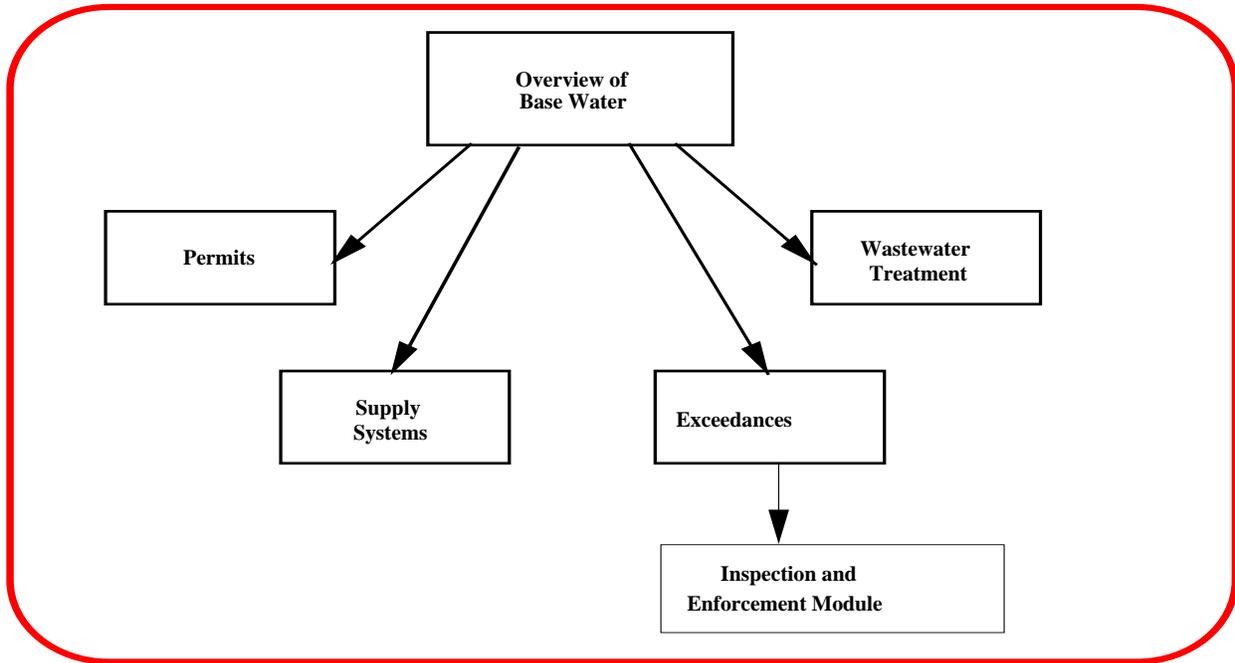


Figure 11.1. Water and Wastewater Module.

OVERVIEW OF BASE WATER						
MAJCOM AFR	Base DOBBINS	State GA	EPA Region 04	Date of Last Update	RCO Region	ERG
Do you Meet Operator Certification Requirements? N						
SPCC Plan Date 1990 04 30			Certified Lab On Base? N			
DRINKING WATER						
Contingency Plan		N	Plan Date			
Water/Well Head Protection Areas		N	Number of Wells			
Number of Inactive Wells			Number of Abandoned Wells			
WASTEWATER						
Number of Permitted Dischg Pts			Number of Treatment Plants			
Comments: DOBBINS ARB OPERATES AS AN INDUSTRIAL DISCHARGER TO AIR FORCE PLANT NO 6 - PERMIT NO. GA0001198						
STORMWATER						
Number of Permitted Dischg Pts			Mgt Plan Date			
Comments:						
Your print request has been queued.						
(1) Keys	(10) Query	(3) Desc	(13) Help	(14) Select	(15) Print	(16) Retrn
(17) Permit	(18) Exceed	(19) WTRSUP	(20) WWT	(21) A106		(32) Exit

Figure 11.2. Overview of Base Water Program.

PERMIT						
MAJCOM MTC	Base Hill	State	EPA Region	Date of Last Update	RCO Region	
Permit/ID # 00001	Permit Type DW					
Description						
Issued 1992 01 01	Issuing Auth Type FED		Status CLOSED			
Expires	Name					
Renewal	Permit Fee \$		FY Paid			
Number of Permitted Dischg/Outfalls (if applicable):						
Industrial Wastewater			Pretreatment			
Domestic Wastewater			Storm Water			
Groundwater Treatment						
Comments:						
(1) Keys	(10) Query	(3) Desc	(5) Next	(8) Find	(15) Print	(16) Retrn
(9) Modify	(11) Add		(13) Help			(32) Exit
			(21) A106			

Figure 11.3. Water Permit.

E X C E E D A N C E										
MAJCOM MTC	Base Hill	Exceedance Incident #	19930001	Date	1993 1 15	Date of Last Update	1993 02 02	Prior Exceedance #		
Exceedance Type	CT	Permit ID# (s)		Limit	Result	Units	F	Duration	1 HR	
Parameter	AG			1.000	2.000	Units	F	Duration	1 HR	
Parameter				.000	.000	Units		Duration		
Parameter				.000	.000	Units		Duration		
Parameter	F			111.000	222.000	Units	OTR	Duration	1 HR	
Location	TEST	Location #				Ist Cause	ADM	2nd Cause		
Regulator(s) Notified:		Name				Org				
		Date				Time				
		Name				Org				
		Date				Time				
W/O #	A-106 Proj #	ECD				Actual Comp				
Description:										
Press ENTER for next screen .										
(1) Keys	(10) Query	(3) Desc	(11) Add	(20) QRpt	(5) Next	(13) Help	(21) A106	(15) Print	(16) Retrn	(8) Find
(9) Modify										(32) Exit

Figure 11.4. Water Exceedance (Screen 1).

WATER EXCEEDANCE MANAGEMENT ACTION PLAN										
MAJCOM MTC	Base Hill	Exceedance Incident #	19930001	Date of Last Update	1993 02 02	Mgt Action Plan				
Comments										
Make your Modificatios and press ENTER.										
(1) Keys	(10) Query	(3) Desc	(20) QRpt	(13) Help	(21) A106	(14) Select	(15) Print	(16) Retrn		(8) Find
										(32) Exit

Figure 11.5. Water Exceedance (Screen 2).

