

United States
Environmental Protection
Agency
Region 2

EPA 902-B-98-001
July 1998



Region 2 Federal Facilities Program

Reference Guide

**Pollution
Prevention**



**Compliance
Assistance**



**EPA & State
Resources**



**Guidance and
Outreach**

**EPA REGION 2
FEDERAL FACILITIES PROGRAM
REFERENCE GUIDE**

July 1998

Letter from EPA Region 2 Administrator



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 2
290 BROADWAY
NEW YORK, NY 10007-1866

In the almost 30 years since this country first began to face up to its environmental problems, we have learned a great deal about effective environmental management. Most significantly, we have learned that economic efficiency and environmental protection are not mutually exclusive goals. In fact, they are very much dependent upon one another. Experience has taught us that facilities generally operate more efficiently and more cost-effectively when they manage their resources responsibly.

Federal facilities have a particular obligation to serve as models of effective and responsible environmental management. They should lead by example, showing the private sector and state and local governments that compliance with federal environmental laws is not only possible, but resource-efficient and cost-effective.

Our newest effort aimed at helping federal facilities comply with environmental standards is Environmental Management Reviews. Environmental Management Reviews, or EMRs, are voluntary audits of a facility's operations that are conducted jointly by EPA and the facility's managers. EMRs are not inspections. They are a proactive means of helping facilities identify and correct the causes of compliance problems.

We have had a great deal of success with compliance assistance programs in the private sector. More and more companies have come to see that practices such as self-auditing and pollution prevention not only make good sense for public health and the environment, they make good economic sense. Many have responded by developing innovative technologies that come to serve as industry models. We expect to duplicate that success with federal facilities.

Compliance assistance efforts, like EMRs, are, of course, complements to traditional enforcement work, not a substitute for it. EPA will continue to enforce the nation's environmental laws as vigorously at government facilities as in the private sector.

Nonetheless, we are eager to work with federal facilities to make compliance as simple and sensible as possible. That's where this guide comes in. It should be used as a resource, a way of getting the information you need to meet your responsibilities under the law. Use the contacts listed here to get answers to your questions. Take advantage of the technical assistance described in the following pages. Above all, make it your facility's business to showcase a clean, efficient operation that will be a model of environmental management for the nation.

Jeanne M. Fox
Regional Administrator

Letter from Region 2 Federal Facility Coordinators



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 2
290 BROADWAY
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We are very excited to bring you this guide to the EPA Region 2 Federal Facilities Program. We recognize that good environmental performance in the regulated community is often improved by the community's access to its regulators and to current information. Our goal in providing you with this guide is to enhance your relationships with EPA and state regulators and facilitate information sharing. The guide is designed to be used as a quick reference to the programs, resources, and services available to federal facilities in the region. Facilities looking for detailed information about particular topics in the guide should call the respective points of contact, or simply contact us.

We hope that this guide will prove to be a useful addition to your library. We very much look forward to working with you in the future as we continue to improve on our already established partnership between EPA and the federal facilities sector.

Jeanette Dadusc
Assistant Federal Facilities Coordinator

John Gorman
Federal Facilities Coordinator

**EPA REGION 2
FEDERAL FACILITIES PROGRAM CONTACT
INFORMATION**

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EPA Region 2
290 Broadway - 21st Floor
New York, NY 10007-1866



ACRONYMS

ATSDR	Agency for Toxic Substances and Disease Registry
BRAC	Base Realignment and Closure Act
CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CEMP	Code of Environmental Management Principles
CERI	Center for Environmental Research Information
CFA	Civilian Federal Agency
CWA	Clean Water Act
DLA	Defense Logistics Agency
DoD	Department of Defense
DOE	Department of Energy
DOI	Department of Interior
DPCC	Discharge, Prevention, Control, and Countermeasures
DRMS	Defense Reutilization and Marketing Service
ELP	Environmental Leadership Program
EMR	Environmental Management Review
EMS	Environmental Management System
E.O.	Executive Order
EPCRA	Emergency Planning and Community Right-to-Know Act
FEDPLAN	Federal Agency Environmental Management Program Planning
FFC	Federal Facilities Coordinator
FFCP	Federal Facility Compliance Program
FFEO	Federal Facilities Enforcement Office
FFLC	Federal Facilities Leadership Council
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
GOCO	Government-Owned Contractor-Operated
IAG	Interagency Agreement
NCEPI	National Center for Environmental Publications and Information
NFESC	Naval Facilities Engineering Service Center



ACRONYMS (Cont.)

NJDEP	New Jersey Department of Environmental Protection
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NPL	National Priorities List
NTIS	National Technical Information Service
NYSDEC	New York State Department of Environmental Conservation
OFEE	Office of the Federal Environmental Executive
PCBs	Polychlorinated Biphenyls
PPC	Pollution Prevention Coordinator
PPOAs	Pollution Prevention Opportunity Assessments
PREQB	Puerto Rico Environmental Quality Board
RCRA	Resource Conservation and Recovery Act
TRI	Toxics Release Inventory
TSCA	Toxic Substances Control Act
USDA	United States Department of Agriculture
UST	Underground Storage Tanks
VIDPNR	Virgin Islands Department of Planning and Natural Resources
WREAFS	Waste Reduction Evaluations at Federal Sites



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Jeanette Dadusc and John Gorman**

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Federal Facility Documents Order Form



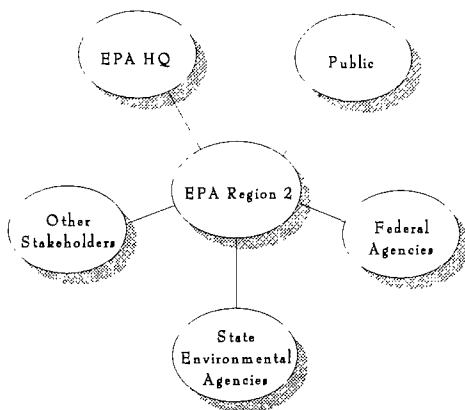
EPA REGION 2 OVERVIEW

EPA Region 2 oversees compliance assessment, assistance, and enforcement activities at facilities throughout New Jersey, New York, Puerto Rico, and the U.S. Virgin Islands. Program responsibilities range from air permitting and Superfund oversight to pollution prevention and wetlands protection. Federal facilities are treated as an independent sector through the regional Federal Facility Compliance Program and the Federal Facilities Superfund section.

FEDERAL FACILITY COMPLIANCE PROGRAM

Executive Order (E.O.) 12088, “Federal Compliance with Pollution Control Standards”, makes the head of each executive agency responsible for ensuring that the agency’s facilities, programs, and activities meet applicable federal, state, and local environmental requirements. Region 2’s implementation of this program requires coordination between regional, EPA headquarters, state, and federal agency representatives (see below).

Region 2 Federal Facilities Compliance Program Partnerships



The primary goal of EPA’s Federal Facility Compliance Program is to ensure that all agencies reach a level of compliance with environmental requirements



that equal or surpass the rest of the regulated community. To accomplish this goal, EPA uses a three-pronged approach: training and compliance assistance, compliance oversight and enforcement, and federal agency environmental budget review.

