

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Recycling and Solid Waste Diversion on Fort Leonard Wood

1. References:

- a. Presidential Executive Order 13101, 14 September 1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.
- b. US Code: Title 10, Section 2577 Disposal of Recyclable Materials.
- c. Department of Defense Instruction (DODI) 4715.4, Pollution Prevention, 18 June 1996.
- d. Memorandum, Assistant Chief of Staff for Installation Management, DAIM-ED, 12 Aug 98, subject: Department of Defense (DoD), Solid Waste Measure of Merit (MoM).
- e. AR 200-1, Environmental Protection and Enhancement, Chapter 5-10, dated 21 February 1997.
- f. Interim Guidance for Operation of Qualified Recycling Programs, (QRPs), April 1999, Office of the Assistant Chief of Staff for Installation Management.
- g. Fort Leonard Wood Integrated Solid Waste Management Plan, 1999.
- h. Command Policy #26-98, Waste Reduction and Recycling, 8 May 98.

2. Purpose: To establish policies and procedures for the operation of a qualifying recycling program on Fort Leonard Wood.

3. Scope: This SOP applies to all units, activities and directorates on Fort Leonard Wood, as well as tenant organizations and contractors performing work on the installation.

4. General.

- a. The Directorate of Public Works (DPW) manages the Qualified Recycling Program (QRP). The Chief of the Environmental Division is the designated QRP Manager. A QRP is an organized operation that requires a concerted effort to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance their marketability. A QRP includes adherence to a control process providing accountability for all materials processed through program operations. The Directorate of Resource Management (DRM) is responsible for overall management of the distribution of recycling funds.
- b. The Recycling Center is located in building 2553, Ordnance Drive. Policy concerning operation of the center is developed by the installation recycling coordinator, DPW Environmental. Day to day operation is inspected by the DPW Inspection Branch.

c. The main objective of the recycling program is to divert recyclable material (see paragraph 4.e.) from the non-hazardous solid waste stream where economically feasible, and ensure that by the end of 2005, the diversion rate

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for non-hazardous solid waste is greater than 40% (the DoD MoM). Other beneficial objectives of the program include pollution prevention, generation of revenue and reduction of landfill fees, and conservation of resources.

d. The overall program will be a coordinated effort between the Directorate of Public Works (DPW), Directorate of Logistics (DOL), Directorate of Resource Management (DRM) and the Defense Reutilization and Marketing Service (DRMS) with the DPW designated as the managing activity of the installation recycling program.

e. Recyclable Materials. Recyclable materials can include, but are not limited to: office paper and paper products; mixed paper; newspaper; paperboard; cardboard; grocery sacks; #1 and # 2 plastics; glass; aluminum and metal cans; used oil; wood pallets; batteries; tires; compost and soil farm. Scrap (including ferrous and non ferrous scrap) and firing range expended brass and mixed metals gleaned from firing range cleanup that do not require demilitarization are included in the QRP. However, DRMS recycles these materials for DOL and therefore it is not necessary to list recycling procedures in this SOP.

f. Proceeds from the sale of recyclables will be deposited in the QRP account (21F38751111 S23037) maintained by the DRM.

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In accordance with 10 U.S.C. 2577 sale proceeds shall first be used to cover the costs directly attributable to installation recycling programs, including, but not limited to, manpower, facilities, equipment, overhead, and other capital investments. After these costs are recovered, the installation commander may use up to 50% of the remaining proceeds for pollution prevention, composting and alternative fuel vehicle infrastructure support and vehicle conversion, energy conservation, or occupational safety and health projects, with first consideration given to projects included in the installations pollution prevention plan. Any remaining proceeds may be transferred to the non-appropriated Morale, Welfare and Recreation account for any approved programs. Paying Qualified Recycling Program Bills. Source: Interim Guidance For Operation of Qualified Recycling Programs (QRP) Table 2-1. Who Pays for What Installation O&M Pays For: QRP Pays For: Collection, transportation, and disposal of solid waste (Disposal on or off the installation).

Applicable QRP facility, utility and maintenance costs (determined locally). Also leased transportation and maintenance equipment costs. Collecting recyclable materials from installation and housing areas and delivering to a central location (installation recycling facility or an off installation recycling facility). *Cost of doing direct sales. Compost operation on the installation.