WATER SUPPLY SYSTEM				Date of Last Update
MAJCOM MTC	Base Hill	Supply ID 0001		
Supply System Title				Supply Class
Population Served (millions):		Transient .000		Residential .000
Com/Noncommunity Supply C		Compliance Agreements? N		Enforcement Actions? N
WATER USAGE				
Average Daily Usage	.000 MGD		Fire Fighting Reserve	.000 MG
Peak Daily Usage	.000 MGD		Total Storage Capacity	.000 MG
Total Production Capacity	.000 MGD			
SOURCE STATISTICS:				
	Groundwater	100 %	Number of Wells	1
	Municipal	%	Number of Connections	
	Surface Water	%	Number of Inlets	
Permit Number(s)				
Operational Problems				
Drawdown Difficulties				
Press ENTER for next screen.				
(1) Keys	(3) Desc	(5) Next	(8) Find	
(9) Modify	(10) Query	(11) Add	(12) Delete	(13) Help
				(15) Print
				(16) Retrn
			(21) A106	(32) Exit

Figure 11.6. Water Supply System (Screen 1).

WATER SUPPLY SYSTEM, Continued				Date of Last Update
MAJCOM MTC	Base Hill	Supply ID 0001		
Quality Concerns				
TREATMENT				
Disinfection		CHLOR		
Softening		ION EXCHG		
Corrosion Control		NONE		
VOC		AIR STRIP		
Fluoride N	Taste/Odor N		Iron/Manganese N	THM N
Other				
MANPOWER				
Certification Level	(High to Low)			
Certified Personnel	Required			
Certified Personnel	Available			
Number Noncertified			Total Operators	
Make your modifications and press ENTER.				
(1) Keys	(3) Desc	(13) Help	(14) Select	(15) Print
(10) Query		(21) A106		(16) Retrn
				(32) Exit

Figure 11.7. Water Supply System (Screen 2).

WASTEWATER TREATMENT								
MAJCOM	MTC	Base	Hill	Highest Class	1	Date of Last Update		
PLANT #1 Name				Year Built	Type	DOM	Class	MAJ
Permit #(s)					Av	MGD	.000 Cap MGD	.000
Processes (Prim to Tertiary)				ACTS				
Operational Difficulties:								
PLANT #2 Name				Year Built	Type	DOM	Class	
Permit #(s)					Av	MGD	.000 Cap MGD	.000
Processes (Prim to Tertiary)								
Operational Difficulties:								
PLANT #3 Name				Year Built	Type	DOM	Class	
Permit #(s)					Av	MGD	.000 Cap MGD	.000
Processes (Prim to Tertiary)								
Operational Difficulties:								
Comments:								
Press ENTER for next screen								
(1) Keys		(3) Desc		(5) Next			(8) Find	
(9) Modify	(10) Query	(11) Add	(12) Delete	(13) Help		(15) Print	(16) Retrn	
							(32) Exit	

Figure 11.8. Wastewater Treatment (Screen 1).

WASTEWATER TREATMENT							
MAJCOM	MTC	Base	Hill	Highest Class	1	Date of Last Update	
SUMMARY OF DISCHARGES							
Direct Discharge,				Domestic	WWTP	# Points	Percent
Direct Discharge,				Industrial	WWTP		
Discharge to POTW,				Regional	Connection(s)		
Pretreated					%		
Collection Only					%		
Other (Land Disposal, No Discharge)							
Sludge Type(s)				DSL			
Sludge Disposal Type(s)				HAZW			
				MANPOWER			
Certification Level (High to Low)							
Certified Personnel Required							
Certified Personnel Available							
Noncertified						Total Operators	
Comments:							
Press ENTER for prev screen .							
(1) Keys		(3) Desc		(5) Next			(8) Find
(9) Modify	(10) Query	(11) Add	(12) Delete	(13) Help		(15) Print	(16) Retrn
							(32) Exit

Figure 11.9. Wastewater Treatment (Screen 2).

## Chapter 12

## CLEANUP MODULE

**12.1. Authority and Description.** AFI 32-7020, *Installation Restoration Program Management Guidance*, establishes procedures for managing the Air Force Installation Restoration Program (IRP) and requires the collection and reporting of information concerning IRP sites and Defense Environmental Restoration Account (DERA) requirements. Use the Cleanup module to satisfy these requirements and also to report information concerning cleanup of contaminated sites in foreign countries as specified in AFI 32-7006. The Cleanup Module uses nine programs: Sites, Requirements, Contracts, Funds Issued, Site Funding, Prior Year Funding Distribution, and three Milestones Programs. Figure 12.1 shows this structure. Sites and requirements programs are mandatory. Linking site records to their corresponding requirements also is mandatory. Use of other programs is optional. (RCS: HAF-CEV[AR]9422, *Inventory of Installation Restoration Program (IRP) Sites and Defense Environmental Restoration Account (DERA) Requirements*). The Air Force has designated this report as emergency status code D, discontinue reporting during emergency conditions.

**12.2. Adding New Records.** Add a new Site record when a new IRP site or overseas contaminated site is discovered. A new Site record, figures 12.2, 12.3, and 12.4, must

contain a site identification number, site name, type of site, a description of the site, category, applicable statute, and pollutants contaminating the site. You will add a new Requirement record, figures 12.5 and 12.6, for each DERA requirement (project) or overseas cleanup project. A new Requirement record must include a unique requirement number, the fiscal year funds are needed, phases 1 and 2 of the requirement, a description of the requirement, and the category of work. Each requirement has an additional screen, figure 12.7, for comments.

**12.3. Record Transfer.** MAJCOMs will release new Cleanup records to the Air Staff within 15 days of the discovery of a new site or the identification of a new requirement. Air Staff will validate records upon receipt and transfer any necessary comments back to the MAJCOMs. MAJCOMs will establish suspenses for bases to release records to them.

**12.4. Record Updates.** Site and Requirement Records will reflect the current status of each base's Cleanup Program.

**12.5. Associated Metrics.** Use the Cleanup Module to calculate performance against the *Site Risk Reduction Trend* metric (A1.1) in AFPD 32-70.

