



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



26 FEB 2004

S: 12 Nov 04

DAIM-FDF

MEMORANDUM FOR Director, Installation Management Agency (ATTN: SFIM-OP-E),
2511 Jefferson Davis Highway, Arlington, VA 22202-3926

SUBJECT: FY04 Solid Waste Annual Reporting (SWARWeb) Schedule

1. Reference: ACSIM (DAIM-FD) memoranda: Implementation of Solid Waste Annual Reporting System -SWARWeb, 18 Dec 02.
2. SWARWeb is the official Army system for gathering, managing and reporting installation solid waste and recycling data to the Department of Defense as part of the annual Environmental Quality Report. SWARWeb is also a data source for "top-loading" into other performance metric systems, such as ISR and Army Baseline Services. At the 118 installations reporting in FY03, the Army generated 1,560,000 tons of solid waste. By recycling 575,000 tons of this total, the Army avoided \$39,000,000 in disposal costs.
3. HQIMA shall provide verified installation-level FY04 SWARWeb data to the ACSIM POC by 12 Nov 04. It is recommended that HQIMA ensure that installations keep SWARWeb data current and maintain proficiency in using the program, through spot checks and internal roll-up reports outside of the year-end reporting schedule. Important, new information for FY 04 SWARWeb users is enclosed.
4. The ACSIM POC is Mr. William Eng, (703) 602-5827, william.eng@hqda.army.mil.
5. Quality Facilities for Quality Soldiers!

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

JOHN B. NERGER
Director, Facilities and Housing

Encl

DAIM-FDF-UE

SUBJECT: FY04 Solid Waste Annual Reporting (SWARWeb) Schedule

CF:

IMA Region, NERO (Ms. R. Weinschel)

IMA Region, NWRO (Mr. J Waring)

IMA Region, SERO (Ms. K. Thomas)

IMA Region, SWRO (Mr. I. Dreyfus)

IMA Region, Europe (Mr. R. Totorica)

IMA Region, Pacific (Ms. P. Awada)

IMA Region, Korea (Mr. Kim Chon Il)

ARNG/NGB-ARE-R (Ms. R. Hardie)

IMA Reserve Division (Mr. Jennings)

DAIM-EDS (Mr. J. Usavage)

USACE/SFIM-AEC-PCC (Mr. C. Harris)

OASA(I&E)/EITM (Ms. J. Anderson)

IMPORTANT FY04 INFORMATION FOR SWARWeb USERS

1. A new DoD solid waste Measure of Merit (MoM) is anticipated to be in effect before the end of FY04. Reporting for the new MoM will require calculating separate diversion rates for construction and demolition (C&D) debris, and other solid waste generated on Army installations. It will also introduce a per capita solid waste generation reporting requirement.

2. In order to facilitate reporting on the new MoM, installation solid waste managers will need to ensure the following items are accomplished in SWAR:

- Ensure disposal of C&D materials is recorded to a C&D Landfill (facility type "D"). Please note that prior to deployment of SWARWeb, all landfills were listed as type "L". All C&D landfills should be updated to reflect the correct facility type.
- Ensure recycling of C&D materials is recorded under the C&D Debris recycling category. If you wish to keep track of different C&D material types, you can enter new recycling types under the C&D Debris category.
- Update installation population data on the Basic Installation Information screen.
- Update the Average Disposal Facility Fee (ADFF) on the Basic Installation Information screen. The ADFF should reflect the approximate average cost to dispose of one ton of solid waste at your installation. (One way to estimate this is to use the unit disposal cost for the previous year.) Otherwise, a default value of \$48 per ton will be used.
- Ensure that appropriate program costs are entered into SWARWeb. Program costs might include labor, contract, equipment, and similar costs that are not dependant on the tonnage of disposed or diverted material.

3. A tutorial and training guide for SWARWeb are available on DENIX at www.denix.osd.mil/swarweb. This page also includes a Help link that you can use to obtain further assistance with the program. In addition, embedded help within SWARWeb can be reached by clicking on one of the help links at the bottom of the SWARWeb menu. IMPORTANT: Use the HELP link instead of sending an e-mail to a specific individual to ensure quicker response.

Enclosure |