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QRP workers' and managers' salaries allocated to the QRP.

Landscaping. If landscaping is by contract, contractor takes waste to a composting facility on or off the installation.

Equipment purchased by QRP and used exclusively by the QRP ** (examples are blue bins, balers, forklifts).

Janitorial contract which includes collecting recyclable items and depositing it to a central location.

Applied overhead costs.

Cost of miscellaneous recycling that takes place outside the QRP.

Awards and Incentives.

Cost of Recycling construction and demolition debris. ***

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* Appropriated funds shall be used to pay for the cost of pickup and delivery of recyclable items to the QRP. If it costs more to bring it to the QRP than solid waste disposal costs, the QRP pays the difference.

** Pollution Prevention equipment purchased by appropriated funds, i.e. purchased under a pollution prevention management plan. For example, a corrugated cardboard baler or glass crusher that were purchased for waste disposal compliance are not reimbursable by the QRP. Equipment obtained from the DRMO or other donated equipment is not reimbursable by the QRP.

*** Recycling of construction and demolition debris is encouraged by the DoD Measure of Merit. Construction and demolition debris may be recycled in many innovative ways, such as: using recycling to offset the cost of the demolition contract, recycling through the QRP, and donating to the local community.

5. Organization:

a. The Garrison Command will form a QRP committee with representatives from designated activities to act on issues concerning recycling and budgeting operations and other programs. The QRP Manager chairs the Committee. The DPW and the Garrison Commander will sign meeting minutes. As a minimum, representatives from the following organizations will participate in the committee : Contracting, Resource Management, DPW, Legal, Public Affairs, DRMS and MWR. The QRP committee may make recommendations to the Program Resource Advisory Committee (PRAC), concerning distribution of recycling proceeds.

b. The QRP committee will oversee the operation and serve as a "board" that advises the installation commander on program decisions and residual fund disbursements.

6. Responsibilities:

a. Directorate of Public Works (DPW):

(1) Develop, establish and manage the QRP through the operation and control of the Fort Leonard Wood Recycling Center. Set policy and develop

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specifications and procedures for the Government Owned Contractor Operated (GOCO) Recycling Center.

(2) Establish Command Policy Letter for Waste Reduction and Recycling.

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(3) Establish the QRP designee account code with the Defense Reutilization and Marketing Service, Scott AFB. This account establishes the QRP Manager and Fund Cite for ensuring that property, when input into the DRMS inventory system, will be listed as a reimbursable item into the appropriate QRP account. The QRP letter will be updated when/if the QRP manager changes, at the change of commanders, and if required by regulation.

(4) Maintain documentation and records for recycling and recoverable material, tracked on a monthly basis. Consolidate year-end reports. These reports will be used to track progress toward accomplishing the DoD MoM and for developing estimates of tipping fee savings derived from not land filling solid waste.

(5) Manage the overall QRP by ensuring the continuation and expansion of the program to best meet pollution prevention objectives. Implement measures necessary to ensure that Fort Leonard Wood receives full benefit from the accumulation and sale of all recyclable material.

(6) Ensure that recycling information and policy is provided to each Army Family Housing occupant upon receipt of quarters.

(7) Monitor the education and awareness program to promote recycling and encourage installation wide support for and participation in the recycling program.

(8) Oversee the day to day operation of the Recycling Center for adherence to GOCO contract requirements. Conduct customer interface as required to manage the servicing and collection of recycling dumpsters.

(9) Provide recycling information to the Directorate of Contracting. Ensure that all new construction contracts and other renovation projects have clauses pertaining to recycling and require contractors to dispose of recyclable material at the Recycling Center and not in the solid waste dumpsters.

(10) Manage the operation of the compost site and the contaminated soil landfarm.

(11) Monitor the recycling program for compliance with federal, state and local laws and regulations and provide quarterly status report.

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(12) Review and recommend changes to Recycling Policy to include adding new materials or removing materials from the current program.

b. Fort Leonard Wood Recycling Center:

(1) Perform the day to day recycling operation for the DPW as outlined in contract specifications and provide technical advice concerning recycling.