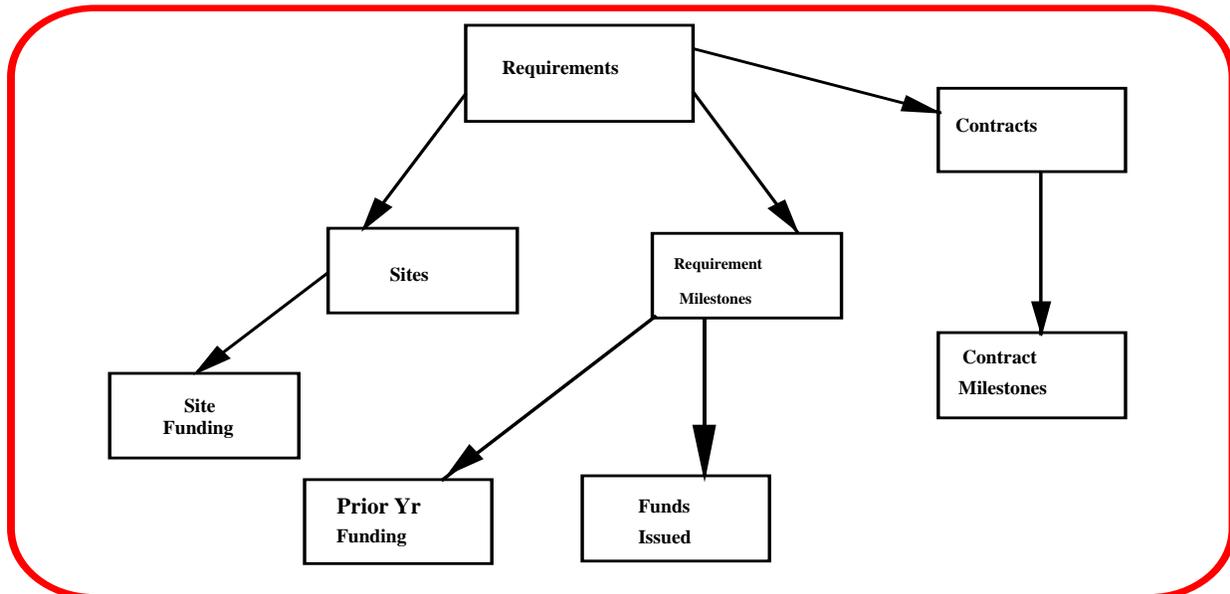


Figure 12.1. Cleanup Module.

SITE INFORMATION			
Base: EGLIN		MAJCOM: MTC	
Name: RESTORATION	ID: RW 000	(Old ID: )	
Desc: RESTORATION SITE			
Type: E	Category: B		
Code:	NPL Site:		
Law: S	Listed on Docket?		
Pollutants		Permit Required/Date Obtained	Scores
1 RAD	4 OTH	1	DPM:
2 POL	5 HMT	2	HRS:
3 PCB	6 DXF	3	rHRS:
		4	
Base Rmrk:			
MAJC Rmrk:			
HQQ AF Rmrk:			
Make your modifications and press ENTER.			
(1) Keys	(10) Query	(3) Desc	(13) Help
			(14) Select
			(15) Print
			(16) Retrn
			(32) Exit

Figure 12.2. Site Information.

DERA SITE SCHEDULE					
					Date of last update 1993 08 18
MAJCOM: AMC		Base: DOVER		Site ID: SD 012	
Phase	Status	Est Start	Act Start	Est Compl.	Act Compl.
PA	C			1990 03 31	
SI	C			1990 03 31	
RI	F			1992 08 31	
FS	F			1992 12 31	
ROD					
RD	F			1996 03 15	
IRA					
RA	F			1996 03 15	
LTM					
LTO					
Finished					
NFAP					
Close-out					
Required: RI/FS? Y TD? N LTM? N RA? Y Removal action? Y Remedial action? Y					
Comments:					
Press ENTER for prev screen.					
(1) Keys	(10) Query	(3) Desc	(12) Delete	(5) Next	(8) Find
(9) Modify			(20) Contrt	(13) Help	(15) Print
(17) Reqms		(19) Funding			(16) Retrn
					(32) Exit

Figure 12.3. DERA Site Schedule.

DERA FUNDING FOR SITE						
Active Funding Data for Site FT000						
FY	PA	SI	RI	FS	RD	Date of last update
1984	0	0	0	0	0	0
1985	0	0	0	0	0	0
1986	0	0	0	0	0	0
1987	0	0	0	0	0	0
1988	0	0	0	0	0	0
1989	0	0	0	0	0	0
1990	0	0	0	0	0	0
1991	0	0	0	0	0	0
1992	0	0	0	0	0	0
1993	0	0	0	0	0	0
1994	0	0	0	0	0	0
1995	0	0	0	0	0	0
1996	0	0	0	0	0	0
1997	0	0	0	0	0	0
1998	0	0	0	0	0	0

Press ENTER to display the rest of the record.

(1) Keys (3) Desc (5) Next (7) Up (16) Retrn  
 (9) Modify (13) Help (15) Print (32) Exit

Figure 12.4. DERA Funding Data For Site.

DERA REQUIREMENT INFORMATION		
Base: EGLIN	MAJC: MTC	Fiscal Yr: 1995
Requiremnt #: MUHJ957009	Descr: RI/FS OU2	
Phase: RI/FS	# of Sites Attached: Highest DPM:	
Category	Intermediate or final Billing: [I/F]	
Funding Pri.:	Requirement Amounts	Requirement Dates
Agent:	CWE:	Committed:
Appropriate:	Programmed:	Obligated:
EEIC:	Committed:	Expensed:
P.E.:	Total Oblig:	
Base Pri.:	Expensed:	Release Dates
MAJCOM Pri.:	Appropriat:	Base:
HQ/AF Pri.:	MAJCOM Funded:	MAJCOM:
BASUNQ1	Projected:	HQ/AF:
BASUNQ2	Actual:	Validated:
ASFY	Validated:	Approved:
ASAMT:	AF/CEVR Approved:	Last Modified: 1993/10/04 by WEH

Type the information and press ENTER to add the record.

(1) Keys (3) Desc (5) Next (8) Find  
 (9) Modify (10) Query (11) Add (12) Delete (13) Help (15) Print (16) Retrn  
 (17) A106 (18) PCMS (19) Sites (20) PDC (21) Base (23) Rel Up  
 (25) Remrks (26) Defts (32) Exit

Figure 12.5. DERA Requirement Information (Screen 1).

PROGRAM MANAGERS INFORMATION					
MAJCOM: MTC	Base: EGLIN	Requirement #: MUHJ957009	Fiscal Yr: 1995		
Phase: RI FS	Desc: RI/FS OU2	Agent:			
Programmed Amt.: \$					Fiscal Year S & A Breakdown
Est. Completion Date: 1996 01 01					1991
Act. Completion Date:					1992
					1993
S & A Total Req'd Amt.:					1994
S & A Obligated Amt.:					1995
S & A Unobligated Amt.:					1996
					1997
					1998
					1999
					2000
Obligated Summary					
Amount	Est. Date:	Actual Date:			
(1) Keys	(3) Desc	(5) Next	(8) Find		(16)Retrn
(10) Query	(11) Add	(13) Help	(15) Print		
(17)A106	(18) PCMS	(19) Sites	(21) Base		(32) Exit
(25) Remrks	(26) Contrt	(27)PAMil			

**Figure 12.6. Program Managers Information (Screen 2 of Requirement Record).**

DERA REQUIREMENT INFORMATION						
<b>Base</b>	EGLIN	MAJCOM	MTC	<b>Requirement #</b>	MUHJ957009	<b>Fiscal Yr 1995</b>
<b>Desc</b>	RI/FS OU2					
<b>Base Comments</b>						
<b>MAJCOM Comments</b>						
<b>RCO Comments</b>						
(1) Keys	(10) Query	(3) Desc	(13) Help	(15) Print	(16) Retrn	(32) Exit