This comprehensive approach is intended to help federal agencies develop appropriate compliance strategies and request adequate funding to carry out these strategies. This guide contains brief program descriptions, technical reference materials, contact numbers, and other information on federal facility environmental program resources to help facilitate your involvement in the Region 2 Federal Facilities Program.

Role of the Federal Facility Coordinator -- The Federal Facility Coordinator (FFC) manages the regional federal facility program and serves as the regional point of contact for federal facilities' compliance assistance and multi-media matters. The FFC is also responsible for implementing EPA HQ policies and programs at the regional level. Specific FFC responsibilities include:

- ☐ **Coordinating** with regional media program staff to implement federal facilities enforcement programs;
- ☐ **Managing** tracking and compliance planning activities:
 - Maintaining records on federal facility inspections and enforcement actions;
 - Preparing briefings for the Regional Administrator on federal facility issues;
 - Ensuring that federal facilities issues are addressed in EPA/state enforcement agreements;
- ☐ **Managing** the federal facility environmental budget review process (i.e. A-106/FEDPLAN):



- Coordinating the FEDPLAN review of all federal facility budgets and programs within the region as required by E.O. 12088;
 - Communicating information about the FEDPLAN planning process to the region and federal facilities;
- ❑ **Providing** compliance assistance and training to federal facilities:
- Conducting federal facility program reviews and environmental management reviews (see enclosed brochure);
 - Establishing interagency forums, quarterly roundtable meetings, and annual conferences to disseminate information and facilitate discussion of critical policy issues;
- ❑ **Encouraging** pollution prevention at federal facilities:
- Conducting Pollution Prevention Opportunity Assessments (PPOA) in cooperation with the regional Pollution Prevention Coordinator; and
 - Helping federal facilities develop pollution prevention programs by providing information, identifying opportunities, and fostering technology sharing.

Compliance Assistance Programs and Initiatives -- The Region 2 Federal Facilities Compliance Program oversees a wide range of initiatives targeted specifically at federal facilities. Several of these programs are summarized below.

- ❑ **Federal Facility Regional Conferences** -- Region 2's federal facility conferences are ways to educate federal facility representatives about EPA's regulatory developments, trends in the environmental field, policy directives from the region and EPA headquarters, innovative environmental projects supported by EPA, and case studies of successful pollution prevention implementation. They also provide participants with a valuable opportunity to meet and network with a number of federal and



state representatives. Regional conferences are offered at least once every two years and are attended by over 100 regional federal facility representatives.

- ❑ **Joint EPA and State Federal Facility Workshops** -- Joint federal facility workshops with the states in Region 2 give federal facility representatives an opportunity to learn of state environmental requirements as they specifically apply to federal facilities. The first joint EPA and state workshop was held in September 1995 with the New York State Department of Environmental Conservation (NYSDEC) at the Niagara Falls Air Reserve Station in Niagara Falls, New York. The second joint EPA and state workshop was held with the New Jersey Department of Environmental Protection (NJDEP) in October 1996 at U.S. Army Ft. Monmouth in Ft. Monmouth, New Jersey.
- ❑ **Federal Facility Environmental Roundtable** -- The EPA Region 2 Federal Facility Environmental Roundtable is a standing federal facility group, with membership consisting of approximately 35 regional coordinators and environmental managers from the region's larger facilities. The purpose of the Roundtable is for EPA to exchange information concerning existing or pending policy, strategy, standards, and regulations, and to facilitate the interaction of EPA with facility contacts. Furthermore, the Roundtable provides a means of exchanging information on topics of continuing mutual interest between federal facilities and EPA, such as the hazardous waste docket, proposed EPA strategies for various national programs, technical information systems, and high profile topics such as the National Priorities List (NPL), the Toxics Release Inventory (TRI), and pollution prevention. Roundtable meetings usually last one day, and are held on an as-needed basis. Roundtable members also receive periodic mailings of important environmental information that is shared with their respective facility managers.
- ❑ **Environmental Management Reviews (EMR)** -- In May of 1996, EPA's Federal Facilities Enforcement Office (FFEO) issued its "Interim Final Policy and Guidance for Conducting Environmental Management Reviews at Federal Facilities." As defined in the policy, an EMR is an



evaluation of an individual federal facility's program and management system to determine how well the facility has developed and implemented specific environmental protection programs to ensure compliance (see enclosed guide). This new compliance assistance program is being offered to federal facilities to help them identify and address the root causes of environmental performance problems, which often reside in the facility's management system.

During this EMR pilot period, EPA Region 2 is currently conducting an EMR with the U.S. Postal Service, NY Metropolitan Area. Once this pilot EMR has been completed and the policy has been finalized, we look forward to conducting EMRs with additional facilities in the region.

- ❑ **Pollution Prevention Opportunity Assessments (PPOAs) --** PPOAs provide basic information on sources of pollution and, as such, they represent the cornerstone of a successful pollution prevention and environmental management program. The basic structure of a PPOA includes the following components: (1) planning, organizing, and setting goals for the assessment; (2) carefully reviewing facility operations and waste streams to identify options for reducing waste; (3) evaluating the technical and economic feasibility of options; and (4) implementing selected options.

In 1993, a PPOA was conducted at a USPS General Mail and Vehicle Maintenance facility in Buffalo, NY. In 1997, Region 2 also conducted a PPOA at the Coast Guard Training Center in Cape May, NJ. Facilities interested in participating in a PPOA should contact Region 2.

Enforcement -- Federal statutes and executive orders mandate federal agencies to comply with federal, state, and local environmental pollution control requirements. EPA's long-term goal is to ensure that federal facility compliance rates meet or exceed those of the private sector, and that, ideally, federal facilities will serve as environmental role models for the regulated community. Region 2 pursues a vigorous enforcement program for the federal facilities sector in order to help federal facilities achieve this improved level of compliance.



Region 2's enforcement strategy for federal facilities consists of the following elements:

- Targeting facilities for inspections based on past compliance records, regional and state risk rankings, regional and state program priorities, and pollution prevention opportunities;
- Conducting single and multi media inspections and taking enforcement actions in accordance with the *Guide to Environmental Compliance and Enforcement at Federal Facilities*, a.k.a. *The Yellow Book* (see document description on page 12.)
- Increasing state involvement in inspections and enforcement when appropriate; and
- Having the Federal Facilities Program review all enforcement actions before they are issued to ensure consistency with regional guidance and executive orders.