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- (2) Operate the customer drop-off area and provide assistance.
- (3) Prepare recyclable material for shipping and sales.
- (4) Develop and distribute education material and advise generators on recyclable material, source segregation, identification and turn-in of recyclable material. Conduct briefings, twice weekly, at the Self-Help classes to educate Army Family Housing residents.
- (5) Implement an education and awareness program to achieve installation wide support and participation in the recycling program. Attend the monthly Newcomers' Orientation and distribute recycling literature.
- (6) Provide assistance to Recycling Coordinators on developing, implementing and following recycling program.
- (7) Identify markets and segregate material to obtain the maximum profit for the sale of material. Identify new material for potential recycling, conduct market analysis and draft an implementation plan.
- (8) Coordinate with the DOL to facilitate the recycling of ferrous and non-ferrous metals.
- (9) The DPW Recycling contractor shall maintain documentation for reporting expenses and requesting reimbursement associated with operating the recycling program. Submit an annual operating cost report to the Garrison Commander for funding approval.
- (10) Work/coordinate with the DOL to recycle materials locally to reduce the need to ship materials to DRMS.

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c. Directorate of Logistics (DOL):

- (1) Responsible for disposal of materials not otherwise processed by the Fort Leonard Wood Recycling Center to include receipt, storage and transportation of material to DRMS. This includes such material as lead acid batteries, tires and food scraps.
- (2) Operates the Central Turn-In Point. Establishes the turn in procedures and times for the disposition of property and scrap material. Provides customer assistance and completes DD1348-1A for disposal of scrap material. Affixes QRP stamp to DD1348-1A which verifies QRP reimbursement fund cite and ensures that material that is classified as or later downgraded to scrap will be reimbursed to the appropriate account.
- (3) Provide technical advice and assistance to customers on matters pertaining to materials recycled through the Defense Reutilization Marketing Service (DRMS).
- (4) Maintains records of the quantity and type of material sold or disposed of for the purpose of recycling through the DRMS.

d. Directorate of Resource Management:

- (1) Maintain the accounting and control system for the recycling

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program that provides detailed management and audit information, tracks material quantity handled, calculates sales and handling costs for recycled material, and tracks expenditures made for appropriate projects and Morale, Welfare and Recreation programs. Integrity of the audit trail will be a priority concern.

(2) Maintain the budget clearing account (21F38751111 S23037) for deposit of recycling proceeds. Provide the DPW and the DMWR with a monthly balance sheet report for this account.

(3) Transfer funds necessary to pay Operation and Maintenance cost of the recycling program.

(4) May transfer remaining funds to support Morale Welfare and Recreation account for programs approved by the Garrison Commander

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e. Directorate of Contracting: Ensure all new contracts awarded on Fort Leonard Wood include, when feasible and cost advantageous to the government, recycling clauses stipulating to contractors disposition of recyclable materials. The DPW will assist in identifying material that is cost effective to recycle.

f. Directorate of Information Management:

(1) Ensure that textbook and publications division coordinates with the Recycling Center for recycling large quantities of manuals, bulletins, regulations, reference books and other instructional material.

(2) Coordinate the direct exchange of phone books so that old phone books are traded in for recycling when the new phone books are issued. Coordinate with the Recycling Center for placement of a phone book recycling container at an appropriate location.

g. Major Subordinate Commanders and Tenant Activities:

(1) Assign responsibilities to a staff section or directorate to coordinate, direct and oversee the organizations recycling program.

(2) Establish guidelines and procedures to insure that all subordinate units participate in the recycling program. All recyclable materials will be turned into the host installation and all proceeds from the sale of recycling materials remain the property of the host installation regardless of who turns items in.

(3) Ensure that provisions requiring contractors to recycle cardboard and office paper are included in any solicitations sent to the Directorate of Contracting (DOC). This requirement is intended to make Directorates responsible for ensuring that their contractors are recycling.

h. All organizations, units, directorates, and activities (to include contractors) on Fort Leonard Wood:

(1) Support the recycling program by identifying, collecting, source separating recyclable products by type, and removing contaminants from all recyclable material (see Part 7.b, for separation procedures and definition of contaminants).

