

RECYCLING GUIDE

On-Post



For more information call:
466-4967 or 09472-834967
DPW Utilities Division, Bldg. 91

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WHY RECYCLE?

IT'S THE LAW. German environmental laws require separation and special disposal of recyclable materials, hazardous wastes, and in many areas, biodegradable wastes. Off-post residents who put recyclables in their household garbage could lose trash collection service and pay stiff fines. On-post residents or office workers who do not recycle may have to clean out their refuse containers or do other community service. Mixing hazardous waste with regular household garbage can result in fines of several thousand marks and a police investigation.

GARBAGE DISPOSAL COSTS IN GERMANY ARE EXPENSIVE. Because Germany's landfills are almost full, disposal costs increase every year. Trash disposal costs the Hohenfels community over 1.3 million Deutsche marks per year. Beginning January 1998, disposal costs will double because all garbage must be sent to a local incinerator. By recycling, we can save money that could be used to improve the quality of life at Hohenfels.

RECYCLING SAVES NATURAL RESOURCES AND ENERGY. Using recycled products saves energy and reduces air and water pollution. In FY 1997 the Hohenfels community saved over 11,800 trees through paper and cardboard recycling. In that same year over 1.3 million cans were recycled on post, saving enough energy to run 455 TVs continuously for one year.

This guide will explain all of the recycling rules for all on-post residents. In addition, there is a section about the SORT Facility along with its hours of operation. Lastly, there is a short section on how to reduce waste and reuse common items.



Recycling is not a new concept. Our ancestors reused and recycled almost everything.

IMPORTANT PHONE NUMBERS

1. HOHENFELS SORT HOTLINE466-4967

Call the SORT Hotline about: recycling questions, pickup schedules, SORT Facility information, household hazardous waste information. The recycling program office is located in Bldg. 91.

**2. HOUSING OFFICE
FACILITIES DIVISION466-2708
SINGLE SOLDIERS466-2874**

Call the Facilities division if you live in on-post family housing and have questions about trash and recyclable material pickups. Call the other number if you live in the barracks and ask for Mrs. Witka.

3. SELF-HELP STORE466-2045

Self-Help is the central on-post household hazardous waste collection point. Recycling information is also available there. Self-Help is located in Bldg. 742, across the street from the Commissary.



"Hello SORT Hotline. What are the SORT Facility's hours?"

PAPER RECYCLING

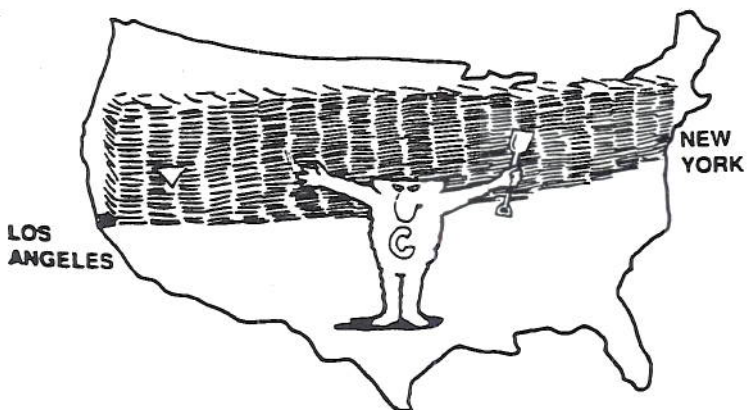
Recycle clean, dry paper with wood content only. Paper can be recycled at the SORT Facility behind Bldg. 25 or 1/4 Infantry area paper igloos. Paper igloos in the 1/4 Infantry barracks area are emptied weekly. The SORT Facility paper and cardboard containers are emptied on demand.

YES

- Advertisements
- Brown paper bags
- Cardboard (all types)
- Cereal boxes (remove liner)
- Computer Paper
- Copier Paper
- Envelopes (remove window)
- Food item boxes (cracker boxes)
- Gift wrapping paper
- Index cards
- Legal Pads
- Magazines and catalogues
- Newspaper
- Post-it Notes
- White or colored paper

NO

- Carbon Paper
- Dirty paper plates
- Dirty Paper Towels
- Disposable diapers
- Facial Tissues
- Fast food wrappers or boxes
- Juice or Milk Boxes
- Metallic wrapping paper
- Milk Cartons
- Paper Napkins
- Photographic Paper
- Pizza boxes
- Plastic coated paper
- Styrofoam egg cartons
- Wallpaper
- Wax-coated paper (paper cups, TV dinner boxes)
- Wax Paper



With the office and writing paper we throw away every year, we could build a 12-foot high wall from Los Angeles to New York City.