**Figure 12.7. DERA Requirement Information (Screen 3).**

**Chapter 13**

**POLLUTION PREVENTION MODULE**

**13.1. Authority and Description.** AFI 32-7080, *Pollution Prevention Programs* (formerly AFR 19-15), mandates the prevention of future pollution by reducing the use of hazardous materials, reducing waste streams, reusing generated waste, recycling what cannot be reused,

and expanding purchasing programs for recycled products. Use the Pollution Prevention Module to report data related to the pollution prevention program including solid waste disposal, hazardous material purchases, affirmative procurement of recycled products, and justification

information for funding requirements. The Module uses five programs: Programming and Funding Program, Municipal Solid Waste, Affirmative Procurement, Hazardous Materials Purchases, and Technical Orders, Military Specifications, and Military Standards (TOMM). Figure 13.1. shows this structure. Only the Air Force Materiel Command (AFMC) Air Logistics Centers, Headquarters AFMC, and the Air Staff uses the TOMM Program (RCS: HAF-CEV[AR]9423, *Pollution Prevention Overview and Funds Programming*; RCS: HAF-CEV[Q]9424, *Hazardous Materials (HAZMAT) Purchase(s), Affirmative Procurement, and Municipal Solid Waste (MSW) Report*; RCS: HAF-CEV(Q)9425, *Status Report of Technical Orders, Military Standards, and Military Specifications [TOMM]*). The Air Force has designated these reports as emergency status code D, discontinue reporting during emergency conditions.

**3.2. Adding New Records.** To add a record, access the appropriate program from the menu shown in figure 13.2. Add a Programming record, figures 13.3, 13.4, 13.5, and 13.6, for every A-106 record identified as a pollution prevention requirement; add the A-106 record first. Programming records replace the "single page justification sheet" submitted in the past for pollution prevention projects. At the end of every fiscal year, add a Funding record, figures 13.7 and 13.8, for each open Programming record. Add Municipal Solid Waste, Affirmative Procurement, and Hazardous Material Purchases records at the end of each quarter for each category of solid waste,

each type of item affirmatively procured, and each hazardous material purchased. The quarterly Municipal Solid Waste records will include the summary information shown in figures 13.9 and an individual record for each type of solid waste as shown in figure 13.10. The quarterly Affirmative Procurement record will include the summary information shown in figure 13.11 and an individual record for each type of material as shown in figure 13.12. Add a quarterly Hazardous Material Purchases record for each type of hazardous material purchased as shown in figure 13.13. AFMC will report progress toward reducing references to hazardous materials in TOs, MILSPECS and MILSTDs using the screens shown in figures 13.14 and 13.15.

**13.3. Record Transfer.** MAJCOMs will release programming and funding records to the Air Staff for validation as soon as each record is complete. MAJCOMs will release all quarterly records to the Air Staff within 45 days after the end of each quarter. MAJCOMs will establish suspenses for bases to release records to them.

**13.4. Record Updates.** Programming and funding records will reflect the current status of each requirement. After releasing quarterly records to the Air Staff, you cannot modify them.

**13.5. Associated Metrics.** Use the Pollution Prevention Module to calculate performance against the *Solid Waste Disposal Trend* metric (A1.5) in AFPD 32-70.

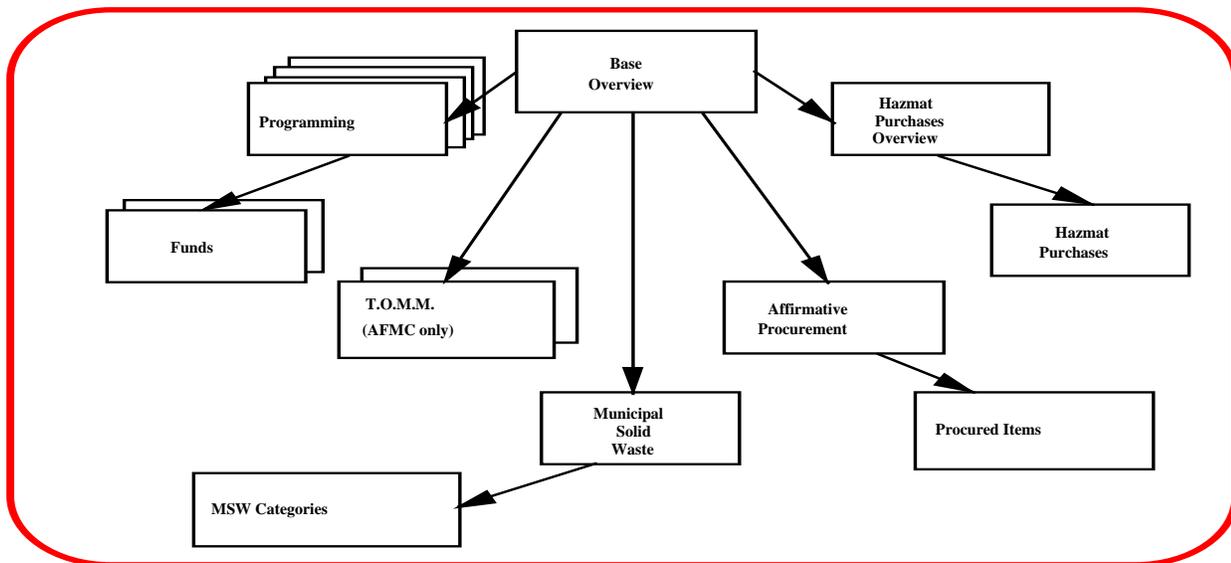


Figure 13.1. Pollution Prevention Module.

POLLUTION PREVENTION OVERVIEW			
MAJCOM	Base	Management Plan Date MAJCOM Review	Date of Last Update
Remarks			
Select the appropriate PF Key to Continue. <input type="checkbox"/> Overview <input type="checkbox"/> Programming/Funds <input type="checkbox"/> Affirmative Procurement <input type="checkbox"/> Hazmat Purchases <input type="checkbox"/> Municipal Solid Waste <input type="checkbox"/> TOs/Milspecs/Milstnds (TOMM)-ALCs only			
<input type="text"/>			

Figure 13.2. Pollution Prevention Overview.

POLLUTION PREVENTION PROGRAMMING				
MAJCOM	Base	Operator	Date of Last Update	
A-106 Proj #		Title		
Project Cost \$		PP Category:	Primary	Secondary
Last A-106 Update				
Priority:	Base	MAJCOM		
Validation:	Base	MAJCOM		Air Staff
MAJ POC		Phone		
Base POC		Phone		
<input type="text"/>				

Figure 13.3. Pollution Prevention Programming (Screen 1).

