2010 Environment, Energy Security & Sustainability Conference

IMPLEMENTATION OF COST REPORTING AND FUND REIMBURSEMENT TRACKING IN EESOH-MIS HW MODULE

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Implementation of Cost Reponing and Fund Reimbursement Tracking in EESOH-MIS HW Module

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Introduction

- Fund Reimbursement and Cost Tracking
- Why is it important?
- Tools to help; EESOH-MIS
- Benefits
Why Worry About It?

It is now Air Force policy that tenants will begin paying their own way:

- Air Force Instruction 32-7042, *Waste Management*
- Air Force Instruction 65-601, *Budget Guidance and Procedures*
- AF Playbook, standardized business practices
AFI 32-7042, Waste Management

2.5. Host-Tenant Support.

2.5.1. The Air Force supports the HW disposal needs of both Air Force and DoD tenants on Air Force installations.

... 

2.5.4. The tenant will reimburse the installation IAW AFI 65-601 Volume 1, for all waste disposal costs that exceed $125 for any calendar quarter and as documented in a host-tenant agreement. If a tenant organization’s accumulated charges do not exceed $125 per calendar quarter, the installation can use its discretion to waive billing the tenant.
7.10. Billing Tenants:

...  

7.10.2. You may waive billings when the accumulated charges against a reimbursable tenant don’t exceed $125 for any calendar quarter.  

**EXCEPTION:** Don’t apply this waiver to DWCF transactions or support.
Hazardous Waste Management – 6.0 Funding and Reimbursements Process – Version: 2/19/2010
“Front-End” Process: AF Business Practice

1. The funding process begins with programming funding requirements into the Air Force Automated Civil Engineer System (ACES PM).

2. Funding programmed into ACES PM is coordinated through HQ and Air Staff for final authorization.

3. Fiscal year funding documents are sent to the Wing Financial Management Office. Base CE creates funding documents using the Automated Business Services System (ABSS) subject to an approval process (e.g. Requestor, RA, FM, etc.).

4. Approved funding (i.e. HW disposal) is made available via AF Form 406, the Miscellaneous Obligation/Reimbursement Document (MORD). The MORD is created in ABSS, certified by FM, and funds are posted quarterly.

5. The Fund Code is provided to the requisitioner to indicate to the Defense Supply Centers (DSC) that funds are available to pay the charge when and where received.

6. Standard AF Form 1080 is used to transfer funds between accounts. Financial Management (FM) verifies and sends to Defense Finance and Accounting Service (DFAS) who does all the dispersing for all DOD funding.

7. Bases using DRMO as a disposal avenue do so using the DD Form 1348. DD Form 1348 is used to authorize the Defense Accounting and Finance Service (DFAS) to obligate funds.

8. Non-DRMO bases, several contract vehicles such as:
   - AF Form 9
   - DD Form 1155
   - AF Form 4009, GPC
   - Blanket Purchase Agreement (BPA)

9. The Military Standard Billing System (MILSBILLS) is the system used to produce the Inter-fund bill. Funding for hazardous waste disposal is arranged through the MILSBILLS Inter-fund system.

10. Analytical costs provided by commercial laboratories through Purchase Agreements; they provide a price list and we agree to it.

11. Service costs associated with waste management are reimbursable to CEG/CEVC and are negotiated with base Organizations sufficient to cover the cost of contracted hazardous waste management.
Two reimbursement options:

1) Macro, Estimated

- Negotiate with tenants and Organizations to develop a formula to assign waste management costs.

The advantage to this method is its simplicity and ease to implement. The disadvantage is that it does not have as large a waste minimization/EMS impact, it is subjective and non-standardized – each installation must develop.

2) Granular, Detailed

- Use generally-accepted accounting principles built into the EESOH-MIS HW module functionality to assign near exact costs to the Organization responsible for the waste management costs.

