

DEPARTMENT OF THE ARMY
HEADQUARTERS, III ARMORED CORPS AND FORT CAVAZOS
REGULATION 420-6
FORT CAVAZOS, TEXAS 76544-5056
8 JULY 2024

Facilities Engineering
RECYCLE PROGRAM

History. This is a functional revision. This supersedes III Corps and Fort Cavazos Regulation 420-6 dated 1 April 2016.

Summary. This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

Applicability. This regulation applies to units and organizations assigned, attached, conducting training, or residing on Fort Cavazos as tenants; contractor activities, and leases located within the limits of the Fort Cavazos military

reservation; and members of Family housing. Participation in the Fort Cavazos Qualified Recycling

the Fort Cavazos Qualified Recycling Program is a requirement, not an option. During mobilization, this regulation remains in effect.

Supplementation. The Directorate of Public Works (DPW) prohibits supplementation of this regulation without prior approval.

Suggested Improvements. The proponent of this regulation is the Directorate of Public Works (DPW). Send comments and suggested

improvements to: Commander, III Corps and Fort Cavazos, ATTN: AMIM-CAP-E, Fort Cavazos, Texas 76544-5028.

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IAW FC FORM 1853: S

*Supersedes III Corps and Fort Cavazos Regulation 420-6, August 2016.

Facilities Engineering
RECYCLE PROGRAM

**Department of the Army Headquarters
III Armored Corps and Fort Cavazos
Fort Cavazos, TX 76544
8 July 2024**

UNCLASSIFIED

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1. OVERVIEW:

a. Purpose. This regulation outlines policies, assigns responsibilities, and provides guidance on matters related to recycling on Fort Cavazos and the operation of the Fort Cavazos Qualified Recycle Program (QRP). Recycling provides a positive economic benefit to the Fort Cavazos community and plays an important role in the preservation of resources and the reduction of solid waste management costs by diverting material from the landfill.

b. Recycling Objectives.

- (1) Recover all eligible recyclable materials where economically feasible.
- (2) Reduce the amount of material sent to the landfill and thereby reduce the cost to operate the landfill.
- (3) Generate funds from the sale of recyclable materials to maximize the economic benefit to Fort Cavazos.
- (4) Protect our environment and our natural/cultural resources.
- (5) Meet or exceed Department of Defense (DoD) diversion goals.

c. Scope.

- (1) It is mandatory for all units and organizations to comply with this regulation.
- (2) Contractors will participate when participation is stated in their contract and are encouraged to participate when not stated in their contract.
- (3) Units and organizations will ensure that systems are in place to make recycling as convenient as possible and ensure that their personnel are recycling to the maximum extent possible.
- (4) Each unit and organization will strive to make recycling a habit rather than another task to be performed.
- (5) Each unit and organization are encouraged to engage Fort Cavazos Recycle at any time for guidance and assistance.

d. Summary of Changes.

- Revised Overview section
- Revised Responsibilities section
- Deleted Qualified Recycle Program section and added to the Overview section
- Revised Standard Operating Procedures section

- Changed the name of the "Handling of Recyclable Materials" section to "How to Recycle" and changed the content within this section.
- Added section entitled Commodities – Items that can be recycled.
- Added section entitled Commodities – Items that cannot be recycled.
- Revised section entitled Improper Use of Containers
- Deleted section entitled Affirmative Procurement
- Deleted section entitled Contracting Activities
- Added section entitled Landfill Procedures
- Deleted section entitled Solid Waste Management
- Added section entitled Services Provided by Fort Cavazos Recycle

2. RESPONSIBILITIES:

a. Garrison Commander. The Garrison Commander or the designated representative will:

(1) Establish an organizational structure to plan, execute, and monitor a Qualified Recycle Program (QRP)

(2) Ensure compliance with recycling guidelines.

(3) Establish a QRP Committee.

(4) Chair the QRP Committee.