POLLUTION PREVENTION PROGRAMMING			Date of Last Update
A-106 Proj #	Title	Weapon System	
Functional Area	Advocate		
Project Description			
Economic Justification	Mission Impact	Payback	
Proj Source:	Process	Organization	
Chemical:	Primary	# Lbs Reduced	
	Secondary	# Lbs Reduced	

Figure 13.4. Pollution Prevention Programming (Screen 2)

POLLUTION PREVENTION PROGRAMMING		Date of Last Update
A-106 Proj #	Title	
Current Process		
New Process		

Figure 13.5. Pollution Prevention Programming (Screen 3)

POLLUTION PREVENTION PROGRAMMING			
A-106 Proj #	Title	Date of Last Update	
Type Contract	Design Agent	Design Percent	
Est Start	Est Completion		
Act Start	Act Completion		
Base Remarks			
MAJCOM Remarks			
Air Staff Remarks			
<input style="width: 100%; height: 15px;" type="text"/>			

**Figure 13.6. Pollution Prevention Programming (Screen 4).**

POLLUTION PREVENTION FUNDS PROGRAMMED				
				Date of Last Update
A-106 Proj #	Title			
A-106 Project Cost \$	Last A-106 Update			
Appropriation	FY	FY	FY	
3010	\$	\$	\$	
3020	\$	\$	\$	
3080	\$	\$	\$	
3300	\$	\$	\$	
3400	\$	\$	\$	
3600	\$	\$	\$	
Other	\$	\$	\$	
Total	\$	\$	\$	
MFP	Org Acct Code	EEIC	Fed Stock #/Class	
<input style="width: 100%; height: 15px;" type="text"/>				

**Figure 13.7. Pollution Prevention Funds Programmed**

POLLUTION PREVENTION FUNDS EXECUTED					
FY	Proj #	Proj Cost \$		Date of Last Update	
Approp	Air Staff Funded	Date	MAJCOM Funded	Date	
3010	\$		\$		
3020	\$		\$		
3080	\$		\$		
3300	\$		\$		
3400	\$		\$		
3600	\$		\$		
Other	\$		\$		
Total	\$		\$		
	Committed	Obligated	Oblig Date	Executed/Exp	Date
3010	\$	\$		\$	
3020	\$	\$		\$	
3080	\$	\$		\$	
3300	\$	\$		\$	
3400	\$	\$		\$	
3600	\$	\$		\$	
Other	\$	\$		\$	
Total	\$	\$		\$	

Figure 13.8. Pollution Prevention Funds Executed.

MUNICIPAL SOLID WASTE OVERVIEW				
Report Period		through	Date of Last Update	
MAJCOM	Base			
Base POC		Phone		
			Pounds	
		MFH	Industrial	Totals
Total Disposed				
Total Reclaimed				
Total Generated				
Landfilled				
Incinerated				
Composted				
Recycled				
Energy Recovered				
Remarks				

Figure 13.9. Municipal Solid Waste Overview.

MUNICIPAL SOLID WASTE					
Report Period		through	Date of Last Update		
MAJCOM	Base				
		Category			
Pounds Recycled	Pounds Disposed	Cost Avoided	Expenses	Revenue	
		\$	\$	\$	
Remarks					
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					

**Figure 13.10. Municipal Solid Waste.**

AFFIRMATIVE PROCUREMENT QUARTERLY OVERVIEW			
MAJCOM	Base		Date of Last Update
Base POC		Phone	
Reporting Period		through	
Released to MAJCOM			
Released to Air Staff			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

**Figure 13.11. Affirmative Procurement Quarterly Overview.**

AFFIRMATIVE PROCUREMENT MATERIAL TYPE							
MAJCOM	Base						Date of Last Update
Base POC		Phone					
Material							
				PURCHASES			Unit of Issue
This Reporting Period		Cost	%	Quantity	%		
Total of Material		\$					
Total Recycled Purchases		\$					
Year to Date:							
Total Material Purchased		\$					
Recycled Material Purchases		\$					
1992 Baseline							
Total Purchased		\$					
Total Recycled Purchased		\$					

Figure 13.12. Affirmative Procurement Material Type.

HAZMAT PURCHASES			
MAJCOM	Base		Date of Last Update
Reporting Period		through	
Short Name	Long Name		
92 Baseline	Lbs This Quarter	Cumulative Yr to Date	
Remarks			

Figure 13.13. HAZMAT Purchases.

T.O./MILSPEC/MILSTD CHANGE STATUS										
Report Period		POC		Phone		Date of Last Update				
MAJCOM	Base	Total	Cum	# with HAZMAT	Cum	# HAZMAT Digitized	Qtr	Cum	# HAZMAT Pages	Cum
TOs										
ODC										
EPA-17										
MILSPEC										
MILSTD										
		Local Pages Changed To				Permanent Pages Changed To				
		Less Haz Matr		Non-Haz Matr		Less Haz Matr		Non-Haz Matr		
		Qtr	Cum	Qtr	Cum	Qtr	Cum	Qtr	Cum	
TOs										
ODC										
EPA-17										
MILSPEC										
MILSTD										

Figure 13.14. T.O./MILSPEC/MILSTD Change Status (Screen 1).

## Chapter 14

### CONSERVATION MODULE

**14.1. Authority and Description.** AFI 32-7062, *Base Comprehensive Planning*, requires the tracking and reporting of Base Comprehensive Plan (BCP) status. AFI 32-7063, *Air Installation Compatible Use Zone*, requires the tracking and reporting of AICUZ Plan status. AFI 32-7061, *Environmental Impact Analysis Process*, requires the tracking of all Environmental Impact Analysis Process (EIAP) actions. AFI 32-7064, *Integrated Natural Resources Management*, and AFI 32-7065, *Cultural Resources Management*, require the tracking and reporting of all Natural and Cultural Resource Plan and Resource Inventory status. For conservation issues outside the United States, its territories, or possessions, AFI 32-7006 applies. Use the Conservation Module to satisfy these requirements; it uses eight programs: The Base Overview Program tracks BCP and AICUZ status. The EIAP Actions, Milestones, and Mitigations Programs track EIAP status. The Natural and Cultural Resources, General, Finances, Personnel, Plans, and Threatened and Endangered Species Programs track all Natural and Cultural Resources information. Figure 14.1. shows this structure (RCS: HAF-CEV[BE]9426, *AICUZ Status Survey*; RCS: HAF-CEV(AR)9427, *EIAP Actions*; RCS: HAF-CEV[A]9428, *Threatened and Endangered Species Inventory*; RCS: HAF-CEV[AR]9429, *Conservation Plans Report*; RCS: HAF-CEV(A)9430, *Conservation Finances, Personnel, and General Information Report*). The Air Force has designated these reports as emergency status code D, discontinue reporting during emergency conditions.

