



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD MO 65473-8929

IMLD-PWE

16 APR 2015

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References. See Appendix A
2. Purpose: To establish policies and procedures for the operation of a Qualifying Recycling Program (QRP) on FLW.
3. Scope: This SOP applies to all units, activities, and directorates on FLW, as well as tenant organizations and contractors performing work on the installation.

4. General.

a. The Directorate of Public Works (DPW) manages the QRP. The Fort Leonard Wood Garrison Commander (GC) 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 that identify, segregate, and maintain the integrity of the recyclable materials in order to sustain or enhance their marketability. A QRP includes adherence to a controlled process providing accountability for all materials processed through program operations. The Garrison Directorate of Resource Management (DRM) is responsible for the overall management of the distribution of recycling funds.

b. The FLW Recycling Center is located in Building 2549, Ordnance Drive. Policy concerning operation of the center is developed by the installation DPW Environmental Division's Recycling Program Manager and approved by GC. Day to day operational performance is overseen 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 when economically feasible. Through recycling, reuse, and reduction, FLW will strive to meet the DOD goal of a 50% diversion rate of municipal solid waste and a 60% diversion rate for construction and demolition waste, which is mandated by the Department of Defense (DOD) Evaluation of Environmental Measure of Merit (MoM) and the DOD Strategic Sustainability Performance Plan (SSPP) by the year 2015 and thereafter. Other beneficial objectives of the program include pollution prevention, generation of revenue, reduction of landfill fees, and conservation of resources.

d. The overall program will be a coordinated effort between the GC, DPW, Logistics Readiness Command (LRC), and DRM, with the DPW designated as the managing activity of the installation's recycling program.

e. **Recyclable Materials.** Recyclable materials can include, but are not limited to: office paper and paper products, mixed paper, newspaper, paperboard, cardboard, plastics (#1, #2, #5, #7), glass, aluminum and metal cans, used oil, wood pallets, lead acid and gel cell batteries, tires, compost, and soil bioremediation. Scrap metal (including ferrous and non ferrous scrap), firing range expended brass, and mixed metals gleaned from firing range cleanup that do not require demilitarization are included in the QRP. However, the Defense Logistics Agency Disposition Services recycles some of these materials for the LRC while others are recycled through independent contracts; therefore, it is not necessary to list those recycling procedures in this SOP.

f. Electronic waste and household batteries recycling (e-waste) events are currently held two times per year, once during earth day week in April and again during America recycles day week in November. E-waste collection and recycling is currently done via contract and paid for using recycling funds. The recycling of e-waste does not generate funds for Fort Leonard Wood and is offered as a service to the FLW community. The current process of recycling electronic waste is the most economically efficient method available to FLW at this time. The frequency of e-waste collections is determined by the Garrison Commander, DPW and the availability of funding.

g. Proceeds from the sale of recyclables will be deposited in the FLW QRP account which is maintained by the DRM.

h. According to 10 U.S.C. 2577, Army Regulation (AR) 420-1, Chapter 23, 23-11 and The QRP Handbook (2010) 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 GC may use up to 50% of the remaining proceeds for pollution prevention, composting, 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 installation's Pollution Prevention Plan. Any remaining proceeds may be transferred to the non-appropriated Family, Morale, Welfare and Recreation (FMWR) account for approved programs.

i. **Paying QRP Bills.** Source: Qualified Recycling Program Handbook, November 2010, Chapter 6.

**Table 6-1. Who Pays for What?**

a. Installation Pays For:
(1) Collection, transportation, and disposal of solid waste (disposal on or off the installation).
(2) Collecting recyclable materials from installation and housing areas and delivering to

- a central location (installation recycling facility or an off installation recycling facility).<sup>1</sup>
- (3) Compost operation on the installation.
- (4) Landscaping. If landscaping is by contract, contractor takes waste to a composting facility on or off the installation.
- (5) Janitorial contract that includes collecting recyclable items and depositing it to a central location.
- (6) Cost of recycling that takes place outside the QRP.
- (7) Cost of recycling construction and demolition debris.<sup>2</sup>
- (8) Collection containers (bins, totes, dumpsters, etc.) for municipal waste and recyclables.

b. QRP Pays For<sup>3</sup>:

- (1) Applicable QRP facility, utility, and maintenance cost (determined locally). Also, leased transportation and maintenance equipment costs directly related to the QRP.
- (2) Costs of performing direct sales.
- (3) Personnel performing QRP tasks and managers' salaries allocated to the QRP.
- (4) Equipment purchased by QRP and used exclusively by the QRP<sup>4</sup> (examples are balers and forklifts).
- (5) Applied overhead cost.
- (6) Education and awareness campaign.
- (7) Awards and incentives.