(5) Make the final determination regarding the installation's QRP, policies, and fund disbursements.

(6) Ensure that recycling is planned and implemented as part of all activities, including special events.

b. Directorate of Public Works (DPW). The DPW or a designated representative will:

(1) Serve as the designated alternate representative for the Garrison Commander in matters related to recycling on Fort Cavazos.

(2) Provide overall staff supervision of the Recycle Program.

(3) Manage the Fort Cavazos Recycle Center, which receives and processes recyclable materials and prepares them for sale.

(4) Establish and maintain sales agreements for the direct sale of recyclable materials and/or coordinate recycle sales through the QRP.

(5) Identify markets for new recyclable materials.

(6) Collect recyclable material on Fort Cavazos and deliver to the Recycle Center.

(7) Operate the Fort Cavazos Municipal Solid Waste Landfill (landfill).

(a) Screen waste entering the landfill to ensure that unauthorized waste does not enter the landfill.

(b) Conduct regular quality assurance inspections of waste containers, recycle containers, and compost containers throughout Fort Cavazos to ensure proper usage.

(c) Report repetitive cases of improper container usage through the appropriate channels, after attempting to correct the problem with the responsible unit.

(8) Maintain records of waste collection activities and track data on all solid waste generated by Fort Cavazos and disposition of the waste.

(9) Track the effectiveness of collection systems employed by organizations and provide feedback to units to help improve diversion rates.

c. Garrison Resource Management (RM), Budget Office. The Garrison RM Budget Office will:

(1) Prepare and monitor financial data for the Chairman of the Recycle Committee.

(2) Interpret guidance and provide policy, procedure, and regulatory guidance.

(3) Certify funding for the Recycle Program.

(4) Provide monthly and/or quarterly financial statements and reports for the Recycle Program.

d. Defense Logistics Agency Disposal Disposition Services (DLADS). DLADS will:

(1) Provide audit information on Resource, Recovery, and QRP reimbursements to the Recycle Center when applicable.

(2) Collect monies and report the money through Defense Finance and Accounting Service (DFAS) for QRP reimbursement for recyclable materials when applicable.

e. Commanders, Directors, Managers, and Contracting Officer Representatives (CORs) will:

(1) Develop and implement standing operating procedures for their respective organizations that maximize recycling and verify that these procedures are followed.

(2) Appoint, under orders, a Recycle Coordinator (RC) to implement and maintain an effective Recycle Program, in accordance with the Garrison's recycling requirements, for a unit or organization. Fort Cavazos Recycle will provide training and marketing materials to help RCs successfully implement a Qualified Recycling Program.

(3) Verify that appointed RCs have the authority and means to ensure compliance with this regulation and the unit or organization's standard operating procedures (SOPs).

f. Recycle Coordinators (RCs). RCs will:

(1) Conduct weekly random inspections of trash and recycle bins.

(2) Identify opportunities to reduce, reuse, and recycle.

(3) Engage Fort Cavazos Recycle, as needed, for help with recycling issues.

g. Community Life. Community Life Non-Commissioned Officers in Charge (NCOIC) will:

(1) Ensure training, awareness, and full participation of individual village residents regarding the Recycle Program.

(2) Conduct regular inspections of waste and recycle receptacles to ensure that recyclable materials are placed in the proper containers and that recycling containers are free of food contaminants and trash.

(3) Issue warning notices according to Fort Cavazos Regulation (FC Reg) 210-48 (Installation Housing Community Standards), section 3a, to individual residents who fail to place recyclable materials in their proper containers after they have received appropriate training.

h. Resident Advisory Board will ensure training and awareness of individual village residents regarding the Recycle Program.

i. Corps of Engineers, Tenants, and Contracting Activities. Corps of Engineers, tenants, and contracting activities will:

(1) Ensure compliance with FC Reg 420-6 (Recycle Program).

