1. Describe the type and size of your military installation.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. List the environmental goals for your installation (e.g., reduce waste by X percent each year, increase energy efficiency by X percent over the next __ years, provide environmental awareness training to X number of staff, establish an employee incentive program to generate waste reduction ideas, increase purchase of X type of products made with recycled content and replace ___ raw materials and supplies that have hazardous components with acceptable substitutes that have no or less hazardous ingredients) and describe the progress you made towards achieving them in the previous year. The goals may be facility or process-level specific. They should also be indexed to account for changes in production or service levels.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3. Describe the pollution prevention (P2) projects you implemented in the previous calendar year.*

____________________________________________________________________________________
*You may include an attachment summarizing past P2 accomplishments with your first year report.

4. Where feasible, quantify any environmental improvements, cost-savings or other benefits (e.g., enhanced community relations, improved employee morale, decreased regulatory transaction costs) associated with implementing P2 projects during the previous year).

5. Describe any efforts to involve members of the local community in your environmental programs (e.g., convened public meeting to identify issues and solicit feedback, distributed facility information using newsletters or media, conducted an installation tour, formed a citizen advisory committee).

6. Describe any efforts to foster exchange of P2 information and technology transfer (e.g., provided technical assistance to other facilities, organized tours of innovative installation projects, worked with suppliers and gave a presentation at a technical meeting).