

Defense Logistics Agency Instruction



DLAI 4105
September 14, 2009
DES-E

ENVIRONMENTAL QUALITY REPORTING

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This instruction provides guidance to DLA activities for reporting to DES Environment (DES-E) to establish the effectiveness of DLA's environmental program and policy implementation. The information received from the DLA activities is used to respond to information requests, including the Office of the Deputy Under Secretary of Defense (Installations & Environment) [ODUSD (I&E)] and the DLA Corporate Board. The information is also used as a basis for DLA environmental planning, budgeting, and policy development.

2. **APPLICABILITY.**

a. This DLA Instruction applies to DLA Enterprise Support (DES), DLA Primary Level Field Activities (PLFAs) (e.g., supply centers, energy support center, distribution centers, reutilization & marketing service), and Service Activities (e.g., Defense National Stockpile Center, DLA Europe); as required by on-site environmental activities and tenant/host agreements.

b. The term Field Activities (FAs) will be used throughout this instruction to represent DES, PLFAs, and Service Activities. The PLFAs include DLA's permitted locations (i.e., Richmond, Columbus, Susquehanna, Sharpe, Tracy).

3. **POLICY.**

a. The DLA environmental goal is to achieve and maintain environmental compliance, including the environmental program/media goals set forth in [Enclosure 1](#) of this instruction. The environmental quality reporting process accurately captures and reports DLA's performance in achieving environmental compliance.

b. DLA FAs must provide an annual In-Progress Review (IPR) to HQ DLA, DES-E, as requested. This typically applies to DLA-managed FAs that have environmental programs. The review must cover the environmental programs/media tracked by the metrics outlined in [Enclosure 1](#) of this instruction, and address program features, metric compliance, and environmental successes and challenges.

c. Within 24 hours of an environmental incident, DLA FAs must notify (1) Field Counsel, (2) HQ DLA Office of the General Counsel, and (3) DES-E. Environmental incidents include (1) spills reportable under Comprehensive Environmental Response, Compensation, and

Liability Act, and Emergency Planning and Community Right-to-Know Act; and (2) written notifications (e.g., Notice of Violation, Notice of Non-Compliance) by a regulatory agency (e.g., Federal, state, regional, local). Paragraph 3 (Policy) of the DLA Environmental Compliance Instruction provides specific details.

4. RESPONSIBILITIES.

a. DLA/DES-E receives requests from ODUSD (I&E) and other organizations for environmental and financial information as listed in [Enclosure 2](#).

b. Upon receipt of an information request, DES-E prepares an electronic data call to collect the necessary information from the FAs.

c. Upon receipt of the DES-E data call, DLA FAs compile the requested information to track their performance against the metrics.

d. Upon receipt of the FAs data call responses, DES-E analyzes the FA data. DES-E clarifies the data, if necessary.

e. If requested by DES-E, each FA must participate in an IPR to allow greater understanding of FA performance.

f. DES-E provides the information to the requester in the required format as described in [Enclosure 3](#).

g. Occasionally, ODUSD (I&E) asks follow-up questions. DES-E contacts the FAs, if necessary, and provides the follow-up information.

5. PROCEDURES.

a. To address the information requests identified in [Enclosure 2](#), DES-E currently prepares three main annual data calls: (1) DES-E Mid-Year Semi-Annual Data Call (summer), (2) DES-E End-of-Year Semi-Annual Data Call (autumn), and (3) RCRA/FSRIA Data Call (winter). Depending on when ODUSD (I&E) requests the information, DES-E prepares smaller data calls (e.g., Chesapeake Report, CEQ Form, ad hoc requests) during the year. DES-E provides the data calls using spreadsheets to the DLA FAs using e mail.

b. The DLA FAs provide their performance data in the DES-E-provided spreadsheets..

c. Tools used during the data calls are listed in [Enclosure 3](#).

6. EFFECTIVE DATE. May 8, 2003

Director, DLA Enterprise Support

3 Enclosures:

1. References
2. Annual Information Requests
3. Reporting Tools

Enclosure 1
References

1. DOD Financial Management Regulation, Volume 2B, Chapter 13, Defense Environmental Restoration (Cleanup Performance Goals, Program Data Requirements [PDR] ENV 30, Parts 1-3)
2. DOD Financial Management Regulation, Volume 2B, Chapter 19, Other Special Analyses (PB 28 Funds Budgeted for Environmental Projects)
3. DODI 4150.7, Pest Management Program, Enclosure 3, DOD Environmental Security Measures of Merit for Pest Management
4. DODI 4715.3, Environmental Conservation Program, Enclosure 5, Conservation Measures of Merit
5. 2007 Defense Installations Strategic Plan, Objective 2.5, Measure 1 (Real Property Inventory Historic Property Status)
6. DOD Green Procurement Strategy, DOD Green Procurement Metrics
7. Office of the Under Secretary of Defense Pollution Prevention and Compliance Metrics, October 1, 2004
8. Office of the Under Secretary of Defense Memorandum, Environmental Security Program Measures of Merit, May 16, 1995
9. Office of the Under Secretary of Defense Memorandum, Environmental Management System Metrics for Fiscal Years 2006 through 2008
10. DOD Integrated (Non-Hazardous) Solid Waste Management Policy, February 1, 2008 (Non-Hazardous Solid Waste and Construction & Demolition Debris Diversion Goals)
11. Select and Native Programming (SNaP) Data Input System Guidance (e.g., ENV 30, PB 28)