(2) Conduct regular inspections of waste and recycle receptacles to ensure that recyclable materials are placed in the proper containers and that recycling containers are free of food contaminants and trash.

3. STANDING OPERATING PROCEDURES (SOPs):

a. Commanders, Directors, Managers, and Contracting Officer Representatives (CORs). Commanders, directors, managers, and CORs will develop written SOPs for his/her unit or organization that will maximize diversion of recyclable material from the landfill. Commanders, directors, managers, and CORs will ensure that non-recyclable materials are not placed in recycle containers and that recyclable materials are not placed in refuse containers. Contact Fort Cavazos Recycle, if assistance is needed with creating a SOP.

b. At a minimum, each SOP shall address:

(1) Procedures for the identification, separation, and transportation of recyclable materials to the blue recycle containers or to the Fort Cavazos Recycle Center.

(2) Recycling procedures for materials generated in motor pools, administrative areas, barracks, training areas, and any other location where recyclable material is generated.

(3) Procedures for recycling in the field or during training exercises.

(a) Units and organizations are expected to separate recyclable material, while in the field and transport the recyclable material directly to the Fort Cavazos Recycle Center when volumes are large. Doing so will help the overall collections process stay efficient and save time.

(b) Fort Cavazos Recycle will inspect materials from the field, divert the recyclable materials, and issue a landfill pass directly to the driver for the remaining non-recyclable materials.

4. HOW TO RECYCLE:

a. Identification of materials for Recycling.

(1) Recyclable materials should be identified as early as possible and placed in a blue recycling container.

(2) Units and organizations will ensure that no food contamination, hazardous materials, hazardous wastes, or other contaminants are placed in the recycling containers. Spit bottles and other bottles containing contaminants must be rinsed prior to recycling.

(3) Fort Cavazos Recycle operates a single stream recycling operation. The majority of eligible recyclable materials can be placed in any blue recycling containers, with no sorting required. Some materials can still be recycled but

must be brought directly to the Recycle Center due to equipment and processing constraints. See Section 5, Commodities (Items that CAN be recycled) for more details, or call Fort Cavazos Recycle at 254-287-2336.

(4) All units and organizations are expected to break down and recycle clean cardboard. Breaking down cardboard is necessary to save container space.

(5) Rinse metal and tin cans and place in the blue recycle containers.

(6) Ensure that recycle containers are readily available. It may be appropriate to remove waste receptacles or move them to a less convenient location to discourage use. Indoor containers are available on a first come, first served basis. Contact Fort Cavazos Recycle at 254-287-2336 for availability. Products placed in indoor containers must be consolidated in blue outdoor containers for collection purposes.

(7) Recycling requirements are in effect when the unit or organization is training at ranges and other training areas.

(8) Segregate cardboard from meals ready to eat (MREs) and turn in the cardboard for recycling.

b. Collections.

(1) The DPW Recycle Collections Department is responsible for collection of recyclable materials placed in the DPW recycle containers located outdoors throughout the cantonment area. Units and organizations are responsible for emptying inside containers into the outside containers for collection.

(2) DPW recycle containers are provided in locations convenient to units and organizations generating large quantities of recyclable products. Every motor pool area will have recycle containers.

(3) III Armored Corps tenants can take recyclable materials to the Fort Cavazos Recycle annex located on the 1st floor of Building 1001. Hours and availability may change, see the signs posted on the door for the current schedule.

(4) Fort Cavazos Recycle utilizes a single stream system for collections. It is important that only authorized materials are placed in blue outdoor containers. Review stickers that are located on the outdoor blue recycling containers for specific guidance.

(5) Carl R. Darnall Army Medical Center tenants can take recyclable materials to the Fort Cavazos Recycle Annex or deliver materials directly to the Recycle Center.

Hours and availability may change; review signs posted on the door for the current schedule.

(6) Underutilized or misused recycle containers will be removed.