FEDERAL FACILITIES SUPERFUND AND BRAC

The Federal Facilities Superfund Section manages the Regional 2 Federal Facilities Superfund Program. The Program is developed and implemented in partnership with EPA Headquarters and other EPA regions, federal agencies, state environmental and health agencies, the general public, and other stakeholders. In addition to implementing the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Program also serves as the regional point of contact on all environmental matters relating to the closing of military bases under the Department of Defense's Base Realignment and Closure Act (BRAC). *Contact numbers for the Superfund Program can be found on page 10.*

The goals and responsibilities of Region 2's Federal Facilities Superfund Program include:

- Evaluate federally owned or operated sites for environmental contamination that may require cleanup;



- Directly supervise environmental cleanup at sites that qualify for the NPL;
- Refer sites that do not qualify for the NPL, but which may require environmental cleanup, to state or other federal authorities for cleanup;
- Maintain the Hazardous Waste Compliance Docket of environmental information on federally owned or operated sites under CERCLA Section 120(c);
- Coordinate with EPA HQ and other EPA regions, through the Federal Facilities Leadership Council, to assure national consistency of Superfund activities;
- Provide technical assistance to other federal agencies, especially the Department of Defense, under BRAC;
- Coordinate Superfund and BRAC activities with state agencies;
- Track and maintain records of regional Federal Facilities Superfund activities;
- Participate in the review of federal agency environmental budgets (e.g., A-106, Department of Defense “Peer Reviews,” site specific NPL site budget reviews);
- Coordinate with the regional FFC and other regional media programs.

To accomplish these goals, the Federal Facilities Superfund Program utilizes a combination of statutorily mandated requirements, agency regulations and policies, and technical assistance. Interagency Agreements (IAG), the National Contingency Plan, EPA Directives and various guidance documents, many of which are developed jointly or in consultation with other federal (and often state) agencies, are some of the means by which EPA implements CERCLA at federal sites.



- ❑ **Federal Facilities Docket and National Priorities List** -- Pursuant to Section 120(c) of CERCLA, EPA has established a Hazardous Waste Compliance Docket (Docket). The Docket is an inventory of environmental information provided by federally owned or operated facilities that have either handled hazardous materials under Section 3005, 3010, and 3016 of the Solid Waste Disposal Act (SWDA) and Section 120(b) of CERCLA, or had a release of a hazardous substance under Section 103 of CERCLA. Information on environmental contamination that may have been created at these sites is evaluated by EPA for inclusion on EPA's National Priorities List (NPL) for cleanup under CERCLA. Once a site is listed on the NPL, the respective federal agency is required to enter into an IAG with EPA, for the completion of necessary remedial action. At sites that do not qualify for the NPL, environmental cleanup is governed by state laws under Section 120(a)(4) of CERCLA.

- ❑ **Federal Facilities Leadership Council and BRAC Program Managers** The Federal Facilities Superfund Section represents the region on EPA's national Federal Facilities Leadership Council (FFLC). The FFLC is a national forum of mid and high level EPA HQ and regional Superfund and corrective action managers that formulate national agency policy and guidance regarding the implementation of environmental cleanup activities, primarily under Superfund. Many of the members of the FFLC also serve as EPA BRAC managers who work together with counterparts from the Department of Defense to develop policy and guidance on environmental cleanup and property transfer.

- ❑ **Technical Assistance Materials** -- Virtually all EPA Superfund technical assistance materials are referenced in a document entitled the "Compendium of Hazardous Waste Remediation Management Information," (EPA 540-R-97-004), OSWER Directive 9200.7-08, which can be found on the CLU-IN bulletin board web site at <http://clu-in.com/pubalpha.htm>. The Compendium provides abstracts of relevant Superfund documents and information on how to obtain them.

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ALL (908) AREA CODES HAVE
BEEN CHANGED TO (732).

CHLOROFLUOROCARBONS
(212) 637-4083



REGION 2 PROGRAM CONTACTS

Mailing Address:

EPA Region 2
290 Broadway
New York, NY 10007-1866

Internet Address:

<http://www.epa.gov/region02>

General Information (212) 637-3000

Emergency Spills (24 Hours) (908) 548-8730

Air Compliance (212) 637-4081

Air Permitting (212) 637-4249

Asbestos (212) 637-4042

Caribbean Environmental Protection Division,

Santurce, PR (787) 729-6951

Chlorofluorocarbons (212) 637-4074

Compliance Assistance (212) 637-3268

Energy Star/Green Lights (212) 637-3764

Environmental Impact Analyses (212) 637-3504

Environmental Justice (212) 637-5027

EPCRA (908) 321-6693

Freedom of Information Office (212) 637-3668

Indoor Air Quality (212) 637-4013

Lead (lead paint abatement) (908) 321-6671

Pesticides (908) 321-6765

Pollution Prevention (212) 637-4008

Publications (212) 637-3660

Radiation and Radon (212) 637-4013

RCRA Compliance (212) 637-4145

RCRA Permitting (212) 637-4105

Safe Drinking Water (212) 637-3880

Small Business Assistance Information (212) 637-3402

Solid Waste Management (212) 637-4125

Spill Prevention Control/Countermeasures (908) 906-6847



State Implementation Plans	(212) 637-4249
Superfund:	
Federal Facilities	(212) 637-4332
New Jersey	(212) 637-4420
New York	(212) 637-4265
Toxic Substances Control Act (PCBs)	(908) 321-6765
Tribal Programs Coordinator	(212) 637-3564
Underground Injection Control	(212) 637-4232
Underground Storage Tanks	(212) 637-4232
Water Compliance	(212) 637-3766
Water Permits (NPDES)	(212) 637-3880
Wetlands Protection	(212) 637-3801



FEDERAL FACILITY TECHNICAL ASSISTANCE MATERIALS

This section describes a variety of federal facility resources including document and information centers, guidance documents, program guides, publications, electronic bulletin boards, and Internet servers.

DOCUMENT AND INFORMATION CENTERS

The following is a list of document and information centers that provide answers and referrals in response to questions concerning pollution prevention, EPA program offices, and other environmental issues. These centers can be contacted for general inquiries and/or requests for guidance documents and other publications on environmental matters.

Pollution Prevention Information Clearinghouse (202) 260-1023
EPA Information Resources Center (202) 260-5922
National Center for Environmental Publications & Information (NCEPI) (513) 489-8190
Center for Environmental Research Information (CERI) (513) 569-7562

ACCESS EPA

Access EPA (EPA 220-B-95-004) is designed to help inform the public about a wide range of environmental activities by providing a comprehensive, well-organized listing of EPA products and services. Access EPA lists many information resources and service, such as clearinghouses, hotlines, databases, libraries, and dockets. Access EPA may be purchased in hard copy form from the National Center for Environmental Publications and Information (NCEPI). Alternatively, an electronic version, known as the Government Information Locator Service (GILS), may be accessed at www.epa.gov/gils. In the future, EPA intends to discontinue hard copy versions of Access EPA, and instead rely on information contained in GILS.

GENERAL FEDERAL FACILITY DOCUMENTS

The following is a list of guidance documents and other publications of interest to federal agencies and facility personnel. Copies of certain



documents may be obtained by contacting the appropriate document center listed above and providing the title and document number. In addition, many documents can be obtained from the Federal Facilities Enforcement Office (FFEO) at: U.S. EPA/FFEO (2261A), 401 M Street, S.W., Washington, DC 20460, Phone: (202)564-2461. *The last page of this guide contains an order form that may be mailed or faxed to FFEO.* Several of these documents may also be downloaded directly from Enviro\$en\$e (*see page 18 for access information*) and related Web sites mentioned below.