Enclosure 2
Annual Information Requests

1. Office of the Under Secretary of Defense Memorandum, Mid Fiscal Year Environmental Management Review (EMR) (usually late spring each year)
2. Office of the Under Secretary of Defense Memorandum, Defense Environmental Programs Annual Report to Congress (DEP ARC) (usually late summer each year)
3. Office of the Under Secretary of Defense Memorandum, Reporting on Implementation of the Resource Conservation and Recovery Action (RCRA), Section 6002, the Farm Security and Rural Investment Act (FSRIA), Section 9002, and Other Environmental Purchasing Requirements, (usually late autumn each year)
4. Office of the Under Secretary of Defense Memorandum, Office of Management and Budget (OMB) Environmental Stewardship Scorecard
4. Office of the Under Secretary of Defense Memorandum, Pest Management Measures of Merit Data Call (usually autumn each year)
5. Office of the Under Secretary of Defense Memorandum, End of Fiscal Year Environmental Management Review (usually late autumn/early winter each year)
6. DOD Chesapeake Bay Progress Report Federal Funding Inventory (Navy is the DOD lead) (usually late winter each year)
7. Council on Environmental Quality (CEQ) Cooperating Agency Reporting Form (usually late autumn/early winter each year)

Enclosure 3 Reporting Tools

a. DES E receives information requests by e-mail and through the U.S. Postal Service. To complete these requests, DES E uses electronic office tools (e.g., spreadsheets) and e-mail to collect and analyze the DLA FA data. When required by the request, DES E submits DLA data using provided office tools (e.g., spreadsheets) and specified applications or software to return the information.

b Often, the requests include electronic tool templates for data entry. Requests that provide a template include:

1. EMR (Briefing Slide, Spreadsheet, and Word Processing Templates),
2. OMB Environmental Stewardship Scorecard (Environmental Management System Spreadsheet Template),
3. DOD Chesapeake Bay Progress Report (Word Processing Template), and
4. CEQ Cooperating Agency Report (Word Processing Template).

c. Some data requests specify the electronic application or software to use for submission, including:

1. EPA Toxic Release Inventory – Made Easy (TRI-ME). EPA employs both a desktop and Web-based version of TRI-ME. By the end of summer, FAs must submit to DES-E the 18 flat data files that TRI-ME creates when submitting the data to EPA. If FAs choose to use the Web-based software, the data should be provided as a PDF data file.

2. Knowledge-Based Corporate Reporting System (KBCRS)

Note: The DEP ARC restoration end-of-year financial statement and President's Budget (Pres Bud) backup data (i.e., installation, site, phase, fiscal years through the current Program Budget Review [PBR]) are uploaded from spreadsheets into the DSERTS database [See Enclosure 3, Paragraph c(3)] where the data is formatted for import into KBCRS. The FAs enter and DES E approves the DEP ARC Restoration Narratives in KBCRS. Based on analysis of FA information collected during the end-of-year semi-annual data call, DES E enters the DEP ARC solid waste generation data. Based on analysis of FA information collected in an ODUSD (I&E)-developed spreadsheet, DES E enters the RCRA/FSRIA data into KBCRS.

3. Non Site-Level Data Collection System (NSLICS)

Note: DES E uses NSLICS to submit the DEP ARC conservation, compliance, pollution prevention (except solid waste), and non site-level restoration (excludes KBCRS entries) metrics data.

4 Defense Site Environmental Restoration Tracking System (DSERTS)

Note: The DEP ARC environmental restoration site-specific data is collected from the field in DSERTS and formatted using a DSERTS database procedure into the format accepted by KBCRS. A DSERTS database procedure converts the DEP ARC restoration end-of-year financial statement and Pres Bud backup data from spreadsheets into the format accepted by KBCRS.

5 Select and Native Programming (SNaP) Data Input System

Note: Within DLA, J-8 receives programming and budgeting (e.g., PBR) requests from DOD. In addition, DES-E receives requests for supporting data as part of the DEP ARC and must present data as part of the EMR. Based on FA information, DES E submits data using spreadsheets to J-87 (Enterprise Financial Operations) for the PBR and Pres Bud. The data supports two exhibits: (1) DERA and BRAC Funds Budgeted for Environmental Cleanup (ENV 30); and (2) Funds Budgeted for Environmental Projects (PB28) [e.g., Defense Working Capital Fund (DWCF), Military Construction (MILCON), National Defense Stockpile Transaction Fund (NDSTF), and Operating and Maintenance (O&M)]. J-87 incorporates the data into SNaP.