



Annual Performance Report

OMB No. 2010-0032
Expiration Date: 06/30/03

Facility Name: Naval Air Engineering Station
Performance Track ID #: A020038
Annual Performance Report #: 1
Reporting Year: 2001
Due Date: 07/01/2002

Section A. General Facility Information

Please supply or revise information in A.1 – A.8 as is necessary to ensure that it is accurate, complete, and up-to-date. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

- A.1 Name of your facility:** Naval Air Engineering Station
- A.2 Name of your parent company:** Naval Air Systems Command
- A.3 Facility contact person for the Performance Track program:**
Name: Ms. Lucy Bottomley
Title: Supervisory Environmental Engineer
Phone: (732) 323-2612
Fax: (732) 323-2792
E-mail: BottomleyLS@Navair.navy.mil
- A.4 Facility's location**
Street Address: Route 547

Address (cont.): Code 832300B5-2

City: Lakehurst

State: NJ

Zip Code: 08733

A.5 Facility's Website address (if any):

www.lakehurst.navy.mil

A.6 Number of employees (full-time equivalents) who currently work in the facility:

More than 1000

A.7 Does your company meet the Small Business Administration definition of a small business for your sector?

No

A.8 North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility:

928110

A.9 In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them here:

No

A.10 Please update the list of environmental requirements that apply to your facility by listing any changes that have taken place during this reporting period. If you have no changes to report, please enter "No changes".

No changes

**Section B.
Environmental Management System**

B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted during the year.

a. Was an EMS audit or other assessment done by an independent third party?

Yes

If yes, please provide the type (e.g., ISO 14001 certification), the scope, and the dates (mo/yr) of each assessment.

Type	Scope	Dates (mo/yr)
ISO 14001 Registration Readiness Audit	entire facility	04/2001

b. Was an internal or corporate EMS audit conducted? Yes

If yes, please provide the scope and dates (mo/yr) of each audit.

Scope	Date (mo/yr)
entire EMS program	11/2001

c. Was a compliance audit conducted?

Yes

If yes, please provide the scope and the dates (mo/yr) of each audit, and indicate who conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Scope	Dates	Who conducted the audit
The internal compliance audit covered the entire range of programs at the Station (these are separated into 19 standard media areas using the Navy's compliance auditing paradigm). The last internal compliance audit was conducted in November and December of 2001, concurrently with the EMS audit. This internal audit was performed by the environmental department staff.	11/2001	environmental department staff

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Monthly internal stormwater pollution prevention inspections are conducted to ensure best management practices are followed.

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audit

In 2001 the Station instituted household battery collection and recycling in major office buildings. We modified the refuse contract to require dumpsters with covers to conform to stormwater P2 best management practices. We also assisted in changing the material receipt procedures for our tenant, Defense Reutilization and Marketing Office

(DRMO).

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

Yes

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed?

01/2002

Who headed the review? Name: Captain Dwight Cousins **Title:** Commanding Officer, Naval Air Engineering Station

B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001?

No

B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects?

11/2001

B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. You may limit the summary to environmental aspects that are significant and towards which progress has been made during the reporting year. In cases where progress relates specifically to a Performance Track performance commitment, complete the Environmental Aspect column, but in the Progress column simply refer to the performance commitment tables in Section C, i.e. "See Section C."

Environmental Aspect	Progress Made This Year (e.g., quantitative or qualitative improvements, activities conducted)
Air Force BOMARC Site Cleanup	The Station is assisting the Air Force in their cleanup of their Bomarc missile site. Public Outreach activities occurred in January 2002. Construction of the new commercial gate at Lakehurst began in February 2002. The existing commercial gate will be used as a railroad loading area for the contaminated soils excavated from the site. First soil shipments are scheduled to leave in May 2002. Last soil shipments are scheduled for Oct 2002
Storm Water Permitting	The station is on target to achieve full permit compliance by the 1 July 2002 regulatory date. Weekly inspections of required areas were instituted in 2001. DRMO receipt inspection procedures were improved to help prevent acceptance of equipment with hazardous materials that would otherwise be stored outdoors.
HSMS Implementation	All Hazardous Materials are tracked using the realtime HSMS computer system (installed September 2001). A database manager was hired in 2001. Automation of all HazMat records is underway. The Station is troubleshooting the computer generated reports to improve program management.
Facility Use/NEPA/Business Development	Target is to improve coordination between different planning groups to improve the quality of decisions and lessen the impact of new initiatives on the environment. In 2001 we changed our internal review procedures, briefed the executive leadership on planning requirements, and increased awareness through newspaper articles and training. In 2001, we started monthly briefing the status of all NEPA actions to the Environmental Quality and Safety Board.
Wellhead Protection	Wellhead protection areas have been identified in the GIS. The draft Master Plan was completed in March 2002 which shows wellhead protection areas and requires their consideration in future planning of facilities and operations. The target is a completed master plan with wellhead protection areas accounted for.



**Section C.
Environmental Performance Commitments**

Please use the tables below to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment.