- ❑ **Federal Facilities Environmental Compliance Handbook, or Yellow Book**, was designed by FFEO to serve as the primary guidance document for the Federal Facility Compliance Program. It contains explanations of enforcement and compliance assistance programs as they apply to federal facilities, summaries of environmental statutes and Executive Orders, and information about state involvement in federal facility enforcement cases. The Yellow Book is currently under revision and will be available in the Spring of 1998. *(This document can be obtained from FFEO; see order form at the end of this guide.)*
- ❑ **FedFacs** is an environmental bulletin issued by FFEO containing news articles on topics relevant to federal facilities. Among the topics covered are pollution prevention, compliance, enforcement, and environmental management. *(This document can be obtained from FFEO; see order form at the end of this guide.)*
- ❑ **Federal Facilities Sector Notebook: A Profile of Federal Facilities** (EPA 300-B-96-003) provides a snapshot of environmental programs, challenges, and accomplishments of the federal facilities sector. It includes an introduction to federal facilities, compliance and enforcement information, a discussion of processes typically found at federal facilities, and a discussion of pollution prevention opportunities. *(This document can be obtained from FFEO; see order form at the end of this guide.)*
- ❑ **Final Report of the Federal Facilities Environmental Restoration Dialogue Committee** (EPA 540-R-96-013) contains principles and recommendations for improving federal facility Superfund cleanups. The committee consisted of representatives from EPA, USDA, DOI, DOE, DoD, NOAA, ATSDR, state, tribal, and local governments, as well as



numerous other nationally, regionally and locally based environmental justice, Native American, and labor organizations. *(This document can be obtained from FFEO; see order form at the end of this guide.)*

- ❑ **Closing the Circle News** is a newsletter that spotlights different federal and private sector activities as they relate to the implementation of E.O. 12873 (see below) which requires federal agencies to purchase environmentally preferable products and services. Subjects covered in the newsletter include federal acquisition, recycling, and waste prevention. *(This document can be obtained from EPA's Office of the Federal Environmental Executive at: <http://www.ofee.gov>.)*

E.O. 12856 AND EPCRA TRI

- ❑ **Guidance for Implementing Executive Order 12856** (EPA 300-B-95-005) provides section-by-section interpretive guidance of E.O. 12856, explains how federal agencies should comply with EPCRA reporting requirements and offers leadership options for federal agencies in meeting the goals of the Order. *(This document can be obtained from FFEO (see document order form at the end of this guide) and NCEPI. It also can be directly downloaded through EPA's Office of Enforcement and Compliance Assurance (OECA) Website at: <http://es.epa.gov/oeca/fedfac/policy/policy.html>.)*
- ❑ **Executive Order 12856: Federal Facility Environmental Outreach Guide** (EPA 745-B-96-001) provides federal facility environmental coordinators with practical information to develop and implement environmental outreach programs. *(This document can be obtained from FFEO; see order form at the end of this guide.)*
- ❑ **Toxic Chemical Release Inventory Reporting Form R and Instructions: Section 313 of the Emergency Planning and Community Right-to-Know Act** (EPA 560-4-91-007) includes a Form R for facilities subject to TRI requirements and detailed instructions on how the form is to be completed. *(This document can be obtained from NCEPI and also can be directly downloaded at: <http://www.epa.gov/opptintr/tri/formr.htm>.)*



- ❑ **TRI Reporting by Federal Facilities** (EPA 745-R-96-002) provides TRI data on federal facilities for 1994, the first year all federal facilities reported under section 313 of EPCRA. *(This document can be obtained from FFEO (see document order form at the end of this guide), the EPA Information Resources Center, and NCEPI.)*
- ❑ **TRI Reporting at Government-Owned, Contractor-Operated (GOCO) Facilities** (EPA-300-R-96-003) evaluates TRI data from 1990 through 1993 for GOCOs. *(This document can be obtained from FFEO; see order form at the end of this guide.)*

E.O. 12873

- ❑ **Greening the Government: A Guide to Implementing Executive Order 12873** offers a list of references available to federal agencies, state governments, manufacturers, and associations who are responsible for purchasing environmentally preferable products. It also includes information about state programs that place an emphasis on recycled products. *(This document can be obtained from EPA's Office of the Federal Environmental Executive or through the EPA Information Resources Center.)*

A-106/FEDPLAN

- ❑ **Federal Agency Environmental Management Program Planning Guidance** (EPA 300-B-95-001) provides guidance to federal managers on A-106 plans (now called FEDPLAN). This document includes an extensive overview of the FEDPLAN process, descriptions of each data element, and an instruction kit for completing new program plans and updating existing ones. *(This document can be obtained from FFEO (see document order form at the end of this guide) or can be downloaded directly at: <http://es.epa.gov/oeca/fedfac/guid.html>.)*

ENVIRONMENTAL AUDITING

- ❑ **Generic Protocol for Conducting Environmental Audits of Federal Facilities** (EPA 300-B-96-012A & 012B) provides guidance for conducting environmental audits and management assessments. This protocol is a management tool for measuring environmental performance and can be used to assist agencies and facilities in outlining their



approach to environmental management. It is organized into two volumes and contains three phases. Phase 1 of the protocol focuses on facility compliance with federal environmental requirements. Phase 2 examines cross-cutting issues and approaches that help foster success in the technical management areas outlined in Phase 1. Phase 3 examines the individual components of environmental management systems that apply to all environmental programs at a facility or throughout the entire federal agency. *(This document can be obtained from FFEO (see document order form at the end of this guide) or downloaded at: <http://es.epa.gov/oeca/fedfac/complian/complian.html>.)*

- ❑ **Environmental Audit Program Design Guidelines for Federal Agencies** (EPA 300-B-96-011) highlights some of the unique issues and legal considerations related to conducting environmental audits at both domestic and overseas federal facilities. The document contains a detailed discussion regarding the design and administration of effective environmental auditing programs. Part II addresses specific steps in conducting an environmental audit. *(This document can be obtained from FFEO (see document order form at the end of this guide) or downloaded at: <http://es.epa.gov/oeca/fedfac/complian/complian.html>.)*

ENVIRONMENTAL MANAGEMENT

- ❑ **Catalogue of Federal Agency Environmental Compliance/Management Documents** (EPA 300-B-94-012) lists over 200 federal agency environmental compliance and management documents published by EPA and other agencies on compliance with specific environmental laws, policies, and environmental management programs. *(This document can be obtained from FFEO (see document order form at the end of this guide) and the EPA Information Resources Center.)*
- ❑ **Environmental Management System Benchmark Report: A Review of Federal Agencies and Selected Private Corporations** (EPA 300-R-94-009) discusses the outreach program designed to facilitate the transfer of technological information and guidance to federal agencies to assist them in complying with environmental regulations and statutes. This report evaluates how Defense Related Agencies, participating private corporations, and Civilian Federal Agencies perform against a benchmark



developed to represent ideal organizational, managerial, and operational performance in the execution of environmental responsibilities. *(This document can be obtained from FFEO (see document order form at the end of this guide) and the EPA Information Resources Center, or downloaded at: <http://es.epa.gov/oeca/fedfac/complian/complian.html>.)*