GLASS RECYCLING

If a bottle is returnable, take it back to the store for a refund. If it is not returnable, recycle it at the SORT Facility behind Bldg. 25. People living in the 1/4 Infantry barracks area may use the color-coded glass igloos. Glass igloos are emptied monthly. The SORT Facility's glass containers are emptied on demand.

Please rinse out bottles and jars to prevent odors and insects.

Labels do not need to be removed. However, please recycle the lids with your plastic or metal.

Glass that is not clear, green, or brown should go into the brown glass container.

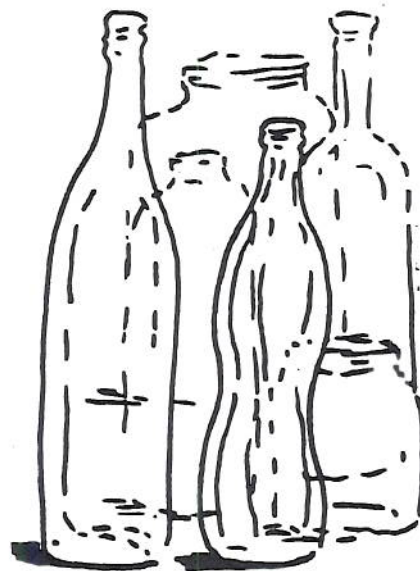
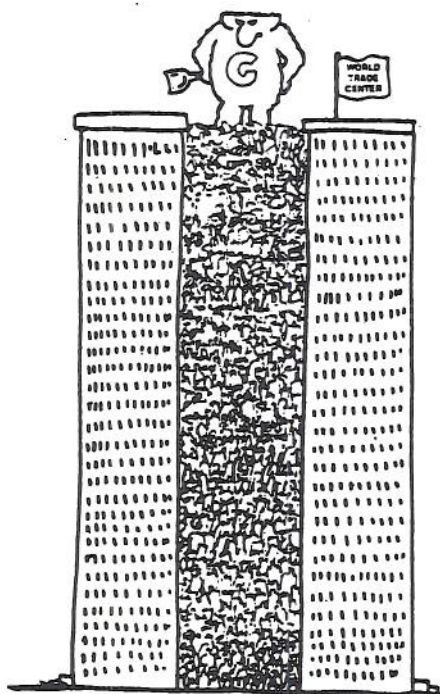
Never leave bags of glass next to recycling containers. Also, do not put bags full of glass into the recycling bins. Empty them first and reuse or recycle the bag.

YES

- Beer bottles
- Drinking glasses
- Glass food jars
- Juice bottles
- Soda bottles
- Wine and liquor bottles

NO

- Crystal
- Deposit bottles
- Fluorescent bulbs
- Light bulbs
- Mirrors
- Porcelain
- Stoneware or pottery



Every 2 weeks, we throw away enough bottles and jars to fill the 1,350-foot twin towers of New York's World Trade Center.

METAL RECYCLING

Metal can be recycled at the following locations: the SORT Facility or blue igloos by the 1/4 Infantry barracks area. Aluminum and tin do not need to be separated. Metal igloos are emptied every two weeks. The SORT Facility can and scrap metal bins are emptied on demand.

Labels do not need to be removed.

Please rinse cans before recycling them to prevent odors and insects.

Do not throw bags full of cans into recycling bins. Empty them first and reuse or recycle the bag.

Never leave bags of cans next to recycling bins or refuse dumpsters.

YES

- Aluminum pots and pans
- Bottle and jar lids
- Clean aluminum foil
- Coffee cans
- Food cans (aluminum or tin)
- Pie tins
- Small pieces of scrap metal
- Soda or juice cans

NO

- Auto parts
- Chip or pretzel bags
- Juice or milk boxes
- Metallic wrapping paper
- Vacuum wrappings for coffee



1.



2.



3.



4.



PLASTIC/STYROFOAM/MIXED LAYER PACKAGING RECYCLING

Plastics, styrofoam, and mixed layer packaging must be separated from household trash. They must be brought to the SORT Facility behind Bldg. 25. There are special containers for each of those materials, which are emptied on demand.

