

USAG HAWAII ARMY RECYCLE PROGRAM GUIDE



Contact the Army Recycle Program:

(808) 787-0867

Army Recycle Program Email: usarmy.hawaii.recycling@mail.mil



Recycling Laws and Regulations

Recycling on USAG Hawai'i installations is **mandatory** and outlined in the following policies and regulations.

- **Policy Memorandum USAG-HI-11: Solid Waste Management and Recycling:** All soldiers, tenants, civilians must recycle on USAG HI installations.
- **DoDI 4715.23:** Integrated Recycling and Solid Waste Management.

What can be recycled at USAG Hawai'i?

All USAG Hawai'i installations are required to divert as many materials from the landfill as possible, aiming at a goal of 50% diversion and 2% total waste reduction. Units and civilian employees are able to recycle at their building or they can drop off eligible materials at the Army Recycle Center (ARC), located at 1087B McMahan Road, Schofield Barracks (Hours of operation: M-F 0730-1600).

Request a Pickup:

Fill out the **USAG Hawai'i Recycling Pick-Up form**

Link to form: [Recycling Pick-Up Request Form](#)

- Office paper, Newspaper, Colored Paper
- Broken down Cardboard Boxes
- Bagged Shredded Paper
- Metal Cans
- Glass Bottles
- Hard Plastics #1-2
- ***Toner Cartridges**
- ***Scrap Metal**

***Toner cartridges and scrap metal** cannot be disposed in the single-stream bin, they must be stored separately. To start a scrap metal/toner collection or request a pickup fill out the USAG Hawai'i Recycling Pick-Up form.

****For wooden pallets and scrap metal** units must contact the ARC prior to drop off to ensure we have capacity. Army Recycle Center: (808) 861-2720

Single-Stream Recycling

We simplified our recycling systems on base!

All USAG Hawai'i installations now have *single-stream recycling*. This means that most items (paper, cardboard, glass, metal cans, hard plastics) can now be comingled into one recycling bin!

Drop off at the ARC:

- All items eligible for pickup can also be dropped off at the ARC
- Green Waste
- **Scrap Metal****
- **Wooden Pallets**** (limited quantities of untreated and unpainted.)

Scan QR code for Recycling Pick-Up Request form:



Setting up a Recycling Program

Steps for Success

1. Contact the Army Recycle Program

The Army Recycle Program offers recycling infrastructure, signage, support, and troubleshooting. If you are having any issues with your program, have a question, or need support starting a program, contact us today: (808) 787-0867

2. Indoor and Outdoor Recycling Collection Areas

Indoor collection areas are set up to allow easy access for recycling and the outdoor collection areas are serviced directly by our waste haulers.



Indoor Recycling Collection Points



Outdoor Recycling Collection Points

3. Come up with a System/ Assign Staff

- Assign staff to periodically bring indoor recycling materials to the outdoor collection area.
- Bins need to be maintained and kept free from trash and other contaminants.
- Recycling bins won't get serviced if it's contaminated with trash or hazardous waste. It is up to the unit to maintain bins.
- You can assign these tasks as part of another job assignment's list of duties (e.g. staff duty desk).

4. Inform all Building Personnel

- Be sure to inform all building occupants where the recycling bins are located, what you are collecting, and how to properly collect and dispose of these items.
- You can host an in person training, send out email reminders, post flyers, and more.

5. Fill out pick-up form or drop off recycling at the ARC

Customers should send all recycling pick-up requests via the online USAG Hawai'i recycling pick-up request form:

Link to form: [Recycling Pick-Up Request Form](#)



Some buildings have weekly collections, if you are unsure, call us to find out (808) 787-0867.

Office Furniture Reuse Program

Office Furniture and Supplies Reuse Marketplace

1. The Army Recycle Program has started a [Furniture Reuse Marketplace](#) to list and claim gently used office furniture and office supplies. *Government use only

Need some assistance? Check out our [Marketplace Guide](#)

2. Furniture can also be turned into DLA for reuse: <https://www.dla.mil/DispositionServices/DDSR/TurnIn/>



Trash-Free Recycling Bins

Plastic bags, syringes, food waste, hazardous materials, Styrofoam, etc. cannot be placed in recycling bins.



Cardboard and Shred

Cardboard boxes must be broken down and neatly stacked.

Shredded paper must be bagged.



Wood

Bulk wood waste cannot go in or near dumpsters or recycling areas. Request a dumpster (fee) from the Service Contract Branch Program– (808) 864-0932



Unpainted and untreated wooden pallets may be brought to ARC (call ahead).

Drop-off limit of 10 pallets per Unit per day.



Keep Dumpster and Recycling Areas Clean

Request your recycling pick-up before your bin is full.

Don't allow personnel to place bulky items in or near dumpsters or recycling areas.

Properly dispose of hazardous materials.



USAG Hawai'i Recycling Matrix for Civilian Employees and Units

Don't see your item here? Call the Army Recycling Program for more information @ 808-787-0867

	Army Recycle Center (ARC) SB: 808-787-0867	Hazardous Material Control Point (HMCP): 808-787-0700	Transfer and Accumulation Point (TAP): 808-787-9911	Recyclable Material Shop Storage Point (RMSSP) *Unit specific	Unit SSA, DRMO/ DLA
Aerosol Cans (industrial)			✓		
Antifreeze / Coolant				✓	
Batteries (non-vehicle)			✓		
Batteries (vehicle/lead-acid)		✓			✓
Beverage Containers (HI-5)	✓				
Bulk Items - (e.g. furniture, appliances)					✓
Cardboard (dry)	✓				
Electronic Waste					✓
Filters (oil-drained)	✓				
Fuel (unleaded)				✓	
Fuel (diesel / F-24)				✓	
Glass	✓				
Green Waste/ Yard Waste	✓				
Metal (scrap)	✓				✓
Military Property					✓
Newspaper	✓				
Oil Cans (tops cut off)	✓	✓			
* Pallets (usable unpainted/untreated)	✓				✓
Mixed Paper (shredded paper must be bagged)	✓				
Hard Plastics #1 & #2	✓				
Toner/ Ink Cartridges	✓				
Tires (Military)					✓
Used Oil				✓	
Wood Waste (unpainted, untreated)	✓				

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