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(2) Designate a recycling coordinator to administer the recycling program. Recommend that the Environmental Compliance Officer (ECO) fill this role. The coordinator will be the point of contact for organizing the recycling effort of the organization and arranging for recyclable material containers and disposal into recycling dumpsters or to be delivered to the Fort Leonard Wood Recycling Center, building 2553, Ordnance Drive.

(3) Organizations that generate large quantities of cardboard and office paper may have a recycling dumpster placed at their location. The DPW Inspection Branch (596-7021) will authorize this on a case by case basis and on dumpster availability. Other units and organizations which generate smaller quantities and who have vehicles are required to deliver their recyclable material, separated by type, to the Recycling Center. At no time will a supervisor or recycling coordinator throw recyclable material in the trash because it is the easiest thing to do.

(4) Managers and supervisors at all levels are responsible for insuring that they have a recycling program and that all personnel are briefed and participate in the recycling program. They are also responsible for ensuring that the recycling containers issued by the Recycling Center are used only for their intended purpose.

i. Occupants of Government Quarters:

(1) All occupants of government quarters will participate in the recycling program in order to reduce the cost of solid waste disposal.

(2) Curbside pickup of recyclable materials is provided to family housing occupants and is scheduled the same day as trash collection. Each resident is provided with a 14-gallon container for the purpose of recycling.

(3) Corrugated Cardboard, Paperboard and Brown Grocery Bags are collected for recycling on Wednesday the same day as bulk trash pick-up.

(4) Recycling information is provided to every family housing member upon receipt of government quarters. This information is also provided in DPW Self-Help class every Tues. and Thurs.

(5) Lack of participation could result in discontinuation of the curbside-recycling program.

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j. Contractors Doing Work at Fort Leonard Wood:

(1) All contractor personnel doing business on Fort Leonard wood will participate in the recycling program. The Directorate of Contracting will include recycling instructions in all contracts pertaining to recyclable material.

(2) Organizations and directorates overseeing contractors or contractors work will insure that all items that are recyclable are turned in to the Recycling Center.

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(3) Contractors generating large amounts of cardboard or office paper may request the placement of a recycling dumpster at the work site by contacting the DPW Inspection Branch (596-7021).

7. Implementing Instructions.

a. The Recycling Center, building 2553, Ordnance Drive, accepts the following material for recycling. Additional materials may be added as new markets are developed.

(1) THE FOLLOWING MATERIAL IS RECYCLED IN THE OFFICE PAPER RECYCLING

“TOTES” PROVIDED BY THE RECYCLING CENTER: *

White or Pastel Adding Machine Tapes Letterhead Brochures

Copy Memos Legal Pads Envelopes

Typing Tabulating & Time Stationary

Computer Print Fax Paper White Shredded Paper

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

(2) OTHER PAPER PRODUCTS SORTED BY TYPE :

(CARDBOARD) (MIXED PAPER)

Corrugated Cardboard Magazines, Manuals TMs/FMs,

Brown Grocery Bags Catalogs, Phonebooks, Brown

Paperboard: i.e. shoe boxes Envelopes, Gift Wrapping Paper,

cereal boxes, snack boxes, Moving/Packing Paper, Junkmail

paper towel tubes, tablet backs Paperback Books, Construction

Art

beverage & “TV” dinner cartons Paper, Yellow “Shotgun” Envelops

Newsprint (Newspaper)

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(3) ADDITIONAL MATERIAL ACCEPTED AT THE RECYCLING CENTER:

Aluminum Cans Steel/Tin Cans

Used Oil Wood Pallets

Plastic #1 PETE Plastic # 2 HDPE

(Soda Container) (Milk Jugs)

Plastic #2 HDPE Plastic Bags #2 HDPE

(Grocery

Bags)

Colored Plastic Containers

Glass: Clear, Brown and Green (BOTTLES RINSED & LIDS MUST BE 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.

b. Separation procedures for recycling material. The following procedures

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ensure the maximum amount of materials can be recycled. Mixed materials are considered contaminated and can not be sold. Proper separation reduces labor cost, maximizes marketability and allows for more revenue to be returned to the installation.