All items must be empty. Remove all food, liquid, dirt, or other residues from containers.

PLASTIC PACKAGING AND "FOILS"

AAFES and Commissary plastic bags
Bubble packing wrap
Cereal box liners
Clean freezer and sandwich bags
Clean plastic cups
Containers (yogurt, margarine)
Detergent, shampoo bottles
Large plastic bags (empty)
Plastic bottle tops

Plastic food trays (cookie, candy trays)
Plastic plates (clean)
Plastic pre-molded packaging
Plastic shrink wrap
Plastic utensils (clean)
Six-pack rings
Squeezit bottles
Water & sport drink bottles

STYROFOAM PACKAGING

Clean fast food containers
Clean meat and sandwich trays
Clean styrofoam cups & plates

Packing material ("peanuts")
Pre-molded forms

MIXED LAYER PACKAGING

Capri Sonne containers
Chip bags
Metallic wrapping paper
Milk Cartons (American or German)

Milk and juice boxes
Sauce packets
Vacuum-sealed coffee wrappings



We throw away 2.5 million plastic bottles every hour (22 billion plastic bottles a year).



AUTO WASTE RECYCLING

Bring auto waste back to the place of purchase, the Auto Craft Shop, or the SORT Facility behind Bldg. 25 (tires, batteries, and some metal parts only). If you bought any auto parts or products on the economy, make sure you keep your receipt. You will need to show it when you return your old parts.

The AAFES Garage has a special dumpster for plastic oil bottles. Please do not put plastic bags, other types of auto parts, or household garbage into this dumpster.

Auto waste containers are considered hazardous waste whether they are empty or full. They cannot be rinsed and recycled with your plastics. German water treatment systems are not equipped to filter out these types of toxic chemicals.

The Auto Craft Shop charges \$5.00 per tire for disposal. If you buy tires at the AAFES Auto Shop, they will dispose of your old ones free of charge. The SORT Facility accepts tires with or without rims free of charge.

THESE ITEMS ARE AUTO WASTE

Batteries *

Brake parts

Carburetor cleaner

Car wax

Empty or full brake fluid bottles

Empty or full coolant bottles

Empty or full oil bottles

Engines

Fuel injector cleaner

Gasoline

Large metal auto parts *

Oil filters

Spark plugs

Tire rims *

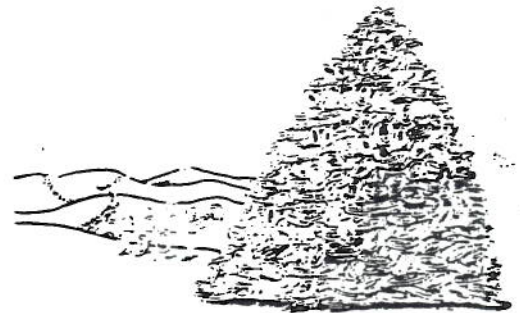
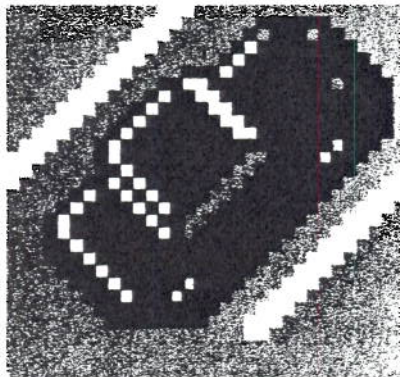
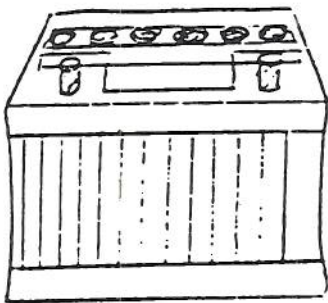
Tires *

Transmissions

Waste oil

Windshield cleaner

* The SORT Facility accepts these items free of charge.



We throw away over 200 million tires every year (one for every person in the United States).

HOUSEHOLD HAZARDOUS WASTE (HHW) RECYCLING

Bring HHW to the Self-Help Store (Bldg. 742, across the street from the Commissary). Old medicine may also be taken to the post clinic (American medicine) or a German *Apotheke* (German medicine).