**14.2. Adding New Records.** Each base should complete a Base Overview record as shown in figures 14.2 and 14.3. CONUS bases must add an EIAP Action record, figure 14.4, for all EAs and EISs at least ten working days before the action starts. Overseas bases must add an EIAP action record for all environmental reviews (ER) and all

environmental studies (ES). If an EIAP action impacts more than one base in a single MAJCOM, the MAJCOM must add a miscellaneous EIAP record, figure 14.5. Air Staff will add EIAP actions impacting more than one base from more than one MAJCOM. If the Air Staff will review an EIAP action that is an EA or ER, then add an EA/ER Milestones record, figure 14.6. If the EIAP action is an Environmental Impact Statement (EIS), then add an EIS Milestones record, figures 14.7 and 14.8. If mitigations are necessary to satisfy the EA or EIS, add a mitigation record for each mitigation (figure 14.9). Each base should add a natural or cultural resources general information record, figures 14.10 and 14.11, and a plans record, figure 14.12. In addition, each base should add a record at the end of each calendar year for Natural and Cultural Resources Finances, Personnel, and Threatened and Endangered Species, figures 14.13, 14.14, 14.15, and 14.17. MAJCOMs should add a record at the end of each calendar year showing MAJCOM Natural and Cultural Resources Personnel, figure 14.16.

**14.3. Record Transfer.** After the initial upload of data, release all EIAP Action records to the Air Staff within ten working days of the first milestone date. MAJCOMs must release annual records by 28 February each year for the previous calendar year. MAJCOMs will establish suspenses for bases to release records to them.

**14.4. Record Updates.** You cannot modify annual records after release. You must modify all other program records as the status changes or information becomes available.

**14.5. Associated Metrics.** Use the Conservation Module to calculate performance against the *BCP Preparation Trend* metric (A1.3) in AFPD 32-70.

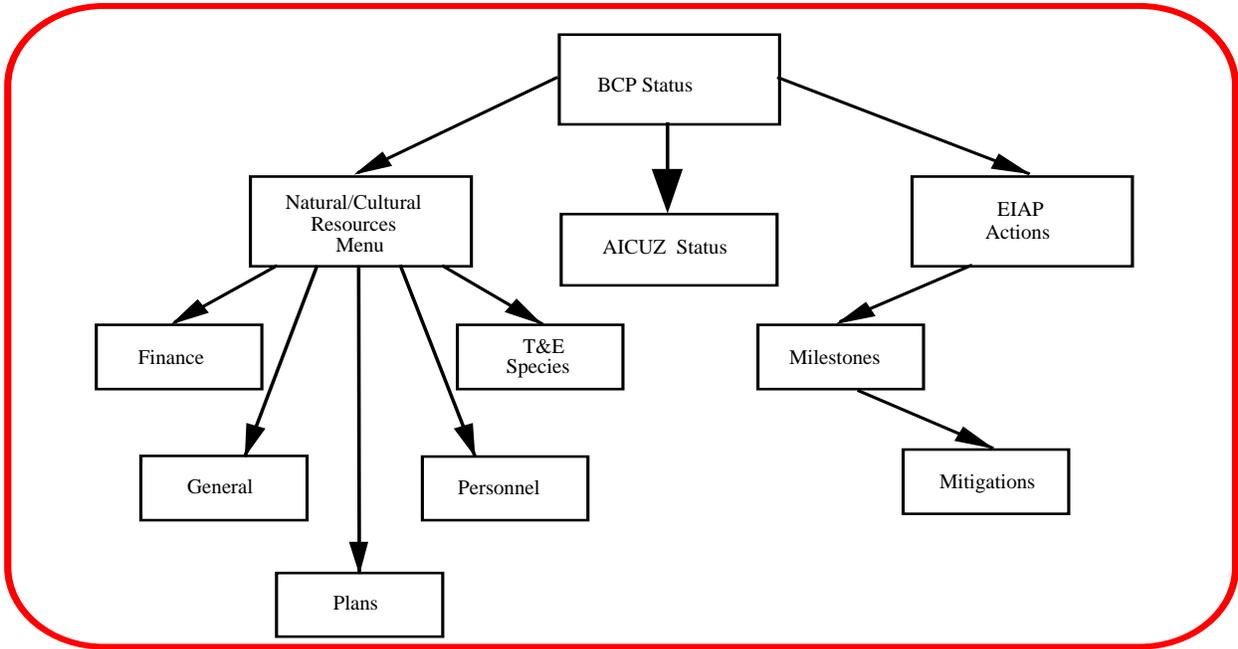


Figure 14.1. Conservation Module.

BASE OVERVIEW -- BCP STATUS			
MAJCOM MTC	BASE HILL	Date of Last Update 1993 09 22	
<b>GENERAL PLAN</b>			
Est Comp Date 1993 10 01			
Act Comp Date			
Prepared by	IN-HOUSE	Contractor	
Est Cost	\$ 50000	Act Cost	\$
Completion Dates			
		Estimated	Actual
Digital MAPS/GIS		1993 08 31	1993 08 11
Composite Constraints & Opportunities		1993 09 10	1993 09 09
Installation Development		1993 10 14	1993 08 24
MissionDelivery Capability		1993 11 10	
Utility & Infrastructure Capability		1993 12 01	1993 09 01
Installation Enhancement		1993 09 15	
Press ENTER for next screen			
(1) Keys	(3) Desc	(5) Next	(8) Find
(10) Query		(13) Help	(15) Print
(17) Nat/Cu	(18) EIAP		(16) Retrn
			(23) Rel Up
			(32) Exit

Figure 14.2. Base Overview - BCP Status.

BASE OVERVIEW--AICUZ STUDY STATUS			
	Year of Survey	Date of Last Update	
Responsible Base Office			
Base AICUZ POC		Phone	
Responsible MAJ Office			
MAJ AICUZ POC		Phone	
Release of Initial Study		Exempt?	Waived?
Release of Last Amendment/Update			
Released Study Valid?	Adopted by Local Community		
Data Validation	Land Use Controls Adopted		
Next Data Validation			
Is study underway or soon to be done?	If yes, enter the following:		
Phase	Est Comp	Act Comp	
I -- Data Collection & Analysis			
II -- Data Review & Validation			
III -- Map Preparation			
IV -- Study/Amendment Prep			
V -- Study or Amendment Public			
VI -- Implementation & Maintenance			
Press ENTER for prev screen			
(1) Keys	(3) Desc	(5) Next	(8) Find
(10) Query		(13) Help	(15) Print
(17) Nat/Cu	(18) EIAP	(23) Rel Up	(32) Exit

Figure 14.3. Base Overview - AICUZ Study Status.