(1) Paper (Office Pack): To simplify use of the recycling process, the recycling center mixes several types of paper. Paper is manufactured to meet specific needs. In the recycling process paper price values are driven by quality. Fort Leonard wood could receive higher prices by separating types of paper. However, our procedure “trades” higher returns for customer convenience. This results in a mix called an “Office Pack”. Office Pack includes all the paper listed on the preceding page. Office Paper recycling containers “totes” are available at the Recycling Center. Contact your recycling coordinator or the Recycling Center for specific questions concerning paper types.

(2) Mixed Paper: Mixed Paper allows for a wide range of paper products to be recycled together. Magazines are the largest quantity of paper product in this mix. Mixed Paper also includes phonebooks, catalogs, paperback books, junkmail, moving and packing paper, tablet paper, construction art paper, ground wood CPO, brown envelopes and gift wrapping paper. Contact your recycling coordinator or recycling center for technical advise on paper types.

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(3) Field Manuals (FMs) and Technical Manuals (TMs): Manuals are recycled according to the way they are bound. Bring the materials to the recycling center and the Recycling Center contractor will separate and recycle the material.

(4) Newsprint (Newspaper): In addition to your 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. Plastic coverings “contaminate” the paper recycling process.

(5) 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 Fort Leonard Wood. 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. Wax impairs the cardboard recycling process.

(6) Aluminum Cans: The Recycling Center accepts aluminum cans but is not authorized to purchase them. Organizations may either donate the cans to the Recycling Center or recycle them at a recycler that pays for cans. Building

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managers, janitors or custodial workers shall not collect and recycle aluminum cans from any facility for their own private or personal gain.

(7) Steel/Tin Cans: Number 10 cans will be recycled at the Recycling Center.

(8) Plastics: The Recycle Center accepts #1 and #2 plastics only.

Manufacturers identify recyclable plastic with a stamp embossment of a chasing arrow recycling triangle. This recycling symbol will have a #1 in the center of the triangle and the letters PETE under it, or the #2 designating HDPE plastic. Common types of plastic are listed below:

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

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(b) Plastic #2 HDPE. Commonly used for milk or other beverage or juice containers. These are opaque or “frosted”. While others are near pure white or colored.

(c) Motor oil containers and “wide mouth containers” such as yogurt cups, cottage cheese or butter tubs, are not accepted even though they carry the #2 HDPE recycling symbol. This is due to recycling manufacturer requirements, and is beyond our control.

(d) Lids must be removed from all containers.

(9) Wood Pallets: Wood pallets that are in excellent condition, 40” x 48” in size with “4 way” entry are the easiest to recycle. The Recycling Center accepts other sized pallets but they must be in good condition. Broken pallets will be disposed of in the trash. Contact the Recycling Center, 329-8359, before delivering your pallets.

(10) Other Material: Check with the Recycling Center, 329-8359, the DPW Inspection Branch, 596-7021, or the Environmental Division, 596-3873, for any questions you have concerning how to recycle or dispose of any other material.

c. Contaminants. Contaminants are items or material mixed with recyclable that should not be there. Contamination is cause for recyclable 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

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make-up, different melting temperatures, which determines the method to recycle. Mixing different types of plastics is similar to mixing oil with water.

d. Collection Procedures:

(1) It is a 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.

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(2) Commanders/Directors and Building Managers may use collection techniques to best suit their organization mission. Throwing away recyclable material is not acceptable. Recycling is an inspectable item on the Organizational Inspection Program (OIP) for Environmental Compliance. The recycling program objective 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. Some suggested collection means are:

(a) Desk top or desk side containers. These containers may be placed on, under, or to the side of the desk or work area. It helps for recycling containers to be boldly labeled. Smaller containers can then be dumped in larger containers located at central collection points.

(b) Central Locations. The Recycling Center provides "Tube and Tote" recycle containers that hold up to 100lbs of paper in a conveniently stored and reusable bag.

The "Totes" are ideally located centrally in the organization or near copying machines or printers.

(c) Organizations producing large quantities of paper and/or cardboard may have a recycling collection dumpster placed outside their location. Consult with the DPW Inspection Branch, 596-7021 to help determine your eligibility. Other smaller generators will transport material to the Recycling Center. Organizations should integrate a "recycling run" similar to supply or mail runs into their organizational practice.