<sup>1</sup>APF shall be used to pay for the cost of pickup and delivery of recyclable items to the QRP. If costs to bring it to the QRP are higher than solid waste disposal costs, the QRP pays the difference.

<sup>2</sup>Recycling of C&D debris is required to meet the DoD MOM and Army policy. Recycling of C&D debris may be done in many innovative ways, such as: using recycling to offset the cost of the demolition contract, recycling through the QRP, and donation to the local community through DOL.

<sup>3</sup> Costs the QRP pays for, or reimburses to the extent possible.

<sup>4</sup> QRP managers, before deciding to directly purchase equipment, should check Component programs, like Pollution Prevention or DOL.

j. Profit or Loss. In accordance with 10 USC 2577, the proceeds collected by a QRP must first cover program costs. If any funds remain, they can be allocated for certain authorized projects and activities.

k. The QRP Oversight Committee recommends to the GC how to allocate net profits. The GC is the final decision maker. The DRM shall ensure that projects considered for local funding with recycling proceeds are not already included in normal military construction program.

5. Organization.

a. An annual working budget proposal for the recycling program will be established and maintained every year. DPW and LRC will identify operational costs and needs and DFMWR will provide potential uses of available funds to the DRM. All information will be submitted by 1 August of each FY to develop a proposal for GC approval for the following FY. Final proposal will be staffed and coordinated by DRM prior to approval by GC. Funds from this account are to be used as approved by the Garrison

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Commander. Any changes will be submitted and approved by the GC in advance of change.

b. The QRP Committee with representatives from designated activities may review funding requests and make additional recommendations to the Garrison Command for the distribution regarding residual recycling funds. These recommendations will be included during the annual budget proposal. The QRP Manager chairs the committee and is responsible for the meeting minutes, which will be recorded by DPW and approved by the DPW and the Garrison Commander. At a minimum, representatives from the following organizations will be invited to participate in the committee: Garrison Command, DPW, DRM, DFMWR, and the Staff Judge Advocate (SJA).

c. Management and disbursement shall be according to the following:

- (1) US Code: Title 10, Section 2577.
- (2) AR 200-1.
- (3) AR 420-1, Chapter 23.
- (4) DoD Instruction 4715.4, Pollution Prevention.
- (5) Qualified Recycling Program Handbook, Chapter 10, November 2010.
- (6) Memorandum, Revised Pollution Prevention and Compliance Metrics, 12 Oct 2004.
- (7) Memorandum, Qualified Recycling Program Guidance, 22 Apr 2003.

d. The QRP Committee will oversee the operation and serve as a “board” that advises the Garrison Commander on program decisions and potential residual fund disbursements. The committee will oversee the recycling program which does not include solid waste.

6. Responsibilities.

a. DPW.

(1) Develop, establish, and manage the QRP through the operation and control of the FLW Recycling Center. Set policy and develop specifications and procedures for the government-owned, contractor-operated (GOCO) Recycling Center.

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

(3) Maintain documentation and records for recycling and recoverable material

which is tracked on a monthly basis and consolidate year-end reports. These reports will be used to track progress toward accomplishing the DOD SSPP, Executive Order 13423, Executive Order 13514, and for developing estimates of tipping fee savings derived from avoidance of landfill solid waste costs.

(4) Manage the overall QRP by ensuring the continuation and expansion of the program to best meet pollution prevention objectives and the Garrison Commander's intent. Implement measures necessary to ensure that FLW receives full benefit from the accumulation and sale of all recyclable material.

(5) The FLW Recycling and Solid Waste Diversion SOP and additional information are made available at [http://www.wood.army.mil/newweb/garrison/dpw\\_environmental.html](http://www.wood.army.mil/newweb/garrison/dpw_environmental.html).

(6) Implement an education and awareness program to achieve installation-wide support and participation in the recycling program. Attend the monthly Newcomers' Orientation and other public forums as time permits to distribute recycling literature.

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

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

(9) Provide recycling information to the local Mission and Installation Contracting Command (MICC). Ensure that all new construction and demolition contracts and other renovation projects include requirements for recycling. Require contractors to dispose of recyclable material at the FLW Recycling Center and not in the solid waste dumpsters.

(10) Monitor the compost, clean fill, brush and stump, and soil bioremediation sites for compliance.

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

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

(13) Review recycling programs semi-annually and make recommendations regarding improvements, adding new materials, or removing materials from the current program.

(14) Manage the Installation's quarterly Recycling Achievement Award.

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(15) Distribute educational material and advise generators on recyclable material, source segregation, identification, and turn-in of recyclable material.

(16) Provide assistance to the Recycling Coordinators on developing, implementing, and following the recycling program.