You can tell if an item is HHW by looking for the following words on the label: Poison, Keep Out of Reach of Children, Harmful if Swallowed, Use Only in a Well-Ventilated Area, Avoid Contact with Skin or Eyes, Irritant, Corrosive.

Empty HHW containers, except for aerosol cans, may be rinsed and recycled with your plastics, glass, or metal.

THESE ITEMS ARE HOUSEHOLD HAZARDOUS WASTE

Aerosol cans (empty or full) *

Air freshener

Bathroom cleaner

Batteries

BBQ lighter fluid

Bleach & laundry soap

Cooking grease or oil

Disinfectant

Drain cleaner

Fabric cleaner

Flea spray or collars

Fluorescent light tubes *

Furniture polish

Furniture refinisher

Glass cleaner

Hair coloring, home perm solution

Lime-Away

Mold Remover

Mothballs

Nail polish & remover

Old medicine

Paint

Pesticides

Photo chemicals

Rug shampoo

Shoe polish

Solvent-based glue

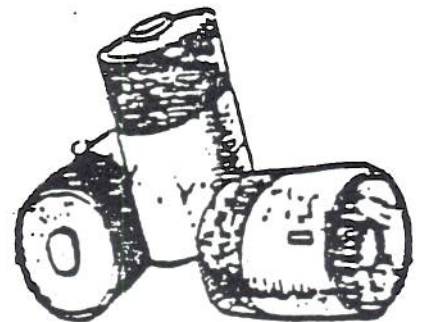
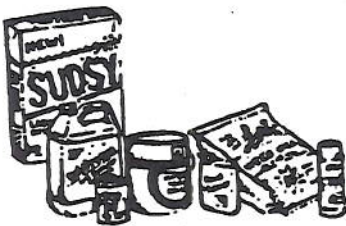
Spot remover

Thermometers

Turpentine

Varnish

* You may bring these items to the SORT Facility free of charge.



BULK ITEM RECYCLING

A bulk item is any item that is too large to fit into a car for transportation to a local recycling center or the SORT Facility. It is also something which cannot be broken down into its component parts and put into a standard-size car.

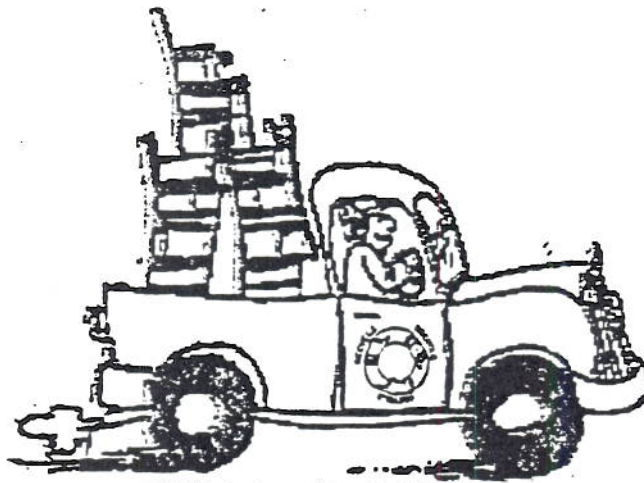
Bulk items are picked up quarterly in all government and leased housing areas. This includes all on-post barracks areas.

YES

- Baby furniture
- Beds
- Desks
- Dressers
- Grandfather clocks
- Hutches
- Large carpet pieces
- Large console televisions
- Large tables
- Mattresses
- Schranks/wardrobes
- Shelves & bookcases
- Sofas
- Upholstered furniture
- Wading pools
- Wood furniture

NO

- Auto waste or parts
- Bags of clothing or shoes
- Bags of cans, paper, glass
- Bags of diapers
- Bags of household garbage
- Bio-waste
- Blue or grey bags
- Cardboard boxes
- Christmas trees
- Garden waste
- Household hazardous waste
- Small carpet pieces
- Small electronic items
- Sports equipment
- Tires



THE SORT FACILITY

The SORT Facility is the central on-post recycling center. It is located behind Building 25, about 150 meters from the Power Zone. All on-post residents are required to bring their recyclable materials to the SORT Facility.

The SORT Facility has attendants to assist with sorting and answer questions. The SORT Facility has large, open bins that are clearly labeled.