(d) Boldly label your recycling containers. Many people, even those used to recycling, do not pay attention to their trash disposal habits. Containers that are noticeably different than traditional trash cans will help your organization limit contamination and increase your recycling success.

(e) Most units are required to have Environmental Compliance Officers (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.

(3) Collection of recycling dumpsters are scheduled normally on a weekly or bi-weekly basis similar to trash collection. Organizations that deliver material to the Recycling Center may do so Monday-Friday, 0800-1630.

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(4) Special pickups for extraordinary amounts of recyclable material, such as pallets of manuals, monthly computer runs, and large amounts of cardboard may be coordinated with the Recycling Center, 329-8350. Organizations are responsible for loading the transport provided by the Recycling Center and in no case will Recycling Center personnel clear and box material from shelves or filing cabinets. Organizations are responsible to flatten cardboard and for removing Styrofoam, plastic, or other packing material from the cardboard.

(5) Activities requesting special pickups must consider that there may be times when the Recycling Center can't provide services due to backlogs. In the event that the Recycling Center can not make a timely pickup of material, it still remains the responsibility of the supervisor, building manager or activity recycling coordinator to make arrangements to deliver the material to the Recycling Center. Material will not be thrown in the trash container because of backlogs or due to difficulty obtaining transportation.

(6) Each organization is responsible for emptying material into designated recycling containers.

(7) Government Quarters Occupants. Curbside pickup service is provided to all family housing occupants free of charge. The DPW pays for this additional curbside recycling service. All family housing occupants have been issued a recycling container and will recycle. Curbside pickup service is provided to occupants for this purpose. Recycling and trash pickup is scheduled on the same day of the week for the convenience of the occupants (except cardboard, which is collected on Wednesday).

(a) DPW Family Housing Branch will implement procedures to insure all family housing members are informed on mandatory recycling procedures when signing for quarters. This will keep Fort Leonard Wood from paying for an inordinate amount of material being transported as trash from family housing that is to be recycled.

(b) The Recycling Center contractor will periodically check solid waste bins to determine if occupants are throwing excessive amounts of recyclable material in the trash.

If the occupants are not recycling the contractor will leave a note to remind the occupants of the mandatory policy. If the occupant repeatedly fails to participate, the contractor will advise the QRP manager for coordination.

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If the issue can not 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 Commander to terminate government family housing, for repeated/continuing failure to participate in the program.

(8) Any activity or directorate can request special pickup when receiving furniture or other large items generating large amounts of cardboard. Packing material must be removed and boxes flattened. Recycling coordinators of

units with vehicles must make arrangements for cardboard to be delivered to the Recycling Center.

e. Composting. Yard Waste (branches, wood chips, leaves and grass clippings) are composted at Fort Leonard Wood. These materials will not be placed in solid waste containers.

(1) Family Housing. Occupants may place yard waste at curbside for collection on Wednesdays before 0730. Limbs and boards no longer than three feet will be collected. For limbs more than three feet long, call in a service order, 596-0333. Occupants who have a need to deposit yard waste at the compost site must contact the DPW Environmental Branch to sign for a key to the site. Trash bags used to collect compost material may not be thrown into the compost site. They must be emptied and thrown into a trash container or reused.

(2) Military Units. The Post Detail manages the compost site for military personnel requiring use of 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.

f. Used Oil. Used Oil on Fort Leonard Wood will ultimately be offered for re-refinement or for energy recovery. Refer to the references listed below for management and disposal of used oil and grease products.

(1) Petroleum, Oil and Lubricants (POL). Reference memorandum, ATZT-DPW-EE, 31 Aug 97, subject; Environmental Guidance Regarding POL Products.

This memorandum details proper procedures to recover POL products and how to comply with Federal and State Environmental Regulations, TAB B.

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(2) Used Grease. Reference memorandum, ATZT-DPW-EE, 31 Mar 98.

Subject: Used Grease recycling/Disposal Requirements, TAB C. Used petroleum and synthetic greases used to lubricate vehicles and equipment are managed as used oil. Federal and State regulations prohibit the disposal of used oil (used grease) in the solid waste or trash containers.

g. Education and Training.