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b. FLW Recycling Center.

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

(2) Operates the customer drop-off area and provides assistance as needed.

(3) Prepare recyclable material for shipping and sales.

(4) Identifies markets and segregates material to obtain the maximum profit for the sale of material. Identifies new material for potential recycling, conducts market analysis, and drafts an implementation plan.

(5) Coordinates with the LRC to facilitate the recycling of ferrous and non-ferrous metals.

c. LRC.

(1) Manages the disposal of materials not otherwise processed by the FLW Recycling Center to include receipt, storage, and transportation of materials to the DLA Disposition Services. This includes materials such as lead acid batteries, tires, electronic waste, and scrap metal.

(2) Operates the Central Turn-In Point and establishes the turn-in procedures and times for the disposition of property and scrap material. Provides customer assistance and completes form DD1348-1A for disposal of scrap material. Use QRP specific DD 1348-1A for scrap metal and expended brass which verifies QRP reimbursement fund cite and ensures that property labeled scrap will be reimbursed to the appropriate account.

(3) Provides technical advice and assistance to customers on matters pertaining to materials recycled through the DLA Disposition Services.

(4) Maintains records of the quantity and type of material sold or disposed of for the purpose of recycling through the DLA Disposition Services.

d. DRM.

(1) Maintains the accounting and control system for the recycling program

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disbursements to include information needed for audit information. Tracking of material quantity handled and calculation of sales and handling costs for recycled material are developed by DPW and included in the reporting to include recordkeeping from DLA Disposition Services processed portion (brass residue). DRM tracks all expenditures made for costs and appropriate projects and the MWR programs. Integrity of the audit trail is a priority concern.

(2) Establish the QRP designee account code with the Defense Logistics Agency (DLA) Disposition Services, Scott Air Force Base. This account establishes the QRP Manager and fund site for ensuring that property, when input into the DLA Disposition Services inventory system, will be listed as a reimbursable item in the appropriate QRP account. The QRP letter will be updated when/if the QRP Manager changes, upon the change of command, or if required by regulation.

(3) Maintains the budget clearing account for deposit of recycling proceeds and provides the DPW and the DFMWR with a balance sheet report at least quarterly for this account.

(4) Transfers funds necessary to pay operation and maintenance costs of the recycling program.

(5) May transfer remaining funds to support the DFMWR account for programs approved by the Garrison Commander.

e. MICC. Ensures all new contracts awarded on FLW include, when feasible and cost advantageous to the government, recycling clauses stipulating to contractors disposition of recyclable materials and enforce a green procurement program. The DPW will assist in identifying material that is cost effective to recycle.

f. Chief of Staff (G3). Ensures the Textbooks and Publications Division coordinates with the FLW Recycling Center for recycling large quantities of manuals, bulletins, regulations, reference books, and other instructional material.

g. SJA. An active member of the QRP Committee and will be invited to participate in all meetings.

h. DFMWR.

(1) An active member of the QRP Committee and will participate in all meetings.

(2) Submit annual budget request to the DRM for the next fiscal year by 1 August of the current fiscal year.

(3) Promote recycling to benefit the community at all appropriate events.

i. Major Subordinate Commanders and Tenant Activities.

(1) Assign responsibilities to a staff section or directorate to coordinate, direct,

and oversee the organization's recycling program, typically the ECO.

(2) Establish guidelines and procedures to ensure that all subordinate units participate in the recycling program. All recyclable materials will be turned into the installation and all proceeds from the sale of recycling materials remain the property of the 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 MICC. This requirement is intended to make directorates responsible for ensuring that contractors are recycling.

j. All Organizations, Units, Directorates, and Activities (to include contractors) on FLW:

(1) Support the recycling program by identifying, collecting, separating recyclable products by type and removing contaminants from all recyclable material (Recycling Implementation Instruction: Environmental Management Bulletin).

(2) Designate a Recycling Coordinator, preferably the Environmental Compliance Officer (ECO), to administer the recycling program. The coordinator will be the point of contact for organizing the recycling effort of the organization, arranging for recyclable material containers, disposal into recycling dumpsters, or delivery to the FLW Recycling Center, Building 2549, Ordnance Drive.

(3) Place a recycling dumpster on location for organizations that generate large quantities of cardboard and office paper. The DPW Inspection Branch (596-7021) will authorize this on a case-by-case basis and is dependent upon dumpster availability. Other units and organizations which generate smaller quantities and who have vehicles are required to deliver recyclable material, separated by type, to the FLW Recycling Center. At no time will anybody throw recyclable material into a trash receptacle for convenience.

(4) Managers and supervisors at all levels are responsible for ensuring 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 recycling containers issued by the FLW Recycling Center are used for their intended purpose only.

k. Occupants of Unaccompanied Personnel Housing.