The advantage to this method is its defensibility, the incentives it provides for waste and cost minimization - small efforts on the generators part are immediately reflected in the next bill cycle providing an important “yard-stick” for an installations EMS effort. The disadvantage is that it is more maintenance intensive and complex to implement.
In EESOH-MIS HW, a DODAAC(s) (Department of Defense Activity Address Code) are established at the Organization level. The Fund Code is recorded at the Waste Site/Waste Stream level on a per Organization basis. Account Codes are used to track waste management costs back to “cost categories” (i.e. “Account Code Type”) for the responsible Org. Services/handling costs are tracked to the container and Organization level. (i.e. spills, rag laundering, equipment costs, roll-off rental, etc). A QC check is performed prior to billing (i.e. does the weight make sense for the given container, etc). Account Codes are used to track waste management costs back to “cost categories” (i.e. “Account Code Type”) for the responsible Org.

- Disposal Account Code
- Laboratory Account Code
- Handling Account Code
- Supplies Account Code

Disposal costs for alternate TSD/CLIN changes and weight discrepancies are reconciled. Required data validated to be present (i.e. if a sample was ordered is the cost present?; if the waste was disposed is the disposal charge present?)

Bill cycles are utilized for billing. If costs change for any reason these costs are identified and accounted for.

Cost data “silos” or archive stores data once billed. EESOH-MIS HW does not prepare “invoices” but provides necessary data/details.

Service costs are reimbursable to CEG/CEVC and are negotiated with base Organizations sufficient to cover the cost of contracted hazardous waste management costs.
A DODACC and Fund Code is assoc. w/ an Organization
The disposal cost is assoc. w/ a Waste Profile via CLINS, CLINS are created via Manage Contracts.

**Disposal Avenue/Cost**

- *Indicates a required field.
- **Waste Profile:** Characterization Method:
- **Disposal Avenue/Cost:** CLINs

**CLINs**

- *Indicates a required field.
- **Waste Profile:** Characterization Method:
- **Disposal Avenue/Cost:** CLINs

- **Displaying 1 - 1 of 1 records found**

  - **Contract Line Item Number (CLIN)**
  - **Displaying 1 - 2 of 2 records found**
Handling, supplies, & lab costs and Account Codes are assoc. via. the Waste Stream (E & F)
All costs (handling, supplies, lab and disp.) are assoc. by default w/ each container issued under a waste profile.

(Continued…)

To change this you must go to the Manage Handling Cost Class (HCC) and Update the existing HHC or add another.

Assign it to the container here.

Supplies cost is the only cost that is Completely editable from the container.

Sample cost come from Manage Samples

Disposal costs come from Manage Contracts / CLINS

Handling costs come from Manage Handling Cost Class

Supplies Cost come from Waste Site/Waste Stream Generator Billing tab.
Important Functionality

- **EDD**: Disposal data is updated electronically via a DRMS data interface. Modifications to contract are made automatically.

- **Cost Types**: All cost types (handling or service costs; disposal costs; analytical costs (for waste verification); other ancillary waste management costs (i.e. spills, IWTP sludge, rag laundering, etc) are tracked.

- **Bill Cycle**: Billing is done based on regular periodic billing statements issued to tenants.

- **Reconciliation**: Current billing data (i.e. disposal cost, handling cost, etc) is compared to previous billed data for the purpose of correcting one or both Information Sources.

- **Data Archive**: Data “silos” will ensure that bills do not change. Subsequent billing will appear on the corresponding bill cycle.

- **Cost Report and Metrics...**
## Comprehensive Waste Management Report

### Cost Report

<table>
<thead>
<tr>
<th>Control Number</th>
<th>WOSN</th>
<th>Wt. or BBL</th>
<th>Unit Cost</th>
<th>Disposal Cost</th>
<th>Handling Cost</th>
<th>External Lab Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI 10032001</td>
<td>101</td>
<td>201 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
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<tr>
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<td>202 lb</td>
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<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
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<tr>
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<td>203 lb</td>
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<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
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<tr>
<td>LI 10032004</td>
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<td>204 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>LI 10032005</td>
<td>105</td>
<td>205 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
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<tr>
<td>LI 10032006</td>
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<td>206 lb</td>
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<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>LI 10032007</td>
<td>107</td>
<td>207 lb</td>
<td>$4.00</td>
<td>$4.00</td>
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<td>$4.00</td>
<td>$12.00</td>
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<tr>
<td>LI 10032008</td>
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<td>208 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>LI 10032009</td>
<td>109</td>
<td>209 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>LI 10032010</td>
<td>110</td>
<td>210 lb</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