(1) The DPW Recycling Center Contractor will brief recycling procedures twice weekly at the DPW Self-Help class. Environmental will attend the monthly Newcomers' Orientation and distribute recycling literature. The Recycling Center Contractor will provide articles to the local media to report recycling progress and other issues of interest.

(2) Units, activities and directorates will designate a Recycling Coordinator to oversee and promote the recycling program. The Recycling Coordinator is the single point of contact the DPW will coordinate with as needed. It is the responsibility of the unit's leadership, directors, and supervisors to insure that this SOP is followed by subordinate units, section or activities.

(3) Commanders, directorates, activities and recycling coordinators may contact the Recycling Center for assistance in training personnel, or for advice in establishing a recycling program, 329-8359.

(4) The DPW will review recycling education and awareness material,

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developed by the contractor, prior to distribution to Fort Leonard Wood personnel.

h. Privacy Act, Sensitive and Unclassified Paper Products and Manuals.

(1) Department of Defense (DoD) 4160.2M chapter 6, paragraph 92f, states that: "A massive release for disposal of computercards and printouts is not considered a disclosure of personal information that would be precluded by the Privacy Act of 1974". In view of the volume of the records and the coding of information it is impossible to pinpoint any comprehensive information about a specific individual. Therefore, such products may be turned in to the Recycling Center for recycling, as appropriate without deleting the names or other individual identifying data. The achievement of anonymity by mass also may be achieved by commingling of other paper products at the Recycling Center.

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(2) Sensitive unclassified paper products are those which have distribution restriction statements printed on them; therefore all field manuals, regulations, reference books etc., which do not have distribution restriction statements on them may be released to the Recycling Center for recycling.

(3) Sensitive manuals that have distribution restriction statements should be shredded prior to recycling at the recycling center.

(4) For clarification of the above, contact the proponent of this program, the Freedom of Information Act/ Privacy Act Manager, at the Directorate of Information Management.

i. Classified Documents. The Fort Leonard Wood Recycling Center is neither the proponent nor cleared for the destruction of classified documents. These documents should be destroyed in accordance with AR 380-5. Pulverized paper is not recyclable; therefore shredding is the preferred choice and the Recycling Center will accept shredded paper. However, mixed shredded paper with contaminants (i.e. carbon paper and plastic viewgraphs) will not be accepted.

j. Explanation of Terms:

(1) Contaminant. A contaminant is any material that interferes with collection, handling, processing, storage or lowers the value of recyclables.

(2) Composting. A controlled process for managing the degradation of plant and other organic wastes to produce a useful product that can be used for mulch or as a soil conditioner.

(3) GOCO. Government Owned Contractor Operated. An operation that is owned by the Federal Government but all or portions of which is operated by private contractors.

(4) Pollution Prevention. Means "source reduction" as defined in the Pollution Prevention Act of 1990 {42 U.S.C. 13102} and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water or other resources; or (b) protection

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SUBJECT: Standard Operating Procedures (SOP) for Recycling and Solid Waste Diversion on Fort Leonard Wood

of natural resources by conservation.

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(5) Qualified Recycling Program (QRP). A QRP is established when the installation commander designates an activity as the QRP Manager which, in turn, establishes with the installation commanders approval, the following:

(a) Procedures for segregation and collection of specifically named materials.

(b) A method for maintaining fiscal accountability of funds received and disbursed.

(c) A review process for projects funded from the proceeds of the sale of recyclable materials. (All projects must be considered as if funded by normal appropriation).

(6) Recyclable. The word “recyclable” may be used as a noun or adjective to describe a material with an economic potential for recycling.

(7) Recycling. Means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than for fuel for producing heat or by power combustion.

(8) Recycling Program. A recycling program is an operation whereby materials are separated and collected for the purpose of recovery and reuse by industry.

(9) Solid Waste. Solid waste means garbage, refuse, and other discarded solid materials, from industrial, commercial, municipal, residential or community activities.

(10) Source Separation. Means the setting aside of recyclable materials at their point of origin by the generator.

Chief of Staff

Distribution

All Brigades, Battalions, Companies
Detachments, Tenant Units, Directorates,
And Personal Staff Offices

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