

NAS NORTH ISLAND - NAVY REGION SOUTHWEST NAVY ENVIRONMENTAL LEADERSHIP PROGRAM

INFORMATION TECHNOLOGY

ELECTRONIC IR REPORTS

LEAD ACTIVITY

Southwest Division Naval Facilities Engineering Command (SWDIV)

STATUS

Active

MISSION

Produce Installation Restoration (IR) reports electronically that are traditionally large paper reports

REQUIREMENT

In an effort to support goals for a "paperless" Navy by 2000, methods are required to produce electronic IR reports.

DESCRIPTION

SWDIV is taking steps to create electronic versions of reports produced under the IR Program. Recently, several electronic reports have been created using Adobe Acrobat® software. Adobe Acrobat® produces portable document format (PDF) files that are fully searchable and retain their entire original layout, including fonts, images, and tables. Hypertext links within a document can also be created using Adobe Acrobat®, making documents easy to use and navigate. PDF files are compact and cross-platform, and can be viewed by any user using the free Adobe Acrobat® Reader software that allows a user to view and search PDF files only. Adobe Acrobat® Reader can be obtained from the Internet at <http://www.adobe.com/prodindex/acrobat/readstep.html>.

Publishing documents electronically reduces paper waste and enables documents to be transferred via CD-ROM, e-mail, or the Internet. Currently, some Navy documents are distributed on CD-ROM with a hard copy of the report. Future reports will primarily be produced and transferred electronically. The entire Administrative Record for the Naval Air Station (NAS) North Island IR Program has been converted to PDF files, condensing numerous shelves of reports to seven CD-ROMs. Although initial costs are incurred to convert documents to PDF files, reproduction costs are greatly reduced. In the future, IR documents may be made available on the Internet.

BENEFITS

- Reduces paper waste and labor to maintain and copy reports
- Increases access to IR documents via Internet

- Condenses voluminous IR documents into CD-ROMs, which take less shelf space
- Allows easy replacement of lost documents

ACCOMPLISHMENTS/CURRENT STATUS

Date	Activity
JUN 1998	Entire NAS North Island Administrative Record converted to PDF file on seven CD-ROMs
AUG 1998	Site Closure Report documenting the fuel pipeline removal, soil and groundwater remediation, and confirmation sampling under OHM Delivery Order submitted as the first completely electronic deliverable; this electronic report was sent to the regulatory agencies for their review on a CD-ROM
SEP 1998	Removal Action Closure Report documenting the completion of the IR Site 11 soil vapor extraction (SVE)/ air sparging (AS) removal action submitted in completely electronic format for public and regulatory review on a CD-ROM
SEP 1999	Posted Administrative Record electronic files on the Internet for additional public access at SWDIV

FUTURE PLAN OF ACTION & MILESTONES

Date	Activity
Ongoing	Continue to create IR reports electronically

COLLABORATION/TECHNOLOGY TRANSFER

All Navy activities are pursuing efforts to create paperless reports.

BIBLIOGRAPHY

None available

RELATED GOVERNMENT INTERNET SITES

None available

RELATED NAVY GUIDEBOOK REQUIREMENTS

- 10003 Cost Effective Waste Reduction

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