(1) All occupants of unaccompanied personnel housing will participate in the recycling program to reduce the cost of solid waste disposal.

(2) Curbside pickup of recyclable materials or a multi-bin is provided at the discretion of DPW to occupants of unaccompanied personnel housing. Pickup is scheduled the same day as trash collection.

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a. Although DoD 4160.21M (August 1997), Chapter 4, Paragraph 52, provides that large quantities of computer records or printouts lose their Privacy-protected character when disposed of en masse, this has been superseded by more recent Army-wide policies on protection of

Personal Identifying Information (PII), HIPAA-protected medical records, and sound identity-theft prevention practices in general. Accordingly, any activity generating or disposing of such records must ensure that PII and HIPAA required practices are followed to shredding or otherwise denature this sensitive information before putting these records into the waste/recycling stream.

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

c. Sensitive paper products that have distribution restriction statements should be shredded prior to recycling at the FLW Recycling Center.

d. For clarification of the above, contact the proponent of this program, the Freedom of Information Act/ Privacy Act Manager at the DHR.

9. Classified Documents. The FLW 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 and accepted choice of the FLW Recycling Center. However, mixed shredded paper with contaminants (i.e. carbon paper and plastic viewgraphs) will not be accepted.



ANDREW M. HERBST  
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**DISTRIBUTION:**

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

## **Appendixes**

**A.** References, *page 12*

**B.** Environmental Management Bulletin: Recycling Collection Procedures, 26 August 2014, *page 14*

**C.** Environmental Management Bulletin: Recycling Implementation Instructions, 26 August 2014, *page 17*

**D.** Environmental Management Bulletin: Used Grease Disposition, 7 August 2014, *page 21*

**E.** Environmental Management Bulletin: Used Oil, Fuels, Antifreeze, Solvents, Containers and Spills, 15 December 2014, *page 22*

**F.** Environmental Management Bulletin: Brush and Stump Disposal, 1 August 2014, *page 25*

**G.** Environmental Management Bulletin: Clean Fill Disposal Site, 28 August 2014, *page 26*

**H.** Environmental Management Bulletin: Compost Disposal, 28 August 2014, *page 27*

## **Appendix A References**

### **AR 200-1**

Environmental Protection and Enhancement, Chapters 5-10.

### **AR 380-5**

Department of the Army Information Security Program.

### **AR 420-1**

Army Facilities Management, Chapter 23.

### **DOD memorandum from Office of the Under Secretary of Defense**

Subject: Qualified Recycling Program Guidance, 22 April 2003

### **DOD memorandum from Office of the Under Secretary of Defense**

Subject: Revised Pollution Prevention and Compliance Metrics, 12 October 2004

### **DOD Strategic Sustainability Performance Plan, FY 2012**

### **DOD 4160.21M**

Defense Demilitarization Manual, Chapter 4, Paragraph 52.

### **DODI 4715.4**

Pollution Prevention.

### **Environmental Management Bulletin**

Recycling Collection Procedures, 26 August 2014.

### **Environmental Management Bulletin**

Recycling Implementation Instructions, 26 August 2014.

### **Environmental Management Bulletin**

Used Grease Disposition, 7 August 2014.

### **Environmental Management Bulletin**

Used Oil, Fuels, Antifreeze, Solvents, Containers and Spills, 15 December 2014.

### **Environmental Management Bulletin**

Brush and Stump Disposal, 1 August 2014.

### **Environmental Management Bulletin**

Clean Fill Disposal Site, 28 August 2014

### **Environmental Management Bulletin.**

Compost Disposal, 28 August 2014.

(3) Recycling information is provided to every occupant upon receipt of unaccompanied personnel housing.

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

I. Contractors Performing Work on FLW.

(1) All contractor personnel performing business on FLW will participate in the recycling program. The MICC will include recycling instructions in all base operations contracts pertaining to recyclable material.

(2) Organizations and directorates overseeing contractors or contractor's work will ensure that all recyclable items are turned into the FLW Recycling Center.

(3) All recyclable items which are not accepted by the FLW Recycling Center will be recycled to the fullest extent possible. Any recycling of materials from FLW shall be done according to all federal, state, local, and FLW laws and regulations.

(4) 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). Dumpsters will be provided on a case-by-case basis and dependent upon availability.