EIAP ACTION			
MAJ ACC Base MOODY	Type EIS	Date of Last Update 1993 8 26	
Forcing Date 1993 11 4	Next Milestone 1993 7 30	Title MOODY AFB FORCE STRUCTURE CHANGES	
		Tracking # 1993 0001	
Narrative	A COMPOSITE WING IS BEING PROPOSED FOR MOODY AFB. THE WING WILL CONSIST OF 18-24 A/OA-10 AIRCRAFT, A C-130 SQUADRON, AND POSSIBLY OTHER TYPES OF AIRCRAFT, IN ADDITION TO THE F-16 AIRCRAFT.		
Forcing Action	EIS WAS ON HOLD UNTIL FORCE STRUCTURE ANNOUNCEMENT ON MAY 27. NEXT STAGE IS PFEIS DUE TO AF/CEVP.		
Contractor	SAIC/POC AL NIXON	Cost \$ 33	Proponent TAC
Form 813	0076	Jag Date	
Base POC		Office Symbol	Phone
Comments			
	Last Review 1993 8 4	Last Update	ECD
MAJCOM POC	CAPT DOUG HULINGS	Office Symbol	Phone
Comments	FORCE STRUCTURE CHANGES IN MAY 93 RECHARGED EIAP COMP LATE SUMMER.		
	Last Review 1993 8 12	Last Update	ECD 1992 12 29
AS POC	MCCANN	Office Symbol	Phone
Comments			
	Last Review 1993 8 26	Last Update 1993 7 29	Round Status
Press ENTER for prev screen			
(1) Keys	(3) Desc	(5) Next	(8) Find
(10) Query		(13) Help	(15) Print
(17) Milest	(19) Watr	(20) A106	(21) Airm
			(32) Exit

Figure 14.4. EAIP Action.

MISCELLANEOUS EIAP RECORD			
			Date of Last Update
Proponent Narrative	Forcing Date	Next Milestone	
Forcing Action			
Contractor			Cost \$
Bases/Sites			
		Last Review Status	ECD
Comments			
<input type="text"/>			

**Figure 14.5. Miscellaneous EIAP Record.**

EA/ER MILESTONES			
			Date of Last Update
	Original	MAJCOM	Actual
Preliminary Draft to HQ USAF			
Preliminary Draft Comments to MAJ			
Preliminary Final to HQ USAF			
FONSI and FEA to CEVP			
FONSI Approved by SAF/MIQ			
Force Date			
Mitigation(s)?			
<input type="text"/>			

**Figure 14.6. EA/ER Milestones.**





NATURAL/CULTURAL RESOURCES INVENTORY	
MAJCOM MTC BASE HILL	Date of Last Update 1993 09 28
Total Installation Acres	
Acres of Natural Resources	
DOD Only Access Outdoor Rec	Wetlands
Public Access Outdoor Rec	Flood Plains
Total Outdoor Rec Acres	Managed Commercial Forest
Agri/Grazing Outleased	T & E Species Habitat
Agri/Grazing Not Leased	
Cultural Resources Summary	
National Register Listed:	Num of Eligible Properties
Districts	
# of Contrib. Elements	NOTE: Installation may have multiple
Sites	use areas. Natural Resources acreage
Structures	does not add up to Total Installation
Objects	Acres.
Press ENTER for prev screen	
(1) Keys	(3) Desc
(10) Query	(5) Next
(13) Help	(8) Find
	(15) Print
	(16) Retrn
	(32) Exit

Figure 14.11. Natural/Cultural Resources Inventory.

NATURAL/CULTURAL RESOURCES PROGRAM STATUS	
MAJCOM MTC BASE HILL	Date of Last Update 1993 10 05
Archeological Sites Survey	
Work Began 1993 08 10	% Complete 25 STATUS UNDERWAY
Prepared by CONTRACT	Contractor ACME INC.
Completion Date	Estimated 1994 01 31 Actual
Cost	\$ 1200000
Comments:	
Press ENTER for prev screen	
(1) Keys	(2) First
(10) Query	(3) Desc
(17) A106	(4) Prev
	(5) Next
	(8) Find
	(15) Print
	(16) Retrn
	(25) Remrks
	(32) Exit

Figure 14.12. Natural/Cultural Resources Program Status.

NATURAL/CULTURAL RESOURCES -- FINANCES		Date of Last Update 1993 09 24	
MAJCOM MTC	BASE HILL	Quarter 1	
Sikes Act Fees		\$ 10000010	
Wildlife Expenses:			
Sikes Fees		\$ 1	
O & M, ETC		\$	
Agricultural/Grazing Outleases:			
Receipts		\$	
Expenses		\$	
Cost Saving		\$	
Commercial Forest:			
Products Gross Receipts		\$	
Expenses Reimbursed		\$	
Expenses Not Reimbursed		\$	
State Entitlements/DOD Reserve Acct		\$	\$

Press ENTER for Quarter Screen

(1) Keys                      (3) Desc                      (5) Next                      (8) Find  
 (10) Query                      (13) Help                      (15) Print                      (16) Retrn  
 (20) A106                      (32) Exit

Figure 14.13. Natural and Cultural Resources Finances (Screen 1).

NATURAL/CULTURAL RESOURCES		Date of Last Update 1993 09 24				
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year
Legacy Funds:						
Received		\$	\$	\$	\$	\$
Obligated		\$	\$	\$	\$	\$
Env. Compl. Funds:						
T & E Received		\$	\$	\$	\$	\$
Obligated		\$	\$	\$	\$	\$
Wetl. Received		\$	\$	\$	\$	\$
Obligated		\$	\$	\$	\$	\$
Other Nat. Rec.		\$	\$	\$	\$	\$
Obligated		\$	\$	\$	\$	\$
Cult. Received		\$	\$	\$	\$	\$
Obligated		\$	\$	\$	\$	\$

Press ENTER for Quarter Screen

(1) Keys                      (3) Desc                      (5) Next                      (8) Find  
 (10) Query                      (13) Help                      (15) Print                      (16) Retrn  
 (20) A106                      (32) Exit

Figure 14.14. Natural and Cultural Resources Finances (Screen 2).

NATURAL/CULTURAL RESOURCES BASE PERSONNEL				
As of 1990 10 07				
	Assigned (O&M)	Assigned (Legacy)	Assigned (Forestry)	Vacant
Biologist				
Foresters				
Agronomists				
Architects				
Historians				
Anthropologists				
Entomologists				
Community Planners				
Civil Engineers				
Others				
Clerical/Admin				
Total				
Volunteers				
Make your modifications and press ENTER.				
(1) Keys	(3) Desc	(14) Select	(15) Print	(16) Retrn
(10) Query	(13) Help			(32) Exit

**Figure 14.15. Natural and Cultural Resources Base Personnel.**

NATURAL/CULTURAL RESOURCES MAJCOM PERSONNEL		
Date of Last Update		
	On-Site On-Board	On-Site Vacant
Biologist		
Forestry Scientists		
Agronomists		
Architects		
Historians		
Anthropologists		
Entomologists		
Others		
Make your modifications and press ENTER.		