It is best to bring pre-sorted materials to the SORT Facility. You may also bring all of your recyclables in one container and separate them at the SORT Facility.

WHAT IS ACCEPTED AT THE SORT FACILITY?

Aerosol Cans (empty or full)
Bulk Items
Car Batteries
Clean Styrofoam
Christmas Trees (January only)
Electronic Items
Fluorescent Light Tubes
Glass (all colors)
Laser Printer Toner Cartridges
Metal Cans (aluminum & tin)
Mixed-Layer Packaging

Old Refrigerators & Freezers
Old Washers & Dryers
Other Metals (bottle tops, clean foil)
Paper and Cardboard
Plastic Bags & Wrappings ("foils")
Plastics (German & American)
Scrap Metal
Tires
Usable Clothing & Shoes
Wood

WHAT IS NOT ACCEPTED AT THE SORT FACILITY?

Auto Waste (except tires & batteries)
Biodegradable Waste
Garden Waste
Household Garbage

Household Hazardous Waste
Old medicine (bring to Self-Help)
Unwearable Clothing & Shoes



Scrap
Metal

Wood

Tires

Haz
Waste
Storage

Clear
Bags

Clothing
& Shoes

Attendant's
Booth

Refuse
Dumpsters

Haz Waste Storage

THE SORT FACILITY

Mon-Fri 0700-¹⁵⁰⁰
0900, 1100-1300,
1600-1830

Sat, holidays
1100-1500

Electronic Items

Styrofoam

Plastic Foils

Plastic (hard)

Bulk Items

Reserve

Brown Glass

White Glass

Green Glass

Metal Cans

Paper

Cardboard

Cardboard

TIPS ON REDUCING WASTE AND REUSING

German law states that waste should be avoided whenever possible. Here are some suggestions on how to reduce your waste at home, in the office, and when shopping.

GENERAL:

1. Buy reusable products and avoid disposable goods.
2. Buy, maintain, and repair durable products.
3. Reuse boxes, containers, and other items.
4. Select products with the least wasteful packaging.
5. Buy concentrates, large size products, or bulk products.
6. Buy products that can be recycled and recycle them.
7. Buy nonhazardous products for your home.
8. Borrow, rent, or share things you don't use very often.

AT HOME:

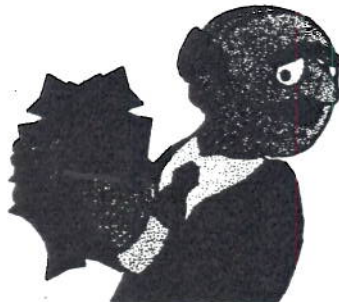
1. Avoid using paper or styrofoam dishes. Use sturdy, washable utensils and dishes for picnics, parties, or other special events.
2. Use razors with replaceable blades.
3. Use cloth napkins instead of paper ones.
4. Use a sponge or rag instead of paper towels.
5. Use rechargeable batteries and buy rechargeable appliances whenever possible.
6. Buy long-lasting radial tires and keep them properly maintained.
7. Buy durable luggage, furniture, sporting goods, and tools that will last longer.
8. Reuse glass jars, coffee cans, plastic food containers, and plastic bags.
9. Reuse newspaper, styrofoam "peanuts," and bubble wrap to ship packages.
10. Reuse gift boxes, ribbon, tissue, and large pieces of wrapping paper.
11. Save colored paper and newspaper comics for gift wrap.
12. Use cardboard egg cartons for art projects or for planting seeds.
13. Use Commissary paper bags to wrap packages or for school book covers.
14. If you have a yard, make a compost pile.
15. Avoid using hazardous cleaning solutions or other toxic products. Call the SORT Hotline (466-4967) for a listing of less expensive and safer alternatives.
16. Give old clothes to the Thrift Shop, hand them down to your friends' children, or recycle them on the economy or at the SORT Facility in boxes labeled "*Kleiderspende*." Give old shoes to the Thrift Shop or put them in the "*Kleiderspende*" boxes.

IN THE OFFICE:

1. Bring a ceramic mug to work instead of using disposable cups.
2. Reuse scrap paper. Staple sheets together to make a note pad.
3. Copy on both sides of the paper. Consider reducing by 64% to fit two pages onto one side.
4. Share newspapers and professional magazines with co-workers
5. Re-label old file folders instead of using new ones.
6. Print drafts or notes on the back of scrap paper.
7. Bring your lunch to work in a reusable container instead of disposable bags. Use a lunch box.
8. Use washable dishes and utensils, or reuse plastic utensils, for office parties.
9. Don't stock disposable cups and plates in the office.

