

Recycling Implementation Instructions **Environmental Management Bulletin** 26 August 2014

Fort Leonard Wood (FLW) is committed to increasing recycling efforts on the installation. It is important to recognize proper segregation procedures when recycling in the unit or organization. By properly segregating materials, FLW can increase revenue for the installation which goes towards community enhancement. When materials are improperly placed in the recycling bin, FLW does not receive as much revenue or none at all.

The purpose of this bulletin is to provide Recycling Coordinators of units and organizations information on proper segregation procedures and collection procedures. When recycled material is collected, the installation strives to make the process convenient for everyone. Therefore, the following guidelines apply to collection of recycling material:

1. The FLW Recycling Center, Building 2549, Ordnance Drive, accepts the following materials for recycling. Additional materials may be added as new markets are developed.

a. *The following materials are recycled in the office paper recycling “totes” provided by the FLW Recycling Center:*

- Memos
- Legal pads
- Computer paper
- Typing
- Copy
- Stationary
- Fax paper
- White shredded
- Paper

NOTE: Small amounts of paperclips, staples, rubber bands, tape, plastic tabs, and plastic and wire spirals that are attached to the paper are acceptable and do not have to be removed.

b. *Other paper products sorted by type:*

The following materials can be sorted into the **CARDBOARD** recycling bin:

- Corrugated cardboard
- Brown grocery bags
- Paperboard: i.e. shoe boxes
- Cereal boxes
- Snack boxes
- Paper towel tubes
- Tablet backs
- Beverage and “TV” dinner boxes



The following materials should be sorted only in the **MIXED PAPER** recycling bin:

- Manuals (Technical Manuals and Field Manuals)
- Magazines
- Paperback books
- Construction art paper
- Brown envelopes
- Yellow “shotgun” envelopes
- Phonebooks
- Moving/packing paper
- Junk mail
- Gift wrapping paper (non plastic)
- Catalogs

c. **Additional material is accepted at the FLW recycling center.**

Be sure to separate these materials in the appropriate recycling bins.

- Aluminum cans
- Steel/tin cans
- Used oil
- Wood pallets
- Plastic #1 PETE (Soda and water containers)
- Plastic #2 HDPE (Milk jugs)
- Plastic #5/7 PP, OTHER (Yogurt cups)

d. **Glass:** Clear, brown, and green accepted (Note: **BOTTLES MUST BE RINSED & LIDS REMOVED.**)

NOTE: Window glass, mirror, automotive lamps, light bulbs, or ceramic glass materials are not recyclable and are not accepted. These items should be thrown in the trash.

2. Separation procedures for recycling material. The following procedures ensure the maximum amount of materials can be recycled. Mixed materials are considered contaminated and cannot be sold. Proper separation reduces labor cost, maximizes marketability, and allows for more revenue to be returned to the installation.

a. **Mixed Paper:** Mixed paper allows for a wide range of paper products to be recycled together. Magazines are the largest quantity of paper products in this mix. Mixed paper also includes phonebooks, catalogs, paperback books, junk mail, moving and packing paper, tablet paper, construction art paper, ground wood, brown envelopes, and gift wrapping paper. Contact the Recycling Coordinator or FLW Recycling Center for technical advice on paper types.

b. **Field Manuals and Technical Manuals:** Manuals are recycled according to the way they are bound. Bring the materials to the FLW Recycling Center and the contractor will separate and recycle the material.

c. **Newsprint (Newspaper):** In addition to the daily paper, many publications are printed with newsprint and are commonly used for advertising publications. Advertisements that come with the newspaper may be recycled with them. Plastic coverings may not be recycled with newspaper and must be removed because they “contaminate” the paper recycling process.

d. Corrugated Cardboard: Corrugated cardboard is composed of an inner fluting of material and one or two outer linings. Cardboard is the largest quantity of paper product recycled at FLW. Clean brown paper bags may be mixed with cardboard. Paperboard may also be recycled with cardboard. Examples of paperboard products are: cereal boxes, detergent boxes, shoeboxes, paper egg cartons, poster board, paper towel and toilet paper tubes, and tablet backs. Cardboard boxes must be flattened prior to placing in designated cardboard containers. Waxed or plastic coated corrugated cardboard or paperboard is not recyclable and should not be mixed with cardboard because it impairs the cardboard recycling process.

e. Aluminum Cans: The FLW Recycling Center accepts aluminum cans but is not authorized to purchase them. Organizations may either donate the cans to the FLW Recycling Center or recycle them at a recycler that pays for cans. Building managers, janitors, or custodial workers shall not collect and recycle aluminum cans from any facility for private or personal gain.

f. Steel/Tin Cans: The FLW Recycling Center accepts steel/tin cans.

g. Plastics: The Recycle Center accepts #1, #2 #5 and #7 plastics only. Manufacturers identify recyclable plastic with a stamp embossment of a chasing arrow recycling triangle. This symbol will have a #1 in the center of the triangle and the letters PETE under it, #2 designating HDPE, #5 designating PP, and #7 designating OTHERS. Common types of plastic include:

(1) Plastic #1 PETE. Beverage, dishwashing, mouthwash, or cooking oil containers. Containers must be rinsed and caps must be removed before recycling.

(2) Plastic #2 HDPE. Milk or other beverage or juice containers which appear opaque or frosted. Others are near pure white or colored.

(3) Plastic #5/7 PP/OTHER. Caps/lids, yogurt cups, plastic cups, medicine bottles, ketchup and syrup bottles. Containers must be rinsed and caps must be removed.

(4) Motor oil containers are not accepted even though they carry the #2 HDPE recycling symbol. This is because of recycling manufacturer requirements, and is beyond the control of the FLW Recycling Center.

(5) Lids must be removed from all containers.

h. Wood Pallets: Wood pallets that are in excellent condition (40" x 48" in size with "4 way" entry) are the easiest to recycle. Broken pallets will be disposed of as trash. Contact the FLW Recycling Center (596-2895) before delivering pallets.

i. Used Oil: Used oil disposal is for residents only and is accepted only during business hours (Monday – Friday 0800-1630).

j. Other Materials: Check with the FLW Recycling Center (596-2895), the DPW Inspection Branch (596-7021), or the DPW Environmental Division (596-0882) for questions concerning how to recycle or dispose of any other material.

3. Contaminants. Contaminants are items or material mixed with recyclables that should not be there. Contamination is cause for buyers to reject an entire load of material resulting in wasted time and resources. When contaminants are introduced into the recycling stream, it requires twice or more the amount of time to process. Contamination often occurs due to carelessness or inattention to recycling procedures. Common contaminants are: food waste, waxed paper, photographs, plastic coated paper, computer software, cigarette butts, and glue or gummy labels. Material that is observed to be contaminated will not be collected and will be left on-site to be sorted by the responsible activity or unit. Contaminants also include mixing different colors together and mixing different types of plastic together. Each type of plastic has a different chemical make-up and different melting temperatures, which determines the method to recycle. Mixing different types of plastics is similar to mixing oil with water.