(7) Containers having contaminated materials will be placed “out of service” and will be marked with an orange “out of service” sticker that indicates the nature of the violation and contact information for questions. Containers must be cleaned out by the responsible unit or organization, and then inspected by Fort Cavazos Recycle personnel before collections can resume.

(8) Family housing members participating in the program will place all recyclable materials in the 96-gallon recycle containers and place curbside on the scheduled collection day. Refer to the stickers that have been placed on the containers for guidance on what can be placed in these containers.

(a) Cardboard boxes that will not fit in the housing 96-gallon recycle containers should be broken down and placed next to the container on the scheduled collection day.

(b) When large quantities of cardboard are generated in the housing areas on days other than the scheduled recycle pickup day (for example, when moving into quarters), special pickups may be arranged by calling Inland Services at 254-532-2256.

(c) Residents will not return cardboard to moving companies.

(9) For Housing areas, the solid waste management contractor transports recyclable materials to the Fort Cavazos Recycle Center. For questions regarding collections in the Housing Areas, contact Inland Services directly at 254-532-2256.

5. COMMODITIES – Items that CAN be recycled

a. Paper – All paper products without contamination can be placed in the blue recycling containers. Paper products include newspaper, white paper, colored paper, flyers, magazines, inserts, files, envelopes, and manila folders. Books and maps can be recycled but these items must be brought directly to the Recycle Center. Maps cannot be laminated. Carbon paper cannot be recycled. Used toilet tissue, used napkins, or used paper towels cannot be recycled. Shredded paper can be placed in plastic bags.

b. Cardboard – All cardboard products without contamination can be placed in any blue recycling container. Cardboard products include cereal boxes, packing cardboard, cardboard boxes, and pizza boxes with limited grease. Break down and flatten cardboard boxes BEFORE placing them in the recycling containers. Cardboard boxes

are available on a first-come, first-served basis at the Recycle Center for reuse for DITY moves. Come by or contact Fort Cavazos Recycle for availability.

c. **Plastics** – All 1-2 plastic containers can be placed in the blue recycling containers. Examples of these items are milk containers, shampoo bottles, detergent bottles, and water bottles. Quickly rinse any containers that have large amounts of product or contamination still in them. Larger plastics such as toys can be recycled but must be brought directly to the Recycle Center to save container space. Bottles containing tobacco juice or other contaminants must be rinsed out prior to recycling.

d. **Toner Cartridges** – Toner cartridges can be recycled along with the cardboard boxes used for packaging. Toner cartridges must be brought directly to the Recycle Center and cannot be placed in the single stream recycling containers due to the potential for contamination. Associated cardboard boxes are allowed in blue recycle containers.

e. **Pallets** – Plastic pallets and unbroken wood pallets can be recycled but must be brought directly to the Recycle Center. Fort Cavazos Recycle is not responsible for picking up pallets.

f. **Computers** – Fort Cavazos Recycle cannot recycle computer items. For personally owned computers, these items can be taken to the Classification Unit, 37th Street and Ivy Division Road, Bldg.1348, by appointment. For government-owned and contractor- owned computers/electronics, contact DLADS for disposal.

g. **Household Electronics** – Fort Cavazos Recycle can recycle household electronic items. Items such as washer/dryers, refrigerator, cooking stoves, air-conditioning units, microwaves and any electronic items for household use.

h. **Aluminum Cans and Aluminum Foil** – Both products can be recycled. Aluminum foil must be rinsed or be free of food contamination.

i. **Steel Cans and Tin Cans** – These items can be recycled and can be placed into any blue recycle container. These items must be rinsed before recycling.

j. **Metals** – Various kinds of metals can be recycled including steel, copper, aluminum, and brass. Items containing precious metals (gold, silver, etc.) must be taken to DLADS for proper disposal. Metals originating from weapons systems cannot be recycled and must be taken to DLADS for proper disposal. Contact Fort Cavazos Recycle, if you need a container for metals or bulk metal pick up.

