

FORT RUCKER

Environmental Document

ENV-SW011: Recycling Program
(1 October 2017)

Approved by: *Melissa Lowlavar/Phil Anderson*

1.0 PURPOSE

The Army has embraced recycling as an integral component of its core mission. Pursuant to section 211 of the Solid Waste Disposal Act, 40 CFR 246.100, and DoD Instruction 4715.23, *Integrated Recycling and Solid Waste Management*, paragraph 1.2., installations must implement a recycling program.

The purpose of the Recycling Program is to recover and recycle materials from the solid waste stream. Benefits of recycling include reduction of solid waste disposal costs and environmental sustainment. The Recycling Incentive Program offers installation organizations the opportunity to participate in an incentive-based recycling program that provides DFMWR funds in exchange for direct contributions of recyclable material.

This work instruction establishes guidelines for the Recycling Program and the Incentive Program.

Control of environmental procedures is addressed in procedure ENV-P002, *Document Control*.

2.0 SCOPE

This work instruction applies to all military, civilian and contract personnel on Fort Rucker.

3.0 DEFINITIONS

Term	Definition
DFMWR	Directorate of Family, Morale, Welfare and Recreation, located in Building 5700, Rm 310, Phone: 334-255-1888
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Bldg 1121, telephone number 334-255-1658
Recycling	The series of activities, including collection, separation, and processing, by which products or other materials are diverted from the solid waste stream for use in the form of raw materials in the manufacture of new products sold or distributed in commerce, or the reuse of such materials as substitutes for goods made of virgin materials, other than fuel.

FORT RUCKER

Environmental Document

ENV-SW011: Recycling Program (1 October 2017)

4.0 RESPONSIBILITIES

4.1 Program Manager Responsibilities

- 4.1.1 Maintain a record of recyclables received and weights and provides data to Solid Waste PM monthly.
- 4.1.2 Submit repair orders for recycling equipment.
- 4.1.3 Submit purchase requests for supplies.
- 4.1.4 Retain record of distributions to DFMWR for incentive program.
- 4.1.5 Ensure transfer of funds quarterly to DFMWR based on the types and quantities of materials recycled by each participating organization in the Recycling Incentive Program.
- 4.1.6 For the Recycling Incentive Program, assign a monetary value to the recycled materials based upon market values and program goals.
 - 4.1.6.1 Accept, weigh, track, and issue weight tickets for segregated recyclables from organizational incentive program participants at the Recycling Center, during normal business hours (M-F, 0730 – 1530).
 - 4.1.6.2 Provide a quarterly list to DFMWR of the dollar amounts by organization for the Recycling Incentive program.

4.2 Directorate of Family, Morale, Welfare, and Recreation (DFMWR)

- 4.2.1 Receive the DPW-ENRD list of each organization's quarterly recycling totals for the Recycling Incentive Program.
- 4.2.2 Invoice DPW-ENRD for the amount of the recycling funds needed for each organization for the Recycling Incentive program.
- 4.2.3 Receive recycling funds quarterly for the Incentive program.
- 4.2.4 Transfer Recycling Incentive program funds to each participating organization's DFMWR account as indicated in the DPW-ENRD list.

5.0 PROCEDURE

5.1 Recyclable Commodity List

- 5.1.1 Materials that can be recycled through the Recycling Program include:
 - 5.1.1.1 Office Paper (high quality, bond, computer, mixed, telephone books, and Federal Registers)

FORT RUCKER

Environmental Document

ENV-SW011: Recycling Program (1 October 2017)