- ❑ **Resource Directory for Environmentally Preferable Landscaping for Federal Facility Managers** (EPA-300-B-96-014A) offers over 1,200 contacts nationwide to assist managers of federal facilities in implementing the Presidential Memorandum on environmentally and economically beneficial landscaping practices on federal landscaped grounds. *(This document can be obtained from FFEO; see order form at the end of this guide.)*

CIVILIAN FEDERAL AGENCIES

- ❑ **Executive Guide to Facility Environmental Management by the Civilian Federal Agency Task Force** provides references on environmental management programs for Agency executives and identifies key environmental issues, responsibilities, and potential liabilities. *(This document can be obtained from FFEO (see document order form at the end of this guide) or directly downloaded at: <http://es.epa.gov/oeca/fedfac/complian/complian.html>.)*
- ❑ **Strategy for Improving Environmental Management Programs at Civilian Federal Agencies** (EPA 300-B-96-006) addresses environmental needs and potential for improvement at Civilian Federal Agencies (includes all federal departments and agencies other than DoD and DOE). *(This document can be obtained from FFEO; see order form at the end of this guide.)*



EPA HOTLINE NUMBERS

The following EPA hotlines provide convenient access to remote users who require information on EPA programs, outreach, or technical assistance opportunities.

Acid Rain Hotline	(202) 233-9620
Conservation News Clearinghouse	(202) 260-9803
Environmental Justice Hotline	(800) 962-6215
Green Lights Hotline	(202) 775-6650
Indoor Air Quality Information Clearinghouse	(800) 438-4318
National Lead Information Center	(800) 532-3394
National Pesticide Telecommunications Network	(800) 853-7378
National Radon Hotline	(800) 767-7236
RCRA/UST, Superfund, & EPCRA Hotline	(800) 424-9346
Safe Drinking Water	(800) 426-4791
Safe Drinking Water Hotline	(800) 426-4791
Solid Waste Information Clearinghouse and Hotline	(800) 677-9424
Stratospheric Ozone Protection	(800) 296-1996
TSCA and Asbestos Information Service	(202) 554-1404
WASTEWISÉ Helpline	(800) 372-9473
Wetlands Protection Hotline	(800) 832-7828



EPA ELECTRONIC RESOURCES

BULLETIN BOARDS

Electronic bulletin boards can provide computer users with immediate access to a variety of documents and other sources of information. The following bulletin boards may be of interest to federal agency personnel.

- ☐ **Enviro\$en\$e**
<http://www.epa.gov/envirosense>

This electronic environmental information system contains regulatory data and educational information on pollution prevention, technical assistance, and federal facility compliance and enforcement. *Enviro\$en\$e* is designed to provide common-sense solutions to environmental problems; facilitate the sharing of technology, experiences, and procedures across federal agencies and governmental organizations; encourage the development and demonstration of pollution prevention technologies suitable for export; and help federal agencies attain compliance with the right-to-know provisions of E.O. 12856. *Enviro\$en\$e* is designed for a variety of users including federal, state, and local officials, consultants, academics, researchers, and the general public.

- ☐ **Hazardous Waste Clean-up Information Web Site (CLU-IN BBS)**
<http://clu-in.com>

CLU-IN BBS provides information about innovative treatment technologies to those entities involved in hazardous waste remediation. It describes programs, organizations, and publications for government personnel, consulting engineers, technical developers and vendors, remediation contractors, researchers, community groups and citizens.

- ☐ **Fedworld Information Network (Fedworld BBS)**
<http://www.fedworld.gov/>

This information system was introduced by the National Technical Information Service (NTIS). It serves as a central access point for locating



and acquiring government information. *Fedworld* provides access to more than one hundred “dial up” bulletin board systems.

- ❑ **Right-to-Know Network (RTK-NET BBS)**
<http://rtnet.org/>

This information system provides access to numerous databases, text files, conferences on environment, housing, and sustainable development. Its purpose is to empower citizen involvement in community and government decision-making.

- ❑ **Alternative Treatment Technology Information Center (ATTIC BBS)**
<http://www.epa.gov/bbsnrmrl/attic-fr.html>

This system provides up-to- date information necessary to make effective decisions on hazardous waste clean-up alternatives. It helps users find innovative solutions for permanent remedies at hazardous waste sites, alternative treatment options, and offers access to several databases.

- ❑ **Technology Transfer Network 2000**
<http://ttnwww.rtpnc.epa.gov/>

This bulletin board is a successor to EPA’s Technology Transfer Network Bulletin Board System (TTN BBS). The new system offers all of the information from the original *TTN BBS*, but is a step into the future of information transfer. It contains web pages and traditional bulletin board system access to information on ozone, air, and emissions issues.

INTERNET SERVERS

The following sites on the Internet contain a wealth of information about environmental issues (*see also Internet Resources under Pollution Prevention*).

- ❑ **Office of Solid Waste and Emergency Response**
<http://www.epa.gov/epaoswer>



Hazardous Wastes: <http://www.epa.gov/epaoswer/hazwaste/index.htm>
Non-Hazardous Waste: <http://www.epa.gov/epaoswer/non-hw>
Underground Storage Tanks: <http://www.epa.gov/oust>
Brownfields: <http://www.epa.gov/swerosps/bf>

☐ **Office of Emergency and Remedial Response**

Superfund: <http://www.epa.gov/superfund>
Oil Spills: <http://www.epa.gov/superfund/oerr/er/oilspill/oilhome.htm>

☐ **Chemical Emergency Preparedness and Prevention Office**
<http://www.epa.gov/swercepp>

Chemical Accident Prevention and Risk Management Planning:
<http://www.epa.gov/swercepp/acc-pre.html>
Chemical Accident Preparedness and Community Right-to-Know:
<http://www.epa.gov/swercepp/crtk.html>
Emergency Response Related Resources:
<http://www.epa.gov/swercepp/emerg.html>

☐ **Office of Prevention, Pesticides, and Toxic Substances**
<http://www.epa.gov/internet/oppts>

Toxics Release Inventory: <http://www.epa.gov/opptintr/tri>
Pollution Prevention: <http://www.epa.gov/opptintr/opptsp2.htm>

☐ **Federal Registers dating from October 1994**

RCRA/CERCLA: <http://www.epa.gov/epa-waste>
Toxics Release Inventory: <http://www.epa.gov/epa-tri>



STATE AGENCY CONTACTS

The states and territories play a pivotal role in implementing environmental programs throughout Region 2. The following sections contain brief program descriptions and lists of key state/territory contact numbers to obtain more detailed information and assistance.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

<http://www.nysl.nysed.gov/ils/executive/encon/encon.htm>

Mailing Address:

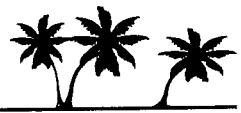
NYSDEC
50 Wolf Road
Albany, NY 12233-3010