k. **Tires** – Privately owned vehicle (POV) **tires with rims** attached can be taken to the Recycle Center. POV tires without rims cannot be brought to the Recycle Center. DoD cardholders can take POV tires without rims to both Firestone locations on-post. Speak with a Firestone representative to coordinate the drop off. Military tires must be taken to DLADS for proper disposal.

l. Lead Acid Batteries – Lead acid batteries of any size can be taken to the Recycling Center. If bringing more than five batteries, they must be stacked on a pallet. One pallet can contain six batteries per layer, with a total of three layers. Each layer must be separated by 1 inch of cardboard. All batteries must be sealed and undamaged. Separate Exide Program lead-acid batteries with NSNs 6140-01-390-1968, 6140-01-446-9506, & 6140-01-390-1969, and call 972-870-0337 to schedule a pick-up appointment.

m. Fort Cavazos Recycle can accept other types of items as well. Contact Fort Cavazos Recycle at 254-287-2336 with specific questions about what can be recycled at any time.

6. COMMODITIES – Items that CANNOT be recycled

- a. Wood
- b. Military equipment or any parts originating from a military weapons system
- c. Items containing NSNs, LSNs, or serial numbers
- d. Wax coated containers
- e. Mattresses
- f. Used toilet paper, facial tissue, paper towels, or used napkins
- g. Precious metals, including gold or silver
- h. Computers or electronics (contact the Classification Unit to recycle personally owned electronics)
- i. Lithium batteries and alkaline batteries
- j. Certain types of military batteries (contact Fort Cavazos Recycle with questions)
- k. Ceramics
- l. Rubber
- m. Food scraps or compostable materials
- n. Syringes or medical waste
- o. Medicines

- p. Animal waste
- q. Military tires
- r. Hazardous waste
- s. Hazardous material

7. IMPROPER USE OF CONTAINERS:

- a. Cantonment Area Refuse and Recycle Containers.

(1) Fort Cavazos Recycle will inform the responsible unit or organization of the misuse of their recycle containers or refuse containers. An orange out-of-compliance sticker may be placed on the container until the container has been cleaned and is ready for service.

(2) Fort Cavazos Recycle requires that the violating unit or organization rectify contaminated containers before collection.

(3) Improper usage that would merit correction before collection are:

- (a) Refuse container with significant quantities of recyclables.
- (b) Recycle container with significant quantities of refuse or non-recyclable commodities.
- (c) Any container with hazardous or other regulated materials.

(4) Repeated offenses will result in the removal of misused recycle containers or suspension of service.

(5) If several units or organizations share a container and the responsible unit or organization cannot be identified, their next higher leadership level will be notified of any problems.

8. LANDFILL PROCEDURES:

a. Fort Cavazos uses a solid waste contractor to collect, transport, and operate its landfill. The Class I landfill is operated under a Texas Commission on Environmental Quality (TCEQ) municipal solid waste permit. The waste acceptance plan of this permit states that no recyclable materials are to be placed in the landfill. The solid waste contractor is responsible for ensuring the permit is executed. As such, the solid waste contractor inspects loads to ensure recyclable materials are not placed in the landfill. Loads containing recyclable materials are not allowed entrance into the landfill.

b. To assist in the collection of recyclables, the solid waste contractor has placed recycle containers at the entry to the landfill. Loads containing recyclable materials are diverted to this area, and the operator is allowed to off-load recyclable materials into the proper container. When these containers are full, the solid waste contractor delivers the containers to the Recycle Center.

c. Fort Cavazos Recycle will issue landfill passes for units or residents of Fort Cavazos. Material must be brought to the Fort Cavazos Recycle Center for inspection before a landfill pass can be issued.