- 5.1.1.2 Newspaper
- 5.1.1.3 Cardboard (except wax-coated or food contaminated)
- 5.1.1.4 Aluminum Cans
- 5.1.1.5 Plastics (#1,2,3,4,5,7)
- 5.1.1.6 Scrap metal (except from Army Working Capital Fund [AWCF] activities unless they choose not to recycle on their own).
- 5.1.1.7 Expended small arm firing range brass (up to and inclusive of .50 cal or 12.7mm) and gleanings made unusable for military firing (e.g., crushed, shredded, annealed, or otherwise rendered unusable as originally intended prior to recycling in accordance with DUSD(ES) Memorandum)
- 5.1.1.8 Ink/toner cartridges, if they are not used to reduce the price of replacements
- 5.1.1.9 Commissary and Exchange Store recyclable wastes (cardboard, etc.); if the commissary or exchange does not have a recycling program, it must turn these items in to the installation Recycling Program (unless otherwise excluded by law)
- 5.1.1.10 Scrap wood and lumber, including crates and pallets (unless restricted by reuse rules)
- 5.1.1.11 Rags and textile wastes which have not been contaminated with hazardous material or hazardous waste
- 5.1.1.12 Furniture
- 5.1.1.13 Ammunition cans
- 5.1.1.14 Donated privately-owned personal property
- 5.1.1.15 Electronic component
- 5.1.2 Materials that cannot be recycled through the Recycling Program include:
 - 5.1.2.1 Government material furnished to a contractor
 - 5.1.2.2 Precious metal-bearing scrap
 - 5.1.2.3 Scrap metal generated from AWCF activity
 - 5.1.2.4 Items that must be demilitarized at any time during its life cycle, except for small arm brass and firing range gleanings, as noted above (excludes items with demilitarization Codes A & B)
 - 5.1.2.5 Hazardous material and waste, except ethylene glycol based antifreeze, used oil, and batteries

FORT RUCKER

Environmental Document

ENV-SW011: Recycling Program (1 October 2017)

- 5.1.2.6 Commissary store wastes (food, scraps, bone, fats, trims, meats)
- 5.1.2.7 Materials that can be reused by the government for their original purpose without special processing
- 5.1.2.8 Economically repairable items (e.g., used vehicles, vehicle or machine parts)
- 5.1.2.9 Unopened containers of oil, paints, or solvents
- 5.1.2.10 Fuels (uncontaminated and contaminated)
- 5.1.2.11 Munitions List Items (MLI) or Commerce Control List Item (CCLI)
- 5.1.2.12 Printed circuit boards containing hazardous materials
- 5.1.2.13 Items required to be mutilated prior to sale or release to the public
- 5.1.2.14 Ammunition cans, if reused by the government as ammunition cans
- 5.1.2.15 Drugs, biologicals, and controlled substances
- 5.1.2.16 Nitrate based film
- 5.1.3 Materials that can be recycled through the Recycling Incentive Program include:
 - 5.1.3.1 Office Paper
 - 5.1.3.2 Cardboard (Corrugated and Boxboard)
 - 5.1.3.3 Aluminum Cans
 - 5.1.3.4 Plastics (#1,2,3,4,5,7)
 - 5.1.3.5 Office paper

5.2 Recycling Incentive Program Participation

- 5.2.1 Participants can bring segregated recyclables to the Recycling Center located at building 9322 during regular operating hours (M-F, 0730 – 1530).
- 5.2.2 Anyone may turn in materials to the recycling center. However, DFMWR funds may only be earned by Fort Rucker military, civilian, and tenant organizations with a DFMWR fund code. The organization receiving the credit must be indicated when the commodities are turned in to the recycling center. If any materials are turned in for recycling and an organization is not indicated, no credit will be earned.
- 5.2.3 Recycling personnel will weigh commodities and record the weight of each quantity on a tracking spreadsheet. The tracking information will be submitted to the Recycling Program manager at least on a monthly basis.
- 5.2.4 Installation personnel will deposit segregated commodities in the designated collection containers in the Recycling Center.

FORT RUCKER

Environmental Document

ENV-SW011: Recycling Program (1 October 2017)

5.2.5 Funds will only be transferred to Fort Rucker military, civilian, and tenant organizations with a DFMWR fund code. Private organizations and individuals are not eligible for earning DFMWR funds.

5.3 Recycling Center Turn-In Procedures

5.3.1 Organizations may bring recyclable materials to the Recycling Center during normal business hours (M-F, 0730 – 1530).

5.3.2 The Recycling Center will provide containers for dropping off segregated commodities on the weekend. These containers will be located outside building 9322. Weekend drop off containers should not be used during regular business hours.

5.3.3 Organizations participating in the Recycling Incentive program should enter the facility utilizing the driveway on the south side of the building. All turn-ins will be taken in to building 9322 and placed in designated bins during drop off hours.

6.0 FORMS AND RECORDS

None

7.0 REFERENCES

DoD Instruction 4715.23, *Integrated Recycling and Solid Waste Management*

Sustainable Fort Rucker website: <http://www.fortrucker-env.com>

ENV-P002, *Document Control*

Fort Rucker Pollution Prevention Plan (P2 Plan)