General Information	(518) 457-7909
Spills Hotline	(800) 457-7362 or (518) 457-7362
Air Resources	(518) 457-7230
Compliance Services	(518) 457-2224
Conservationist Magazine	(800) 678-6399
Environmental Remediation	(518) 457-5861
Fish, Wildlife, and Marine Resources	(518) 457-5690
Hazardous Waste Generators, Small Quantity Generators/	
Household Hazardous Waste Remediation Info Hotline	(800) 342-9296
Hazardous Wastes	(800) 462-6553
Hearings and Mediation Services	(518) 457-3468
Lands and Forests	(518) 457-2475
Marine Fishing Laws and Regulations	(800) 734-7332
Mineral Resources	(518) 457-7480
Ozone Information Hotline	(800) 535-1345
Poachers and Polluters	(800) 847-7332
Public Affairs and Education	(518) 457-0840
Radon Testing	(800) 458-1158 ext. 451
Recreational/ Operations	(518) 457-2500
Regulatory Fee Program	(800) 225-2566
Solid and Hazardous Materials	(518) 457-6934
Water	(518) 457-6674



NYSDEC Regional Offices

<u>Region 1, Stonybrook</u>	(516) 444-0345
Suffolk and Nassau counties	
<u>Region 2, New York City</u>	(718) 482-4900
Manhattan, Bronx, Queens, Brooklyn, Staten Island	
<u>Region 3, New Paltz</u>	(914) 256-3000
Sullivan, Ulster, Orange, Dutchess, Putnam, Rockland, and Westchester counties	
<u>Region 4, Schenectady</u>	(518) 357-2234
Montgomery, Otsego, Delaware, Schoharie, Schenectady, Albany, Greene, Rensselaer, and Columbia counties	
<u>Region 5, Ray Brook</u>	(518) 897-1200
Franklin, Clinton, Essex, Hamilton, Warren, Fulton, Saratoga, and Washington counties	
<u>Region 6, Watertown</u>	(315) 785-2239
Jefferson, St. Lawrence, Lewis, Oneida, and Herkimer counties	
<u>Region 7, Syracuse</u>	(315) 426-7400
Oswego, Cayuga, Onondaga, Madison, Tompkins, Cortland, Chenango, Tioga, and Broome counties	
<u>Region 8, Avon</u>	(716) 226-2466
Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler, and Chemung counties	
<u>Region 9, Buffalo</u>	(716) 851-7000
Niagara, Erie, Wyoming, Chautauqua, Cattaraugus, and Allegheny counties	



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

<http://www.state.nj.us/dep/>

Mailing Address:

NJDEP
401 East State Street
Trenton, NJ 08625-0422

General Information	(609) 777-3373
Emergency Response/Report Environmental Abuse	(609) 292-7172
Above Ground Storage Tanks	(609) 633-0610
Air Compliance and Enforcement	(609) 633-7288
Air Permitting and Certificates	(609) 633-2829
Community Right-to-Know	(609) 984-3219
Discharge, Prevention, Control, and Countermeasures	(609) 984-3219
Hazardous Waste Compliance	(609) 584-4250
Hazardous Waste Generator Reports	(609) 984-6987
Hazardous Waste Regulations	(609) 292-7081
Information Resource Center	(609) 984-2249
Medical Waste	(609) 984-6987
Municipal Finance and Construction	(609) 292-8961
NJPDES Violations	(609) 984-5855
NJPDES Fee Program	(609) 984-4428
Non Point Pollution Control	(609) 292-0407
Oil Spills	(609) 633-2168
Pesticides	(609) 984-2011
Pollution Prevention	(609) 777-0518
Radiation	(609) 984-5636
Radon Hotline	(800) 648-0394
Recycling	(609) 984-3438
Release Prevention	(609) 633-1146
Solid Waste Compliance	(609) 584-4180
Solid Waste Regulation	(609) 292-7081
Superfund	(609) 984-2902
Toxic Catastrophe Prevention Act	(609) 633-7289
UST Site Remediation	(609) 292-8761
Water Compliance	(609) 984-5855
Watershed Permitting	(609) 292-4543



PUERTO RICO ENVIRONMENTAL QUALITY BOARD

<http://www.pr.net/ClearAmbient/EQB/>

Mailing Address:

PREQB

P.O. Box 11488

Santurce, PR 00910

Cuadro Telefonica/Main Number	(787) 767-8181
Emergencias Naturales/Natural Emergencies	(787) 766-4299
Area Calidad De Agua/Water Quality	(787) 767-8731
Area Calidad De Aire/Air Quality	(787) 767-8025
Area Control Contaminacion De Terreno/ Contaminated Land	(787) 763-4448
Emergencias Ambientales/Superfund	(787) 766-2823
Negociado Desperdicios Peligrosos/ Toxic Waste Management	(787) 766-2817
Negociado Desperdicios No Peligrosos/ Non-Toxic Waste Management	(787) 767-8116
Oficina De Asuntos Legales/Legal Department	(787) 767-8074
Oficina De Educacion Y Comunicaciones/ Office of Education and Communication	(787) 767-8049

PREQB Regional Offices

Ponce	(787) 840-4070
Mayaguez	(787) 833-1188
Arecibo	(787) 880-0013
Guayama	(787) 864-0103 or 866-0222



**VIRGIN ISLANDS DEPARTMENT OF PLANNING AND
NATURAL RESOURCES**

<http://www.irf.org/ircdcdat.html>

Mailing Address:

VIDPNR
Division of Environmental Protection
1118 Water Gut Homes
Christian Sted
St. Croix, VI 00820-5065

St. Croix	(809) 773-0565
St. Thomas	(809) 777-4577

The switch board at these main numbers will connect you to the desired program office.



FEDERAL AGENCY ACTIVITIES AND CONTACTS IN REGION 2

This section contains information about activities and regional representatives of other federal agencies in Region 2.

FEDERAL AGENCY PROGRAMS IN REGION 2

☐ **DoD Regional Executive Agent Program**

In 1994 DoD established the Regional Executive Agent Program to coordinate the Department's interests in the ten standard federal regions for all environmental matters affecting DoD activities. Regional Executive Agents help DoD eliminate duplication of effort, ensure consistency in DoD's approaches to environmental issues, promote outreach and partnering with regulators and the public, ensure dissemination of new regulations and legislative initiatives to DoD components, and advise DoD HQ of issues of national significance arising within the regional area.

In Region 2, the Air Force Regional Environmental Office in Atlanta, Georgia, is the Regional Executive Agent (*see page 27 for contact information*). The Air Force coordinates the Regional Executive Agent activities with the Army, Navy, and Defense Logistics Agency regional coordinators in Region 2.

☐ **DoD/ NJ & NY Environmental Working Groups**

During FY 1997, the DoD Regional Executive Agent for Region 2 -- The Air Force Regional Environmental Office -- worked with the New Jersey Department of Environmental Protection (NJDEP) and the New York State Department of Environmental Conservation (NYSDEC) to initiate the first New Jersey and New York/Department of Defense Environmental Working Groups. The goal of the groups is to provide an environmental forum for the NJDEP/NYSDEC and DoD installations to discuss emerging issues, environmental legislation, encourage the resolution of environmental concerns and conflicts, and to identify and create training opportunities for the working group members. The Groups meet on a quarterly basis.



