

## Recycling Collection Procedures **Environmental Management Bulletin** 26 August 2014

Fort Leonard Wood (FLW) is committed to improving recycling efforts on the installation. Increasing the volume of recycled items is only the beginning. The other aspect involves proper segregation procedures. Properly segregating recycled material is key to increasing revenues for the installation which goes towards community enhancement such as 4<sup>th</sup> of July fireworks, the mini golf course, the splash pool, and many more. When materials are improperly placed in recycling bins, FLW does not receive as much revenue or none at all.

This bulletin provides Recycling Coordinators of units and organizations the following guidelines for proper segregation procedures and collection procedures:

### **Standard Operating Procedures for Units and Organizations:**

1. It is the dual responsibility of the Recycling Coordinator and the organization supervisor or unit commander to plan, organize, and implement the recycling program for that activity or organization. Recycling programs implemented within organizations are inspectable items on the Organization Inspection Program (OIP) for environmental compliance.
2. It is very important that proper procedures are implemented in regards to segregation and collection. The objective of the recycling program is to keep all recyclable material from being thrown in trash cans and dumpsters, to minimize disposal costs, prevent pollution, and increase revenue refunded to FLW.
3. Commanders/Directors and Building Managers may use collection techniques that are convenient for that organization's mission or location. Some suggested collection procedures are:
  - a. Desktop or desk-side containers. These containers may be placed on, under, or to the side of the desk or work area. Recycling containers should be boldly labeled and easily recognizable. When a smaller container becomes full, it can be emptied in larger containers located at central collection points within the building.
  - b. Central Locations. The Recycling Center provides office paper recycling "Totes" that hold up to 100 pounds of paper in a conveniently stored and reusable bag. The "Totes" are centrally located or near copy machines or printers.
  - c. Dumpsters. Organizations producing large quantities of paper and/or cardboard may have a recycling collection dumpster placed outside their location. Consult with the Directorate of Public Works (DPW) Inspection Branch (596-7021) to help determine organizational eligibility. Organizations that produce smaller amounts of recycled material will transport material to the FLW Recycling Center. Organizations should integrate a "recycling run" similar to supply or mail runs into their organizational practice.



### **Fort Leonard Wood Directorate of Public Works Environmental Branch**

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[http://www.wood.army.mil/newweb/garrison/dpw\\_environmental.html](http://www.wood.army.mil/newweb/garrison/dpw_environmental.html)

- d. Labeled Containers. Properly labeled containers will encourage organizations to limit mixing recyclables which causes contamination and increase recycling efforts.
  - e. Most organizations are required to have an Environmental Compliance Officer (ECO) assigned and appointed in writing. The ECOs are already trained in recycling procedures and are a logical choice for serving as the Recycling Coordinator.
4. Collection of recycling dumpsters is scheduled on a weekly or bi-weekly basis similar to trash collection. Organizations that deliver material to the FLW Recycling Center may do so Monday-Friday from 0800-1630.
  5. Special pickups for extraordinarily large amounts of recyclable material, such as pallets of manuals, monthly computer runs, and large amounts of cardboard may be coordinated with the FLW Recycling Center (596-2895). Organizations are responsible for loading the transport provided by the FLW Recycling Center and in no case will personnel clear and box material from shelves or filing cabinets. The organization is also responsible for disassembling cardboard and for removing Styrofoam®, plastic, or other packing material from the cardboard.
  6. Activities requesting special pickups must consider that there may be times when the FLW Recycling Center cannot provide services due to backlogs. In the event that the FLW Recycling Center cannot make a timely pickup of material, the supervisor, building manager, or activity Recycling Coordinator is responsible to make arrangements to deliver the material to the FLW Recycling Center. Material will not be thrown in the trash container because of backlogs or due to difficulty obtaining transportation.
  7. Each organization is responsible for emptying properly segregated material into designated recycling containers.
  8. Any activity or directorate can request special pickup when receiving furniture or other large items which generate large amounts of cardboard. Packing material must be removed and boxes must be flattened. Recycling Coordinators of units with vehicles must make arrangements for cardboard to be delivered to the FLW Recycling Center.

*Recycling Guidelines for Unaccompanied Personnel Government Housing Occupants:*

1. Curbside pickup service is provided to occupants free of charge. The DPW pays for this additional curbside recycling service. All occupants will be issued a recycling container and will recycle for the purpose of recycling. Recycling and trash pickup are scheduled on the same day of the week for the convenience of the occupants.
  - a. When signing for barracks, the Unaccompanied Personnel Government Housing Manager will implement procedures to ensure occupants are informed of the mandatory recycling procedures.
  - b. The FLW Recycling Center contractor will periodically check solid waste bins to determine if occupants are throwing excessive amounts of recyclable material in the trash. If occupants are not recycling, the contractor will leave a note to remind the occupants of the mandatory recycling policy. If

occupants repeatedly fail to participate, the contractor will advise the Qualified Recycling Program (QRP) Manager for coordination.

c. If the noncompliant issue cannot be resolved, the QRP Manager will notify the occupant's Commander for appropriate action. If corrective action is not taken, the QRP Manager may staff a request to the Garrison Command to evict the Unaccompanied Personnel Housing Occupant for repeated/continuing failure to participate in the program.

### Composting

Yard Waste (leaves and grass clippings) are composted on FLW. Branches, leaves, and grass clippings will not be placed in solid waste containers.

1. Unaccompanied Personnel Government Housing Occupants. Occupants may place yard waste at the curbside for collection on Wednesdays before 0730. Only limbs and wood boards less than three feet will be collected. For limbs and wood boards more than three feet long, call DPW Service Order desk (596-0333). Trash bags used to collect compost material may not be thrown into the compost site. Bags must be emptied and thrown into a trash container or reused.
2. Military Units. The DPW Trash and Refuse Collection contractor manages the compost site for military personnel requiring use of the compost site. Hours of operation are 0730 to 1600, Monday through Friday except Federal holidays. The compost site accepts yard waste only (grass, leaves, twigs, straw, and garden vegetation). Absolutely no plastic bags or other trash is to be placed in the compost site. Units may coordinate use of the site by calling Post Detail (596-1049). Plastic bags must be emptied of their contents and are not allowed in the compost pile.
3. For additional information, refer to Environmental Management Bulletin located on the DPW Environmental Branch website for Compost Disposal.

### Used Oil

Used oil generated on FLW will ultimately be offered for refinement or for energy recovery. Refer to the references listed below for management and disposal of used oil and grease products.

1. Petroleum, Oils, and Lubricants (POL). For proper procedures to recover POL products and how to comply with federal, state, local, and Army regulations, refer to the *Environmental Management Bulletin for Used Oil, Fuels, Spill Containers, Solvents, and Antifreeze* which is located on the DPW Environmental Branch website at [www.wood.army.mil/wood\\_cms/3197.shtml](http://www.wood.army.mil/wood_cms/3197.shtml) .
2. Used Grease. Used petroleum and synthetic greases used to lubricate vehicles and equipment are managed as used oil refer to the Environmental Management Bulletin, Used Grease Disposition located on the Environmental Branch website [www.wood.army.mil/wood\\_cms/3197.shtml](http://www.wood.army.mil/wood_cms/3197.shtml) for information to comply with Federal, state, local and Army regulations when disposing of used oil. Federal and state regulations prohibit the disposal of used oil or used grease in solid waste or trash containers.