7. Education and Training.

a. The DPW Environmental Division will attend the monthly Newcomers' Orientation and distribute recycling literature; develop, implement, and support education and awareness programs for recycling, reuse, and reduction in an effort to expand recycling participation and waste reduction, which will support EO 13514 mandates.

b. 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 for the organization, and the DPW will coordinate as needed. It is the responsibility of the unit's leadership, directors, and supervisors to ensure that this SOP is followed by subordinate units and activities.

c. Commanders, directorates, activities, and Recycling Coordinators may contact the DPW Solid Waste and Recycling Program Manager for assistance in training personnel or for advice in establishing a recycling program (596-1385).

d. The DPW will review recycling education and awareness materials developed by the contractor prior to distribution to FLW personnel.

8. Privacy Act. Sensitive and Unclassified Paper Products and Manuals.

**EO 13514**

Federal Leadership in Environmental, Energy, and Economic Performance, October 9, 2009.

**EO 13423**

Strengthening Federal Environmental, Energy, and Transportation Management, January 24, 2007.

**FLW Integrated Solid Waste Management Plan, April 2005.**

**Garrison Command Policy 16**

Waste Reduction and Recycling.

**QRP Handbook, November 2010.**

**10 USC 2577**

Disposal of Recyclable Materials.

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.



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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.

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



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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.

## Used Grease Disposition Environmental Management Bulletin 7 August 2014

The Staff Judge Advocate provided a legal determination that used petroleum and synthetic greases, used to lubricate vehicles and equipment, must be managed as used oil. Used oil is regulated by Federal, State, Local, and Army Environmental regulations. These regulations prohibit the disposal of used oil in solid waste disposal sites and landfills.

Used oil destined for recycling is not classified as a hazardous waste in the State of Missouri. However, used oil that cannot be recycled and will be disposed of must be manifested, transported, and managed according to the Federal, State, Local, and Army regulations for hazardous waste.

### Fort Leonard Wood (FLW) Guidelines

1. Currently, generators have two options available to manage used grease:
  - a. Reuse. This is the preferred method as it requires less paperwork and less regulatory procedures to comply. Greases can be reused to lubricate fifth wheel plates.
  - b. Disposal/Fuel Blending
2. Storage Containers.
  - a. Storage containers must be at a minimum five (5) gallons with an open top. To use any other type of container, approval must be obtained by the Directorate of Public Works (DPW) Environmental Division. Containers must be in good condition and free of holes with a water tight lid.
  - b. Containers must be labeled "USED OIL (GREASE ONLY)" in letters at least 1 1/2 inches high. The container must be placed on a hardstand (i.e. concrete or asphalt) and kept closed except when adding grease.
  - c. No other fluids or used oil may be mixed with used grease. No absorbent material, oil filters, or shop rags should be disposed of in the used grease container. Recommend generators refer to the Environmental Management Bulletin for Used Oils, Fuels, Antifreeze, and Solvents located on the [DPW Environmental Division Website](#).
3. Disposal Requirements.
  - a. Used grease destined for disposal can be classified as a hazardous waste in the State of Missouri and possibly by the Resource Conservation Recovery Act. The following disposal requirements apply for turn in of used grease:
    - (1) Used grease on FLW, if not reused, can only be turned in to the Hazardous Waste Disposal Contractor at 573-329-8532.
    - (2) Arrangements can be made to pick up used grease at any location.
    - (3) Used grease will then be shipped to a state licensed recycle/fuels blending facility.
    - (4) A material safety data sheet (MSDS) corresponding to the grease must be obtained by the generator. The MSDS must match the exact stock number, name of item, and manufacturer of the grease being turned in to the Hazardous Waste Disposal Contractor.
    - (5) Two copies must accompany the grease.
  - b. If procedures are not followed, delays in the final disposal could occur and subject the generator to legal violations.
4. For more information or questions, contact the Hazardous Waste Program Manager at the DPW Environmental Division at 573-596-0882.



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**Appendix E  
Environmental Management Bulletin: Used Oil, Fuels, Antifreeze, Solvents,  
Containers and Spills, 15 December 2014**

**Bulletin**

**Used Oil, Fuels, Antifreeze, Solvents, Containers and Spills  
Environmental Management Bulletin**

15 December 2014

This document is intended to provide information concerning the handling/storage/disposal of used oil and fuels contaminated with water. Used oil is any oil that has been refined from crude oil or synthetic oils which have been used for lubrication, cutting oil, heat transfer, hydraulic power, or insulation in electric transformers, which have been contaminated by physical or chemical impurities. Specific requirements are contained in the Missouri Hazardous Waste Management Regulations. Used oil on Fort Leonard Wood (FLW) will ultimately be offered for recycling. Specific questions may be addressed to the Directorate of Public Works (DPW) Environmental Division at 573-596-0882.