**Figure 14.16. Natural and Cultural Resources MAJCOM Personnel**



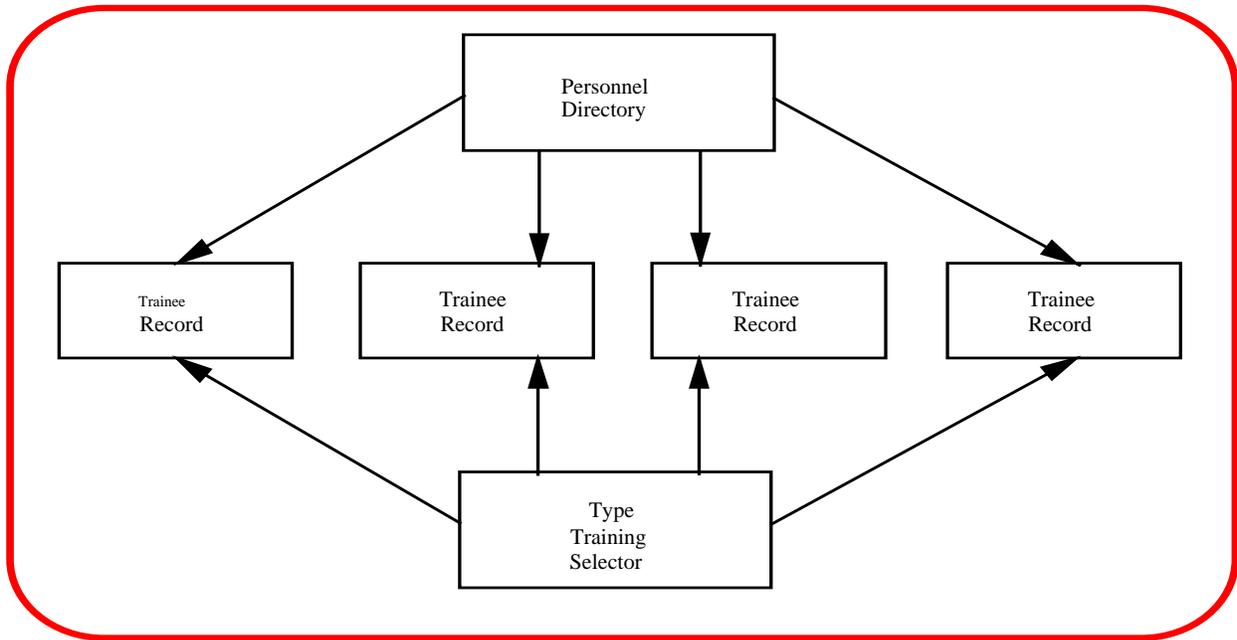


Figure 15.1. Training Tracking Module.

ENVIRONMENTAL TRAINING			
Name:			Date of last update
Rank:	Org:	Phone:	
Training Code	Last Trng	Next Due	Type
Type in the information and press ENTER to add the record.			
(1) Keys	(3) Desc	(13) Help	(14) Select
(10) Query		(15) Print	(16) Retrn
			(32) Exit

Figure 15.2. Environmental Training Record.

## Chapter 16

### SYSTEM ADMINISTRATION

**16.1. Daily Transactions.** WIMS-ES is a distributed database requiring daily maintenance by an SSA. A distributed database is one where the same data resides on more than one computer at more than one location, i.e. at base-level, MAJCOMs, Air Staff, and the RCOs. Use

daily transaction processing to electronically transfer outgoing WIMS-ES data to other systems and to distribute incoming data to the proper WIMS-ES modules. As a minimum, perform transaction processing daily. You can performed transaction processing more often, for instance,

when you must immediately send a Release Report to higher headquarters. Bases and MAJCOMs should consider configuring their systems so transaction processing runs automatically "in the background" during non-duty hours.

**16.2. Incoming and Outgoing Files.** MAJCOMs will ensure base-level SSAs manage all incoming and outgoing WIMS-ES files to ensure they are being successfully processed daily.

**16.3. Rejected Record Processing.** A receiving location automatically returns rejected records to the sending location for processing. As a minimum, run the Process Rejected Transactions Program daily to ensure records processed correctly.

**16.4. New Releases.** MAJCOMs will distribute all new WIMS-ES software releases and fixes to their bases within

10 days of receipt from AFCESA and ensure new programs are successfully loaded and operational.

**16.5. Realigning a Base to a New MAJCOM.** When the Air Force realigns a base from one MAJCOM to another, the SSA at the losing MAJCOM should coordinate with their MAJCOM environmental office to determine the effective date for the transfer of data management responsibility to the new MAJCOM. On the effective date, the SSA must run a program under the WIMS-ES Management Tool called "Realign Bases under another MAJCOM" as explained in the *WIMS-ES System Administrator Guide*. This program will change the MAJCOM field in all the records for that base and generate new data files. The data files must be immediately sent to the gaining MAJCOM via e-mail, file transfer, or on a tape. The SSA at the gaining MAJCOM must immediately load the new files.

JAMES E. McCARTHY, Maj General, USAF  
The Civil Engineer

**GLOSSARY OF ABBREVIATIONS AND ACRONYMS**

AFCEE	Air Force Center for Environmental Excellence
AFCESA	Air Force Civil Engineer Support Agency
AFIT	Air Force Institute of Technology
ANG	Air National Guard
ANGRC	Air National Guard Readiness Center
CA	Compliance Agreement
CHRIS	Chemical Hazard Response Information System
DERA	Defense Environmental Restoration Account
DODAAC	DoD Activity Address Code
DRMO	Defense Reutilization and Marketing Office
EA	Enforcement Action (Inspection and Enforcement Module)
EA	Environmental Assessment (Conservation Module)
EEIC	Element of Expense Investment Code
ECAMP	Environmental Compliance Assessment and Management Program
EIAP	Environmental Impact Analysis Process
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ER	Environmental Review
ES	Environmental Study
HQ USAF	Headquarters, United States Air Force
MAJCOM	Major Command
NOD	Notice of Deficiency
NOV	Notice of Violation
PCB	Polychlorinated Biphenyl
PCMS	Projects by Contract Management System
RCO	Regional Compliance Office
ROD	Record of Disposal
SSA	System Security Administrator
TOMM	Technical Orders/Military Specifications/Military Standards
UST	Underground Storage Tank
WIMS-ES	Work Information Management System-Environmental Subsystem