### Notes:
- **Wt. or BBL** Container
- **WOSN** Waste Source Number
- **Unit Cost** Cost per unit
- **Disposal Cost** Cost for disposal
- **Handling Cost** Cost for handling
- **External Lab Cost** Cost for external lab
- **Total Cost** Total cost

### References:
- [Waste Management Manual](#)
- [Environmental Management Directive](#)

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**UNIVERSITY OF THE AIR FORCE HEADQUARTERS OAG AIR LOGISTICS CENTER (AFMC)**

**MEMORANDUM**

07 FEB 2006

TO: 75CSERF

ATTN: William Slinn

FROM: 75 CSCECG

SUBJECT: Hazardous Waste Management Handling and Disposal Cost

This is a billing statement for the cost of hazardous waste management for January, 2006. The following section gives an itemized breakdown of your total cost.

### Costs reimbursable to EMOC are as follows:

**Total reimbursable costs**

$0.00

**Non-reimbursable costs are as follows:**

- **Contract Lab**
  - Costs associated with samples sent to an offsite contract laboratory for analysis
  - Cost: $3,850.00
- **Disposal Costs**
  - Cost for disposal of waste removed from the base to final disposal site: $3,850.00
- **Handling Costs**
  - Cost for handling of waste materials: $3,850.00
- **Special Costs**
  - Cost for special handling and testing of waste: $3,850.00
- **Analytical Costs**
  - Cost for analytical testing: $3,850.00

**Total non-reimbursable costs**

$3,850.00

The detailed cost pre-bill reports are available to Unit Environmental Coordinators via Friends of WITS R-411 report. Please direct any questions concerning this statement to Maj. Helen E. Gaveen at 560-2712. We consider you our customer and appreciate the opportunity to provide hazardous waste management service to your organization.
DEPARTMENT OF THE AIRFORCE
HEADQUARTERS OGDEN AIR DEFENSE CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

1/17/2006

MEMORANDUM FOR CECOM (Attn: Jason Dipwell)

FROM: CECOM

SUBJECT: December Inter-Fund Billing W0412, W0580, X0256 and X0396: Disposal of Hazardous Waste/External and/or DWP Storage.

This letter is to certify that DRMS bills W0412, W0580, X0256 and X0396 have been verified.

Bill No.: W0412

DMAG (Hazardous Waste Disposal)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total Amount</th>
</tr>
</thead>
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<tr>
<td>640MCM</td>
<td>$64.35</td>
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<td>MA81</td>
<td>$76.96</td>
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<tr>
<td>MA82</td>
<td>$309.30</td>
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<td>MA8C1</td>
<td>$2,000.37</td>
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<tr>
<td>MA8C2</td>
<td>$5,422.30</td>
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<tr>
<td>MA8F1</td>
<td>$1,409.40</td>
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<tr>
<td>MA8F2</td>
<td>$749.99</td>
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<td>MA8F3</td>
<td>$1,849.55</td>
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<tr>
<td>MA8F4</td>
<td>$3,360.73</td>
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<tr>
<td>MA8R2</td>
<td>$2,720.15</td>
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<tr>
<td>MA8R3</td>
<td>$7,220.00</td>
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<tr>
<td>MA8R4</td>
<td>$114.02</td>
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<tr>
<td>MA8W</td>
<td>$203.22</td>
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<td>$207.92</td>
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<td>MA8W6</td>
<td>$507.32</td>
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<td>MA8W7</td>
<td>$587.36</td>
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<tr>
<td>MA8R6</td>
<td>$54.36</td>
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<tr>
<td>MA8M</td>
<td>$470.36</td>
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<tr>
<td>MA8R8</td>
<td>$132.30</td>
</tr>
<tr>
<td>MA8R9</td>
<td>$2,516.30</td>
</tr>
</tbody>
</table>
Drivers

➢ Other Drivers?
  