**FLW Guidelines**

**Used Oil**

**1. Storage Containers**

- a. All containers must be, at a minimum, fifty-five (55) gallon bung type steel drum. Use of another container must be approved by DPW Environmental Division.
- b. Container must be stenciled with "USED OIL" in letters at least 1 ½ inches high.
- c. Container must be placed on hardstand (i.e. concrete or asphalt). Container must be kept closed except when adding oil.
- d. Container must have a secondary containment (i.e. sandbags placed around the container, a concrete structure, or metal pan capable of containing 100% of container capacity in the event of a rupture).
- e. Containment structure must be maintained in accordance with guidance given below.
- f. Oil tanks will be dumped by the Base Maintenance Contractor. Pumping can be accomplished by a scheduled service, or by contacting the DPW Service Order Desk at 573-596-0333.
- g. Used oil collected on FLW will ultimately be offered for recycling.

**2. Spills**

- a. A copy of the FLW Spill Prevention and Response Plan (SPRP) must be kept on hand at each facility that handles or stores petroleum, oil, or lubricant (POL) products.
- b. A spill containment kit must be kept at each facility that handles or stores POL products. The kit will include, at a minimum, a fifty-five (55) gallon steel or ply drum, absorbent materials, broom, and a dustpan. The kit will be stenciled with "Spill Kit" and placed in a designated location in which all building occupants are familiar. Table 1, Spill Kit Contents, provides a list of spill kits available through supply.
- c. Any spill must be reported immediately in accordance with the SPRP (Dial 911) and proper containment measures employed by facility occupants. If using a cellular phone dial 573-596-0883.
- d. All spills will be cleaned up by facility occupants if manpower and equipment are available as required by Army Regulation (AR) 200-1, dated 12 December 2007. If resources are unavailable, the Base Maintenance Contractor may be notified for spill cleanup by contacting the DPW Service Order Desk at 573-596-0333.



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Table 1, Spill Kit Contents

Item	NSN 4235-01-
Loose absorbent, 1-cu ft, (4 per box)	423-1466
Loose absorbent, 2-cu ft, (3 per case)	423-0711
Pad, 18 X 18 X 30-in, (30 per box)	423-1463
Socks, 2-in X 10-ft (20 per box)	423-1467
Socks, 4-in X 8-ft 10-in X 10-ft	423-1465
Boom with clamps, 10-inX10-ft	423-2787
Spill response kit, water resistant nylon tote bag	432-7909
Spill response kit – twenty-five (25) gallon drum with seven (7) 18 X 18 X 3-in pads, one (1) 4-in X 8-ft sock, two (2) 4-in X 4-ft socks, one (1) ¼-cu ft bag, two (2) Tyvek suits, one (1) pair of nitrile gloves, one (1) pair safety goggles, and three (3) disposal bags	432-7912
Spill response kit – fifty-five (55) gallon drum with fifteen (15) 18 x 18 x 3-in pads, one (1) 4-in x 8-ft socks, two (2) 4-in x 4-ft socks, three (3) ¼-cu ft bags, three (3) Tyvek suits, three (3) pair nitrile gloves, three (3) pair safety goggles, and five (5) disposal bags	432-7912
Spill response kit – fifty-five (55) gallon drum with ten (10) 18 X 18X 3-in pads, five (5) 2x10-ft socks, five (5) ¼-cu ft bags, two (2) quarts of emulsifier, two (2) pair nitrile gloves, one (1) folding shovel, one (1) 3 ½-gallon bucket, two (2) Tyvek suits, two (2)pair safety goggles, one (1) scoop, five (5) disposal bags	423-7221

3. Disposal

a. Floor sweep: Cleanup materials from POL spills will be treated as hazardous waste. Call the Hazardous Waste Contractor at 573-329-8532 for pick-up.

b. Soil: Any quantity of soil or debris material contaminated from POL spills must be tested and properly disposed of by the Hazardous Waste Contractor.

c. Oil filters must be punctured, inverted, and "hot drained" for a period of at least twenty-four (24) hours before disposal. After this period, oil filters must be placed in a dumpster specifically designated for oil filter recycling if available. If this service is not available, double bag the pre-drained filters in plastic bags and discard in the regular solid waste dumpster.

d. Hydraulic fluid, brake fluid, and transmission fluid may be mixed with used oil. No other fluids or lube grease should be placed in used oil containers. No absorbent material, oil filters, or shop rags should be disposed of in used oil containers. Doing so renders the used oil non-recyclable, requiring disposal as a hazardous waste.

e. Soiled rags must be placed in a metal container stenciled "DIRTY RAGS". All liquid must be removed from rags. The lid must be kept closed except when adding rags.

f. Soiled rags must be turned in through the laundry contractor to be exchanged for clean rags, or turned in as a hazardous waste. Direct questions concerning the laundering of regs to LRC at 6-0146.