WHEN SHOPPING:

1. Buy drinks in returnable bottles and cases. Beverage markets on the economy have a wide selection of juices, water, soft drinks, beer, etc.
2. Reuse your AAFES and Commissary bags. Baggers can pack your items in the same bags next trip. Keep an extra bag in your car.
3. Use a canvas bag, string bag, or basket for shopping.
4. If you only buy one or two items, don't take a bag.
5. Avoid buying products with wasteful packaging like bubble wrap, plastic seals, and cardboard backing.
6. Buy fresh produce without packaging if possible.
7. Avoid using plastic bags for only a few lemons, cucumbers, oranges, bananas, onions, etc.
8. Ask baggers not to double or triple wrap your purchases.
9. Buy large or economy sizes when available.
10. Fill out a customer comment card at the PX or Commissary to let managers know that you want products made with recycled materials and less wasteful packaging.
11. Don't buy single serving items for convenience.
12. Buy concentrates for juice and detergent.
13. Buy products that are made with recycled materials, or that can easily be recycled in your area.



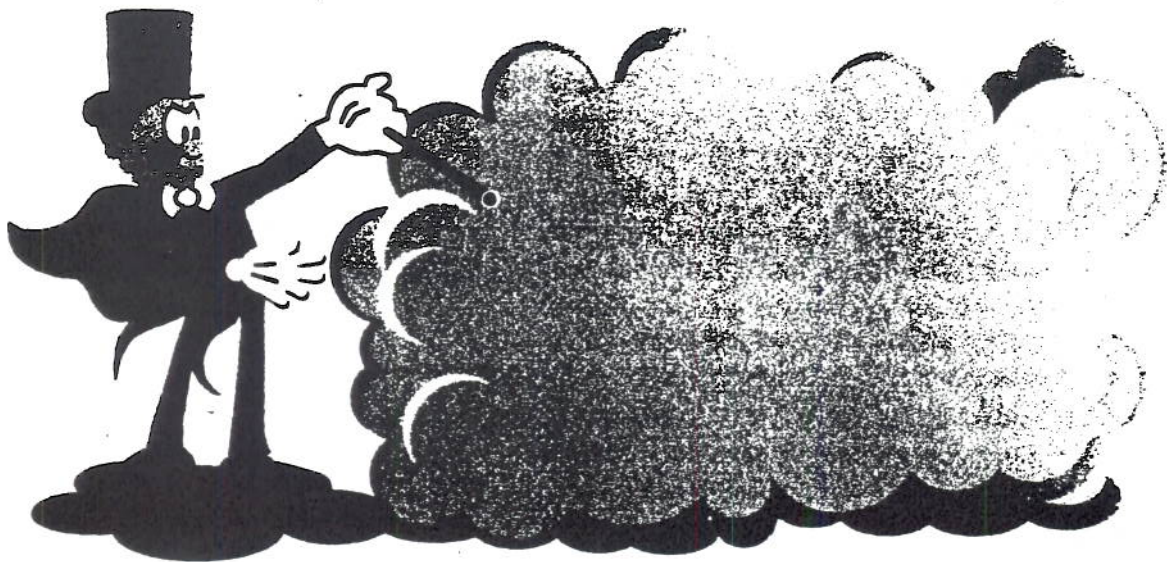
"Waste avoidance and reuse save money as well as our planet."

BE PART OF THE SOLUTION

It is the participation and the contributions of people in our community which helped to establish us as a Community of Excellence. We take pride in the tasks which we perform and strive to improve our community.

The success of our recycling program depends on all of you. Some you have been recycling for many years, while others are just beginning. We would like to hear from you. Your suggestions, comments, and practical solutions for recycling problems are important. The organization and methods of your household or office recycling program might benefit others. Share your ideas with us. After all, if we can improve the program, then let's do it!

For additional information, suggestions, or comments contact the DPW Utilities Division SORT Hotline at 466-4967.



There's no hocus-pocus involved in making mountains of garbage disappear. All it takes is one part waste avoidance, one part reuse, and one part recycling.