9. SERVICES PROVIDED BY FORT CAVAZOS RECYCLE:

a. Container Support – If necessary, Fort Cavazos can provide containers for special events, special clean-up projects, and bulk collections. Contact Fort Cavazos Recycle at 254-248-5441 or 254-287-2336 for these requests.

b. Free Cardboard Boxes and Packing Supplies – Cardboard boxes are available free of charge depending on availability. Other packing supplies may be available as well. Soldiers and civilians are welcome to come to the Recycle Center during normal business hours and pick up materials for reuse as needed.

c. Free Pallets – Depending on availability, Soldiers are welcome to come to the Recycle Center and get pallets as needed, free of charge.

10. QUALIFIED RECYCLING PROGRAM COMMITTEE (QRPC):

a. Qualified Recycling Program Committee (QRPC). QRPC is advisory in nature and:

(1) Acts as the Board of Directors for the installation's QRP.

(2) Assists the Garrison Commander in overseeing the installation's recycle programs and policies.

(3) Does not have fiscal or approval authority, but recommends action on these matters to the Garrison Commander, or the installation designee for environmental issues.

(4) Garrison Commander makes the final determination regarding the installation's recycle programs, policies, and fund disbursements.

(5) Military units wanting to participate in the QRPC are encouraged to contact the Fort Cavazos Recycle Operations Manager to discuss availability.

(6) The Installation Recycling Operations Manager is the Custodian of Records for the Committee.

- (7) The Committee will meet annually.
- (8) The Garrison Commander may call special meetings at any time.

APPENDIX A References

Section I. Required Publications

Executive Order 14057
Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability

APPENDIX B Reusable Materials

C-1. Scrap. Scrap metal will be collected at the unit or organization level and placed into special scrap metal bins or makeshift collection points maintained and operated by the generating unit or organization.

a. Generating units and organizations are responsible for the periodic turn-in of scrap metal to the Recycle Center.

b. Under no circumstances should any items that are a complete unit and carry a National Stock Number (NSN) or a local stock number (LSN) be placed in any scrap or recycle bins. All complete items must go to DLADS.

c. DLADS can assist generating units and organizations in the classification of scrap metals. Any items given to the Recycle Center must be on the approved eligible QRP list.

d. All scrap metal turned in to DLADS is accomplished on a DD Form 1348-1A (Issue Release/Receipt Document), and in accordance with FC Reg 755-725 (Procedures for Turn-In and Withdrawal from Defense Logistics Agency Disposition Services (DLADS)). Individual commodities shall have a separate DD Form 1348-1A.

e. All turn-in documents *must* contain the following phrase in the comment section:

(1) Recyclable material, Account # 21F3875.1111 B6 7M282W S0123168 (this account will change annually). Include your fund cite on your turn-in documents. If the fund cite is not listed, Fort Cavazos may not receive credit for the sales proceeds.

(2) See sample DA 1348-1A in Figure C-1.

C-2. Other Reusable Items.

a. Turn in serviceable cargo and/or shipping pallets of any size at the Recycle Center.

b. Turn in shipping boxes at the Recycle Center. Turn in reusable containers used for shipping vehicle components to the direct support unit. The old components should be put into these containers for turn-in.

c. Other untreated scrap lumber should be turned in at the Fort Cavazos Compost Center, located at Clarke Road and Turkey Run Road, across the street from the Fort Cavazos Landfill.

Glossary

Section I. Abbreviations

DA

Department of the Army

DFAS

Defense Finance and Accounting Service

DLADS

Defense Logistics Agency Disposition Services

DOD

Department of Defense

DPW

Directorate of Public Works

FC

Fort Cavazos

IAW

In Accordance With

LDPE

Low-Density Polyethylene

LSN

Local Stock Number

MRE

Meals, Ready-to-Eat

NCOIC

Non-commissioned Officer in Charge

NSN

National Stock Number

POV

Privately Owned Vehicle

QRP

Qualified Recycle Program

QRPC

Qualified Recycling Program Committee

REG

Regulation

RM

Resource Management

SOP

Standard Operating Procedure