**Gasoline: (Contaminated with Water or Other Material)**

1. Gasoline contaminated with water or other material must be managed as a hazardous waste and turned in following the DPW Hazardous Waste Turn-In Procedures.
2. All spills must be handled in the same manner as stated above in the used oil spill requirements.

**Diesel Fuel: (Contaminated with Water Only)**

1. Storage Containers. Diesel fuel contaminated with water will be stored in a container stenciled "BOILER FUEL".
2. The container must be placed on a hardstand and kept closed except when adding diesel fuel.
3. Containers must have a secondary containment.
4. Only diesel fuel may be added to this container.
5. Diesel fuel collected on FLW will be used as a boiler fuel, saving energy costs.
6. Container will be pumped by the Base Maintenance Contractor. Pumping can be accomplished by notifying the DPW Service Order Desk at 573-596-0333.
7. Containers must be stored in a well ventilated area.
8. All spills must be handled in the same manner as stated above in the used oil spill requirements.
9. If fuel is contaminated with anything other than water, it must be managed as a hazardous waste.

**Solvents**

1. All solvent users will recycle their solvent to ensure Department of Army policy to reduce hazardous waste is met. These standards are outlined in AR 200-1, Chapter 5.
2. Solvent tank users that procure off-site vendor service for recycling solvent will coordinate with the DPW Environmental Division and contract through Directorate of Contracting with an Environmental Protection Agency permitted or state authorized solvent recycling company.
3. All solvent tank users must follow the guidelines for safe use of solvent tanks, reference memorandum, Environmental Management Procedures for Solvent Tanks, signed.
4. Parts washer lids must be kept closed except when in use.
5. All spills must be reported in the same manner as stated above in the spill requirements below.

**Antifreeze**

1. Used antifreeze will be stored in a container stenciled "RECYCLED ANTIFREEZE."
2. Container must be placed on a hardstand. Container must be kept closed except when adding antifreeze.
3. Only antifreeze may be added to the container.

**Requirements for Maintaining Secondary Containment on Storage Containers/Tanks**

1. All secondary containment structures must be maintained in order to prevent collection of rainwater.
2. If secondary containment structures are provided with a rainwater drain valve, rainwater should be drained after each measurable rain, if any collection of rainwater occurs.
3. Drain valve must remain secured (locked) in the closed position at all times unless draining rainwater from containment structure.
4. Drain valve must be manned during draining of rainwater.
5. Only rainwater will be drained from containment structure. Should an oily sheen be visible on the water, the drain valve should not be opened. Sheen must be removed from water by use of absorbent blankets before draining, or rainwater can be pumped. Pumping can be accomplished by calling the DPW Service Order Desk at 573-596-0333.

**Brush and Stump Disposal**  
**Environmental Management Bulletin**  
27 August 2014

The Fort Leonard Wood (FLW) Brush and Stump Disposal Site is operated by the Directorate of Public Works (DPW) Trash and Refuse Collection Contractor. The site is open Monday through Friday from 0730 to 1600 and is closed weekends and Federal holidays. The site will accept small limbs, brush, and stumps. Logs and limbs can be up to four (4) inches in diameter. All logs and limbs larger than four (4) inches will be disposed of at the firewood cutting site. The following procedures must be followed when disposing of logs and limbs at the Brush and Stump Site:

**FLW Guidelines**

1. All civilians and military desiring to deposit brush and stumps will check in with the DPW Trash and Refuse Collection Contractor at the Clean Fill/Compost Site. Patrons will sign the log sheet and obtain a key for access to the Brush and Stump Site.
2. Small limbs, brush, and stumps may be deposited at the Brush and Stump Site across from the Clean Fill Site.
3. Only limbs less than four (4) inches in diameter or small brush and stumps are to be disposed of in the Brush and Stump Site location.
4. All other wooden items, such as lumber material, will be recycled to the fullest extent possible or handled as trash. Absolutely no plastic bags or other trash, including rocks and dirt, will be placed in the Brush and Stump Site.

**Directions to the Brush and Stump Site:** Take FLW 1 south, turn left (east) onto FLW 30, the site is marked and will be on the right (south) past Range 1.

**Directions to the Clean Fill and Compost Site:** See Brush and Stump Site directions above.

**Direction to the Fire Wood Cutting Site:** Take Minnesota Ave., turn left after the FLW Veterinary Clinic, Building 2399.



