



Standard Guide for Development and Implementation of a Pollution Prevention Program¹

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1. Scope

1.1 This guide covers guidance on a logical progression of tasks and procedures to be followed in a pollution prevention program to reduce or eliminate the generation of waste, the loss of natural resources, and process emissions through source reduction, reuse, recycling, and reclamation.

1.2 *Summary*—The basic components of a pollution prevention program should include the following seven activities:

1.2.1 Develop an organizational commitment to pollution prevention (see Section 4).

1.2.2 Establish goals, objectives, and an implementation schedule (see Section 5).

1.2.3 Generate baseline information (see Section 6).

1.2.4 Develop a resource, emissions, and waste measurement and tracking system (see Section 7).

1.2.5 Analyze pollution prevention opportunities (see Section 8).

1.2.6 Prioritize pollution prevention opportunities (see Section 9).

1.2.7 Implement and maintain the progress of a pollution prevention program (see Section 10).

1.3 *Organization of Text*—This guide is organized based on the activities previously enumerated. Each section of the guide describes the manner in which the specified activity may be conducted to implement a program of pollution prevention at a facility.

1.4 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Terminology

2.1 *Definitions of Terms Specific to This Standard:*

2.1.1 *by-product*—material, other than principal product, that is generated as a consequence of a process and that has productive use.

2.1.2 *capital budget*—a statement of the firm's planned

financial expenditures, generally based on estimates of future sales, costs, production, and research and development (R&D) needs and the availability of capital.

2.1.3 *cost accounting system*—the internal procedure used to track and allocate production costs and revenues to a product or process.

2.1.4 *cost allocation*—a process within an internal cost accounting system of assigning costs and revenues to cost and profit centers for the purposes of product pricing, cost tracking, and performance evaluation.

2.1.5 *fugitives*—emissions or releases that leave a system or process without containment or capture.

2.1.6 *full-cost accounting*—a method of managerial accounting that accounts for both the direct and indirect costs of an item. Full-cost accounting uses historical data to assign all costs to a process, product, or product line, most often for the purposes of pricing.

2.1.7 *materials*—physical substances that are used, applied, produced, formed, or processed.

2.1.8 *media*—any or all specific physical components of the environment, such as air, water (surface water and ground water), and soil.

2.1.9 *minimization*—the process of determining and achieving the optimal amount of resources necessary to perform a particular function. In addition, minimization is the process of determining and achieving the least practicable harmful effects of a particular function or activity.

2.1.10 *performance measurements*—a means by which a system or process can be evaluated for effectiveness or efficiency, or both. It must have a quantitative and consistent basis for evaluating the effectiveness or efficiency, or both, of a particular function or activity.

2.1.11 *point source*—a single, stationary location or fixed facility from which pollutants are discharged; any single identifiable source of pollution.

2.1.12 *pollutant*—any substance that directly or indirectly creates an adverse human health or environmental effect when introduced into any environmental media.

2.1.13 *pollution*—the introduction of a pollutant into the environment.

2.1.14 *pollution control*—a control device, mechanism, or system that is used to reduce the quantity or toxicity of a pollutant, or both, before it is introduced into the environment,

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