FEDERAL AGENCY REGIONAL REPRESENTATIVES

The following points of contact can provide agency-specific information regarding environmental compliance programs and activities.

☐ Air Force

~~Ronald W. Joyner~~ *Tim Sims*

Regional Environmental Officer

Air Force Regional Environmental Office, Eastern Office

60 Forsyth St., SW, Suite 8M80

Atlanta, GA 30303-3416

Phone (404) 562-4203 ⁴²⁰⁶

Fax (404) 562-4221

Email ron.joyner@atlaafcee.brooks.af.mil

Resources Available: Regional newsletter

☐ Army

Robert Muhly

Regional Environmental Coordinator

Army Environmental Center

Attn: SFIM-AEC-NR, Bldg. E4415

APG, MD 21010-5401

Phone (410) 612-7101 ⁴³⁶

Fax (410) 612-7110

Email rlmuhly@aec.apgea.army.mil

Resources Available: Regional newsletter ⁴³⁶



☐ **Army Corps of Engineers**

Eileen Barry
Regional Coordinator
U.S. Army Corps of Engineers
North Atlantic Division
Bldg. 301 General Lee Blvd.
Ft. Hamilton
Brooklyn, NY 11252-6000

Phone (718) 491-8767
Fax .. (718) 491-8872
Email .. eileen.m.barry@nad02.usace.army.mil

Resources Available: Web page at www.usace.army.mil

☐ **Navy**

Robert F. Jones
Regional Environmental Coordinator
COMSUBGRU TWO/ Northeast Region
Bldg. 439, Code XDE, Room 107
Naval Submarine Base New London
Groton, CT 06349-5100

Phone (860) 694-3976
Fax ... (860) 694-3699/2217
Email . rfjones@worldnet.att.net
rjones@mail.csg2.navy.mil

Resources Available: Regional newsletter and home page at
www.csg2.navy.mil

Please note the following update:

The new DLA Regional Representative is

James Philips
Regional Coordinator
DLA DRMS-LHO
74 North Washington Avenue
Battle Creek, MI 49017-3092

(616) 961-7322



☐ **Defense Logistics Agency**

Gerry Nelson

Regional Coordinator

Defense Reutilization & Marketing Service, Eastern Region

DRMS-DEH

3990 E. Broad Street

Bldg. 11, Section 12

Columbus, OH 43216-5000

Phone (614) 692-4285

Fax (614) 692-2278

Email gnelson@drms.dla.mil

Resources Available: *DRMS web page at www.drms.dla.mil*

☐ **Coast Guard**

Philip J. Philips

Chief, Environmental Branch

U.S. Coast Guard

Maintenance & Logistics Command Atlantic

300 E. Main Street (Suite 500)

Norfolk, VA 23510-9101

Phone (757) 628-4247

Fax (757) 628-4257

Email pphilips@mlca.uscg.mil

Resources Available: *Quarterly environmental newsletter*



☐ **Department of the Interior**

Andrew Raddant
Regional Environmental Officer
408 Atlantic Avenue, Room 142
Boston, MA 02210-3334

Phone (617) 223-8565
Fax (617) 223-8569

☐ **National Oceanic and Atmospheric Administration**

Lynnette J. M. Ansell
Regional Environmental Compliance Officer
200 World Trade Center
Norfolk, VA 23510

Phone (757) 441-6298
Fax (757) 441-6500
Email lynnette.j.ansell@noaa.gov

☐ **Postal Service**

Postal Service responsibilities in Region 2 are divided among three Postal Service Area offices, the New York Metro Area office which covers New York City, Triboro, Long Island, Westchester, Central New Jersey, Northern New Jersey, and the Caribbean; the Northeast Area office which covers Upstate New York; and the Allegheny Area office which covers Southern New Jersey. The Northeast Area and Allegheny Area offices also cover other districts outside of Region 2.



New York Metro Area

Richard Paprocki and Bob Chin
Environmental Compliance Coordinators
142-02 20th Avenue, Rm 321
Flushing, NY 11351-0100

Phone (718) 321-5791
Fax (718) 539-6943
Email rpaprock@email.usps.gov

Northeast Area

Charles Vidich and Ronald Robbins
Environmental Compliance Coordinators
6 Griffin Road North
Windsor, CT 06006-7030

Phone (860) 285-7197
Fax (860) 285-1260
Email rrobbins@email.usps.gov

Allegheny Area

Bill McKinney
Environmental Compliance Coordinator
5315 Campbells Run Road
Pittsburgh, PA 15277

Phone (412) 494-2523
Fax (412) 494-2875
Email wmckinne@email.usps.gov



Resources Available:

- *several pollution prevention brochures*
- *alternative product studies*
- *alternative fuel vehicle brochures*
- *environmental economics of automobile refinishing and oil management*
- *alternative fuel vehicle environmental assessment and computer model*
- *environmental compliance model vehicle maintenance facility brochure*
- *web page (under development)*

☐ **Veterans Affairs**

Rosemary E. Patnode
Industrial Hygienist
P.O. Box 8500
Albany, NY 12208

Phone (518) 472-1006; ext. 224
Fax (518) 463-4984



POLLUTION PREVENTION

WASTE REDUCTION EVALUATIONS AT FEDERAL SITES (WREAFS)

The WREAFS program is a collaborative research and technical transfer initiative between EPA and numerous federal agencies. The program is specifically intended to identify and exploit pollution prevention opportunities at federal facilities. The key components of the program involve performing pollution prevention opportunity assessments, conducting pollution prevention research and demonstration projects, and providing for technology transfer and information transfer. In Region 2, the USCG Training Center in Cape May, NJ, and a USPS facility in Buffalo, NY have participated in the program (*see PPOA description on page 5*). *Additional information on the WREAFS program can be obtained by contacting EPA's National Risk Management Research Laboratory at (513) 569-7783.*

INTERNET SITES/RESOURCES

The Joint Service Pollution Prevention Technical Library is an electronic library which can be accessed via the World Wide Web. This library is maintained by the Naval Facilities Engineering Service Center (NFESC), and contains information on pollution prevention technologies, management practices, equipment, and publications. The library reflects the input and cooperation of DLA, the Air Force, Marines, Army, and Navy, and is comprised of three elements: 1) the Joint Service P2 Opportunity Handbook, 2) P2 Equipment Book, and 3) the Environmental Product Catalog. The world wide web address for the library is: <http://enviro.nfesc.navy.mil/p2library/>.