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**Clean Fill Disposal Site**  
**Environmental Management Bulletin**  
28 August 2014

The Fort Leonard Wood (FLW) Clean Fill Disposal Site is operated by the Directorate of Public Works (DPW) Trash and Refuse Collection Contractor. The site is open Monday through Friday from 0730 to 1600 and is closed on weekends and Federal holidays. The site will accept clean fill which is defined as uncontaminated soil, rock, sand, gravel, asphalt, and concrete with no exposed rebar, unpainted concrete/brick and no organic materials/vegetation. The following procedures must be followed when disposing of clean fill at the Clean Fill Disposal Site:

**FLW Guidelines**

1. All civilians and military desiring to deposit clean fill will check in with the DPW Trash and Refuse Collection Contractor at the Clean Fill/Compost Sites and sign the log sheet.
2. Clean fill only, (uncontaminated soil, rock, sand, gravel, asphalt, concrete with no exposed rebar and no organic materials/vegetation) may be disposed of at the Clean Fill Site.

**Directions to the Clean Fill Site:** Take FLW 1 south, turn left (east) onto FLW 30, the site is marked and will be on the right (south) past Range 1.

**Directions to the Compost and Brush and Stump Site:** See Clean Fill directions above:

**Directions to the Fire Wood Cutting Site:** Take Minnesota Ave., turn left after the Veterinary Clinic, Building 2399.



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**Compost Disposal**  
**Environmental Management Bulletin**  
28 August 2014

The Fort Leonard Wood (FLW) Compost Site is operated by the Directorate of Public Works (DPW) Trash and Refuse Collection Contractor. The site is open Monday through Friday from 0730 to 1600 and is closed on weekends and Federal holidays. The site will accept compost consisting of yard waste only (grass, leaves, twigs, straw, and garden vegetation). The following procedures must be followed when disposing of yard waste at the Compost Site:

**FLW Guidelines**

1. All civilians and military desiring to deposit compost will check in with the DPW Trash and Refuse Collection Contractor at the Clean Fill/Compost Sites and sign the log sheet.
2. All compost must be removed from the plastic bags used for transport; those bags will be disposed of as normal trash in a dumpster.
3. All other wooden items, such as lumber material, will be recycled to the fullest extent possible or handled as trash. Absolutely no plastic bags or other trash, including rocks and dirt, will be placed in the Compost Site.

**Directions to the Clean Fill Site:** Take FLW 1 south, turn left (east) onto FLW 30, the site is marked and will be on the right (south) past Range 1.

**Directions to the Brush and Stump Site:** See Compost Site directions above.

**Direction to the Fire Wood Cutting Site:** Take Minnesota Ave., turn left after the FLW Veterinary Clinic, Building 2399.



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## GLOSSARY

### Section I Acronyms

<b>AR</b>	Army Regulation
<b>CPO</b>	Civilian Personnel Officer
<b>DLA</b>	Defense Logistics Agency
<b>DMWR</b>	Directorate of Morale, Welfare, and Recreation
<b>DOD</b>	Department of Defense
<b>DODI</b>	Department of Defense Instruction
<b>DPW</b>	Directorate of Public Works
<b>DRM</b>	Directorate of Resource Management
<b>ECO</b>	Environmental Compliance Officer
<b>EO</b>	Executive Order
<b>FLW</b>	Fort Leonard Wood
<b>FY</b>	fiscal year
<b>GC</b>	Garrison Commander
<b>GOCO</b>	government-owned, contractor-operated
<b>LRC</b>	Logistics Readiness Center
<b>MICC</b>	Mission and Installation Contracting Command
<b>MOM</b>	Measure of Merit
<b>MWR</b>	Morale, Welfare, and Recreation
<b>NEC</b>	Network Enterprise Center
<b>OIP</b>	Organizational Inspection Program
<b>POL</b>	Petroleum, oils, and lubricants
<b>QRP</b>	Qualified Recycling Program
<b>SJA</b>	Staff Judge Advocate
<b>SOP</b>	Standing operating procedure
<b>SSPP</b>	Strategic Sustainability Performance Plan
<b>USC</b>	United States Code

### Section II Terms

#### **Contaminant**

A contaminant is any material that interferes with collection, handling, processing, and storage of recyclable items or that which lowers the value of recyclables.

#### **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.

#### **GOCO**

An operation that is owned by the Federal Government but all or portions of which is operated by private contractors.

## GLOSSARY

### **Pollution Prevention**

"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 of natural resources by conservation.

### **Qualified Recycling Program (QRP)**

When the installation commander designates an activity as the QRP Manager which, in turn, establishes with the installation commander's approval of 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.)

### **Recyclable**

A material with the economic potential for recycling.

### **Recycling**

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.

### **Recycling Program**

An operation whereby materials are separated and collected for the purpose of recovery and reuse by industry.

### **Solid Waste**

Garbage, refuse, and other discarded solid materials, from industrial, commercial, municipal, residential, or community activities.

### **Source Separation**

The setting aside of recyclable materials at their point of origin by the generator.