

## TAB A

### POLLUTION PREVENTION COMMITTEE (Typical Committee Charter - For Guidance, Not Mandatory)

**Purpose:** To provide multidisciplinary and interdepartmental advice to the commander on the implementation of the shore facility Pollution Prevention (P2) Program and to assist in the implementation of that program.

**Chairperson:** The commander or designee (e.g., the command staff officer).

**Membership:** Committee membership should be tailored to local needs and requirements and should include at least one alternate member for each designee. Personnel from tenants and other supporting organizations should be included as needed. Representatives of the following shore facility organizations or functions are appropriate for committee membership:

Environmental Engineering/Compliance

Occupational Safety and Health

Supply (Material Procurement, Receiving, and Shipping)

Operations (Production, Mission, etc.)

Public Works Center

Technical Specialist (chemist)

Production Planning/Engineering

Quality and Reliability Assurance Department

Emergency Response Personnel

**Functions:**

a. Integrate facility pollution prevention planning, Hazardous Material Control and Management (HMC&M) and Emergency Planning and Community Right-To-Know (EPCRA) programs into a coordinated P2 Program.

b. Formulate recommendations to the commander on all aspects of the facility P2 Program, including hazardous material (HM) source reduction and reuse, hazardous waste (HW) minimization and recycling; environmental concerns and impacts, and the safe storage, use, treatment, and disposal of HM.

c. Manage the facility HM authorized use list (AUL) and advise the commander on procedures to develop, review, edit, audit, and approve the AUL.

d. Prepare the facility P2 Plan in which P2 opportunities (i.e. substitute processes or materials which will reduce HM usage and/or HW generation) are identified and a plan of action and milestones (POA&M) for implementation of those opportunities are established.

e. Periodically review facility operations that involve HM to identify P2 opportunities and to reconcile actual HM present with the AUL. Report any HM on-hand/AUL discrepancies with suggestions for corrective action to the commander.

f. Recommend limitations on HM both used and stored for various operations and processes.

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g. Meet quarterly or upon the call of the chairperson, whichever is shorter, and maintain records of all meetings and actions of the P2 Committee.

h. Maintain HM and HW storage site approval authority.

i. Approve all methods and procedures for P2, HM and HW management and EPCRA data collection.

j. Establish P2 awareness training program.

k. Review internal HM and HW reviews and audits, monitor HM storage and usage and HW generation trends, make recommendations designed to improve P2 Program effectiveness, and formulate and propose annual pollution reduction goals to the Commander.

l. Make recommendations to facilitate worker access of Material Safety Data Sheets (MSDSs) and concerning local exemptions and exclusions of occupations and locations involved with HM (e.g. administrative areas, offices).