  – HQ will no longer subsidize hazardous waste management (services, disposal, sampling)

  – Air Force Policy:
    › Air Force Instruction 32-7042, Waste Management
    › Air Force Instruction 65-601, Budget Guidance and Procedures
    › AF Playbook, standardized business practices will drive this

  ▪ Provide visibility and accountability to waste generators to drive waste and cost reductions

  ▪ Provide defensible, reproducible and auditable data

  ▪ Streamline, automate, and standardize Air Force procedures

  ▪ Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management
Comparison of FY05 to FY09 Waste Metrics

**FY05**
- Recycle, Energy, Reclamation, Reuse: 565.5 tons, 29%
- Non-Hazardous: 266.7 tons, 14%
- Hazardous: 1101.4 tons, 57%

Total Mass: 1933.6 tons

**FY09**
- Recycle, Energy, Reclamation, Reuse: 809.2 tons, 43%
- Non-Hazardous: 255.3 tons, 14%
- Hazardous: 798.6 tons, 43%

Total Mass: 1863.2 tons
Hill AFB Waste Management Costs

FY05 thru FY09

* Metrics are base-wide
## Hill AFB Waste Management Metrics

<table>
<thead>
<tr>
<th>METRIC</th>
<th>FY05</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY05-FY09</th>
<th>FY08-FY09</th>
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</thead>
<tbody>
<tr>
<td>LAB</td>
<td>$522,822</td>
<td>$633,315</td>
<td>$383,836</td>
<td>$501,006</td>
<td>$592,339</td>
<td>13.3%</td>
<td>18.2%</td>
</tr>
<tr>
<td>DISPOSAL</td>
<td>$1,225,032</td>
<td>$1,165,158</td>
<td>$1,093,924</td>
<td>$739,344</td>
<td>$666,173</td>
<td>-45.6%</td>
<td>-9.9%</td>
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<tr>
<td>HANDLING</td>
<td>$750,079</td>
<td>$909,602</td>
<td>$769,779</td>
<td>$687,200</td>
<td>$622,642</td>
<td>-17.0%</td>
<td>-9.4%</td>
</tr>
<tr>
<td>SPILL</td>
<td>$80</td>
<td>$25,757</td>
<td>$27,769</td>
<td>$0</td>
<td>$17,633</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$2,498,014</td>
<td>$2,733,833</td>
<td>$2,275,308</td>
<td>$1,927,551</td>
<td>$1,898,787</td>
<td>-24.0%</td>
<td>-1.5%</td>
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<tr>
<td>CONTAINER</td>
<td>8738</td>
<td>8684</td>
<td>8136</td>
<td>8123</td>
<td>7168</td>
<td>-18.0%</td>
<td>-11.8%</td>
</tr>
<tr>
<td>MASS (tons)</td>
<td>1933.6</td>
<td>2211.2</td>
<td>1894.3</td>
<td>1732.2</td>
<td>1863.2</td>
<td>-3.6%</td>
<td>7.6%</td>
</tr>
<tr>
<td>COST/LB</td>
<td>$0.65</td>
<td>$0.62</td>
<td>$0.60</td>
<td>$0.56</td>
<td>$0.51</td>
<td>-21.1%</td>
<td>-7.6%</td>
</tr>
</tbody>
</table>
Benefits

- Compliance with Air Force policy
- Greater Defensibility and Accountability
- Consistency and Standardization
- Incentivizes: Waste AND Cost Minimization!
Wayne Downs, PhD, PE  
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(801) 777-4325  
Wayne.Downs@hill.af.mil

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