TECHNICAL ASSISTANCE MATERIALS

- ❑ **Pollution Prevention in the Federal Government: Guide for Developing Pollution Prevention Strategies for Executive Order 12856 and Beyond** (EPA 300-B-94-007) provides background on requirements and EPA activities in pollution prevention, focusing on the government's role in setting policies and regulations, making acquisitions, controlling hazardous waste, managing facilities, and facilitating R&D and technology transfer. (*This document can be obtained from FFEO; see document order form at the end of this guide.*)



- ☐ **Federal Facility Pollution Prevention Planning Guide** (EPA 300-B-94-012) helps federal agencies prepare facility pollution prevention plans under E.O. 12856, outlines steps to follow in developing plans, and provides lists of contacts. *(This document can be obtained from FFEO; see document order form at the end of this guide.)*
- ☐ **Federal Facility Pollution Prevention Project Analysis: A Primer for Applying Life Cycle and Total Cost Assessment Concepts** (EPA 300-B-95-008) helps decision-makers understand and implement life cycle assessments and total cost assessments in evaluating projects, explains concepts, and provides step-by-step worksheets for performing these assessments. *(This document can be obtained from FFEO; see document order form at the end of this guide.)*
- ☐ **Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume I** (EPA 300-B-96-009A) provides federal facility managers with an understanding of programs established under the Clean Air Act Amendments of 1990 and outlines opportunities for using pollution prevention to achieve compliance. *(This document can be obtained from FFEO; see document order form at the end of this guide.)*
- ☐ **Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume II, Part I and II: Cleaning and Degreasing, Painting and Depainting** (EPA 300-B-96-009B) provides information to environmental managers on how to utilize pollution prevention approaches to comply with CAA requirements for cleaning, degreasing, painting, and depainting processes at federal facilities. *(This document can be obtained from FFEO; see document order form at the end of this guide.)*
- ☐ **Meeting the Challenge: A Summary of Federal Agency Pollution Prevention Strategies** (EPA 300-R-95-014) highlights the federal community's early success in implementing E.O. 12856. It includes the summaries and full text of Federal Agency Pollution Prevention Strategies prepared by 16 agencies. *(This document can be obtained from FFEO; see document order form at the end of this guide.)*



COMPLIANCE INCENTIVE PROGRAMS

As part of its ongoing efforts to improve environmental performance, encourage voluntary compliance, and build working relationships with stakeholders, EPA has developed programs to promote leadership opportunities and innovative solutions in environmental management.

THE ENVIRONMENTAL LEADERSHIP PROGRAM

The Environmental Leadership Program (ELP) is an initiative designed to recognize model facilities which have developed state-of-the-art compliance management programs. The goals of ELP are to encourage environmental enhancement activities (e.g., biodiversity, energy conservation), recognize and reward those facilities that achieve high standards of environmental leadership, identify and promote outstanding environmental compliance systems, and foster constructive working relationships between agencies, the regulated community, and the public. Any public, private, or federal facility can apply to be an ELP participant if it meets the following requirements:

- 1) has a mature environmental management system (EMS) that conforms to the ELP EMS;
- 2) has a compliance and EMS auditing program;
- 3) participates in community outreach/employee involvement programs;
- 4) submits facility-wide compliance audit results and EMS information obtained within the previous two years; and
- 5) if it is a federal facility it must verify that its parent agency endorses the *Code of Environmental Management Principles (CEMP)* and briefly describe how the applying facility is implementing the CEMP.

ELP pilot participants receive several benefits, including public recognition, limited regulatory inspections at ELP facilities, and the opportunity to help shape the design of the full-scale ELP program.

For more information on the Environmental Leadership Program, visit the ELP Web site at <http://es.epa.gov/elp>.



PROJECT XL

Project XL is a national pilot program designed to test a variety of regulatory management systems as alternatives to traditional command and control approaches to compliance. EPA works with relevant state and local agencies to grant XL participants, through site-specific agreements, the regulatory flexibility needed to put their innovative approaches to the test. This flexibility, and its potential to reduce costs and improve the operating efficiency of facilities, are the principal, but not only, reasons for facilities to participate voluntarily in Project XL. In order to participate in the project, applicants – private facilities, industry sectors, federal facilities, and communities – must have a good compliance history and develop alternative environmental management strategies that meet the following objectives:

- 1) produce environmental results superior to those that would be achieved by full compliance with the regulations;
- 2) utilize regulatory flexibility to cut costs and reduce paperwork;
- 3) are supported by stakeholders;
- 4) achieve innovation/pollution prevention;
- 5) are transferable to other facilities;
- 6) are feasible;
- 7) identify monitoring, reporting, and evaluation methods; and
- 8) avoid shifting the risk burden.

Additional information on Project XL can be obtained from the Project XL Internet site, <http://www.epa.gov/ProjectXL>.

Name: _____ Telephone: _____

Organization: _____

Address: _____

- ☐ Catalogue of Federal Agency Environmental Compliance/Management Documents (EPA 300-B-94-012)
- ☐ Environmental Audit Program Design Guidelines for Federal Agencies (EPA 300-B-96-011)
- ☐ Environmental Management System Benchmark Report: A Review of Federal Agencies and Selected Private Corporations (EPA 300-R-94-009)
- ☐ Executive Guide to Facility Environmental Management by the Civilian Federal Agency Task Force (November 1995)
- ☐ Executive Order 12856: Federal Facility Environmental Outreach Guide (EPA 745-B-96-001)
- ☐ Federal Agency Environmental Management Program Planning Guidance (EPA 300-B-95-001)
- ☐ Federal Facilities Environmental Compliance Handbook
- ☐ Federal Facilities Sector Notebook: A Profile of Federal Facilities (EPA 300-B-96-003)
- ☐ Federal Facility Pollution Prevention Planning Guide (EPA 300-B-94-012)
- ☐ Federal Facility Pollution Prevention Project Analysis: A Primer for Applying Life Cycle and Total Cost Assessment Concepts (EPA 300-B-95-008)
- ☐ FedFacs
- ☐ Final Report of the Federal Facilities Environmental Restoration Dialogue Committee (EPA 540-R-96-013)
- ☐ Generic Protocol for Conducting Environmental Audits of Federal Facilities (EPA 300-B-96-012A & 012B)
- ☐ Guidance for Implementing Executive Order 12856 (EPA 300-B-95-005)
- ☐ Meeting the Challenge: A Summary of Federal Agency Pollution Prevention Strategies (EPA 300-R-95-014)
- ☐ Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume I (EPA 300-B-96-009A)
- ☐ Pollution Prevention and the Clean Air Act: Benefits and Opportunities for Federal Facilities, Volume II, Part I and II: Cleaning and Degreasing, Painting and Depainting (EPA 300-B-96-009B)
- ☐ Pollution Prevention in the Federal Government: Guide for Developing Pollution Prevention Strategies for Executive Order 12856 and Beyond (EPA 300-B-94-007)
- ☐ Resource Directory for Environmentally Preferable Landscaping for Federal Facility Managers (EPA-300-B-96-014A)
- ☐ Strategy for Improving Environmental Management Programs at Civilian Federal Agencies (EPA 300-B-96-006)
- ☐ TRI Reporting at Government-Owned, Contractor-Operated (GOCO) Facilities (EPA-300-R-96-003)
- ☐ TRI Reporting by Federal Facilities (EPA 745-R-96-002)

Mail to:

**Federal Facilities Enforcement Office (2261A)
U.S. EPA
401 M Street SW
Washington, DC 20460**

or Fax to:

202-501-0069

Phone:

202-564-2510