C.1 Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category:	Water Use				
Aspect :	Total Water Use				
	Aspect Specifics:				
	Baseline (as stated in your application)	Year 1	Year 2	Year 3	Performance Commitment (the goal stated in your application)
Calendar Year	1999	2001			2003
Actual Quantity (per year)	145,735,000	118,002,000			Optional: 138,670,000
Measurement Units	gallons				
Normalizing Factor	1.0	1.0378			Optional: 1.0
Basis for your Normalizing Factor	# of people served				
Normalized Quantity (per year)	145,735,000.0	13721334			138,670,000

Footnotes:

Explain Exclusions:

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Significant water savings has been achieved by shutting down our central steam plant No. 1 in 2001. The steam plant had miles of leaky distribution piping that dated back to 1921. In addition, hundreds of feet of leaking water pipe around Hangers 5 and 6 were replaced in 2001.

If you have additional information that you would like to include please attach it here:

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

C.2 Performance Commitment 2

- a. Use this table to report data related to your second performance commitment.

Category :	Waste				
Aspect :	Total Solid Waste				
	Aspect Specifics (Optional):				
	Baseline (as stated in your application)	Year 1	Year 2	Year 3	Performance Commitment (the goal stated in your application)
Calendar Year	1999	2001	2002	2003	2003
Actual Quantity (per year)	2080	2064			Optional: 1875
Measurement Units	tons				
Normalizing Factor	1.0	1.0378			Optional:1
Basis for your Normalizing Factor	Number of people				
Normalized Quantity* (per year)	2080	1988.8			1875
*Calculated for you					

- b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

In 2001 the Station boosted station-wide awareness of the recycling program through newspaper articles and posters with recycling procedures.

Attach:

Any attachments will be located at the end of the report.

- c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

C.3 Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

Category :	Air Emissions				
Aspect :	Emissions of NOx				
	Aspect Specifics (Optional):				
	Baseline (as stated in your application)	Year 1	Year 2	Year 3	Performance Commitment (the goal stated in your application)
Calendar Year	1999	2001	2002	2003	2003
Actual Quantity (per year)	57.47	36.54			Optional: 37.47
Measurement Units	tons				
Normalizing Factor	1.0	1			Optional:1
Basis for your Normalizing Factor	square feet of heated space				
Normalized Quantity* (per year)	57.5	36.5			37.47
*Calculated for you					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Reduction in NOx was achieved by shutting down our central steam plant No. 1 in 2001. The steam plant was replaced by installing natural gas boilers in individual buildings.

Attach:

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

C.4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category :	Preservation/Restoration				
Aspect :	Habitat Impacts				
	Aspect Specifics (Optional):				
	Baseline (as stated in your application)	Year 1	Year 2	Year 3	Performance Commitment (the goal stated in your application)
Calendar Year	1999	2001	2002	2003	2003
Actual Quantity (per year)	1101.8	1101.8			Optional: 1225
Measurement Units	acres				
Normalizing Factor	1.0	1			Optional:1
Basis for your Normalizing Factor	square feet of buildings (footprint)				
Normalized Quantity* (per year)	1101.8	1101.8			1225
*Calculated for you					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

In April 2002 a draft was completed of the Station's master plan to outline areas where grassland habitat will be preserved and managed. These habitat areas are currently being redrawn in our Geographic Information System to accurately show surrounding tree lines and other features. Once the GIS data is field verified by the Natural Resource Manager, the habitat will be officially designated in our master plan. The master plan will be submitted for Pinelands Commission review and approval in late 2002.

Attach:

Any attachments will be located at the end of the report.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g. Energy Star, Project XL).

**Section D.
Public Outreach and Performance Reporting**

D.1 Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

The Station held 3 Restoration Advisory Board public meetings in 2001. These meetings discuss progress of our site cleanup program and is a forum to discuss any environmental issue the public brings to the table.

The Station assisted in the Air Force's Bomarc Site Cleanup (McGuire AFB) public meetings in January 2002.

The Station published its 9th annual Earth Day edition of the Station's newspaper, covering subjects such as affirmative procurement, our ISO 14001 system, grassland bird and bluebird management, and well-head protection.

The Station also updated its Environmental Community Relations Plan in June 2001. This plan was submitted to the NJDEP for review as outlined in our Silver Track Covenant. The revised plan covers any public notification or involvement actions the Station will undertake for all environmental media/subjects.

Additionally, the Station posted its first annual Environmental Performance Report on our website at www.lakehurst.navy.mil/environment. The report includes information on a variety of metrics, including air emission, spills, water use, solid waste, recycling, and energy use. It includes a copy of our environmental policy and provides narrative on recent accomplishments and initiatives.

Attachment:

[Any attachments will be located at the end of the report.](#)

D.2 Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Report available to the public. Please check as many as appropriate.

Web Site
Meetings

URL: www.lakehurst.navy.mil/environment

Other:

**Section E.
Self-Certification of Continued Program Participation**

On behalf of **Naval Air Engineering Station,
(name of my facility)**

I certify that

- I have read and agree to the terms and conditions as specified in the *National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environment Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date

Printed Name

Captain Dwight L. Cousins

Title

Commanding Officer

Phone Number

732 323 2380

E-mail Address

cousinsdl@navair.navy.mil

Facility Name

Naval Air Engineering Station

Facility Street Address

Route 547 Code 832300B5-2

Lakehurst, NJ 08733

Performance Track ID#

A020038

Appendix:**Do you want to add Appendix?****When adding additional comments, please refer to question number.****Comments:****Attachment:**

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Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.