



**DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VA 23801-1818**

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**FEB 20 2019**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort Lee Mandatory Recycling Program**

**1. References.**

- a. AR 200-1, Environmental Protection and Enhancement, 13 December 2007
- b. AR 420-1, Army Facility Management, 28 March 2009
- c. AR 420-49, Facilities Engineering, 19 September 2005
- d. Executive Order 13834, Efficient Federal Operations, 17 May 2018

**2. Purpose.** To provide guidance to all parties who work, reside, or visit Fort Lee on the procedures of Fort Lee's Recycling Program.

**3. Applicability.** This policy applies to all service members, civilians, and contractors assigned to and/or working on Fort Lee, and all visitors attending activities on Fort Lee. This policy also applies to all military units during mobilization and demobilization activities.

**4. Policy.** Participation in the Fort Lee Recycling Program is mandatory. It is everyone's responsibility who serves, works, or resides on Fort Lee to recycle. Commanders and/or Directors will implement an effective recycling program to minimize landfilled waste. All organizations of Fort Lee will adhere to the recycling program as outlined in this policy letter to achieve Department of Defense (DoD) waste reduction goals.

**5. Discussion.**

a. Fort Lee is committed to reaching both local and Department of the Army (DA) solid waste reduction goals. The Fiscal Year (FY) 2018 goal for Non-Hazardous/ Municipal Solid Waste is 52% diversion from the landfill. The Construction and Demolition (C&D) Solid Waste FY18 goal is 66% diversion from the landfill. These diversion goals will increase each year until 2030. The ultimate goal is Net Zero Solid Waste for all Army installations by Calendar Year 2030. A Net Zero Solid Waste Installation is one that reduces, reuses, re-purposes, recycles and/or recovers waste streams, converting them to resource values with zero landfill input. The recycling program reflects Fort Lee's

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commitment to reaching these goals. To do this, Fort Lee service members, civilians, and contractors must:

(1) Prevent waste by generating less.

(2) Recycle all recyclable materials.

(3) Make purchasing decisions which give priority to "green" materials, items containing recycled materials, or less packing material. See Fort Lee's Green Procurement Policy No. 18-06-4 and Fort Lee's Pollution Prevention Policy No. 18-06-2.

b. The participation of each organization and individual on Fort Lee is critical to the success of this program. In an attempt to reach our installation and solid waste goals, random waste audits will be performed. Compliance reports will be sent to facility managers, recycling coordinators, and/or appropriate chain of command to meet these recycling goals.

## 6. Program Components.

### a. Recycling Program.


(1) All organizations on Fort Lee are serviced by the installation recycling/refuse contract. The contractor provides various sizes of recycling and disposal containers for this purpose. Recycling containers are provided per the following guidelines:

(a) Administrative and office areas are provided 96-gallon green portable containers and 7-gallon blue deskside containers. The 96-gallon green recycling containers can be requested through the recycle contractor officer representative (COR) at 734-5023. The 7-gallon blue deskside recycling container can be purchased by the unit/organization or requested through the Directorate of Public Works (DPW) Environmental Management Division (EMD). Office staff carry the 7-gallon containers to the 96-gallon green containers to empty as needed. The Fort Lee recycling contractor picks up the 96-gallon green recycling container weekly and in some high-volume recycling areas, twice per week. (*Enclosure 1*) Both sizes of containers in administrative/office areas will be used for:

- PAPER: ALL mixed paper, office paper, envelopes, folders, brown bags, magazines, catalogs, newspaper, and shredded paper (contained in CLEAR plastic bags).
- CARDBOARD: ALL cardboard boxes should be broken down and taken directly to a cardboard dumpster (green 8 yard container with a narrow opening). If your

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facility does not have a cardboard dumpster, cardboard should be broken down and placed by green 96-gallon recycling containers.

- METAL: ALL aluminum soda cans, food cans, and miscellaneous metals – rinsed clean/uncontaminated.
- PLASTIC: Drink containers, food containers, and all plastic marked with #1 - #5 symbols (look for these numbers on the plastic surface, example:  ) - rinsed clean/uncontaminated.
- GLASS: ALL drink containers, food containers, and any miscellaneous glass – rinsed clean/uncontaminated.

(b) Industrial or bulk recycling needs are met with roll-off/special containers (30 cu. Yd.) upon request through the DPW Operations COR of Fort Lee's Refuse and Recycling Contract at 734-5023. The COR will respond within 48 hours to arrange placement of the bulk containers. Dining Facilities (DFACs) will recycle all cardboard, rinsed commingled containers and dehydrated food waste in appropriate dumpsters. Bulk recycling is also available at the Fort Lee Recycling Center. (*Enclosure 2*) The Recycling Center is where units and Fort Lee personnel can take bulk recycling to include all items in 6.a.(1)(a) and the following:

WOOD: clean, unpainted scrap wood or wooden pallets.

YARD DEBRIS: Leaves, branches, grass clippings - must be in clear bags.

FURNITURE: (not on hand receipt) Wood or metal.

ELECTRONICS: (not on hand receipt) Must not contain hazardous components such as mercury switches or lithium batteries.

APPLIANCES: (not on hand receipt) Refrigerators must have certification of proper refrigerant evacuation.

(2) Organizations and individuals requiring any additional containers can contact the DPW Operations Division at 734-5023.

b. Recyclable Products.

(1) The Fort Lee recycling program aims to remove everything that it can from the landfill process, striving toward Net Zero Solid Waste by 2030. Products that are recycled through the normal waste contractor and the recycling center are listed above.

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(2) Specialty recyclable items are accepted through the Environmental Management Division (EMD) at 734-3811, Logistics Readiness Center (LRC) at 734-4481, or Fort Lee Commissary at 765-2254. DO NOT place the items listed below in trash containers or normal recycling containers. Call 734-5023 or 765-7549 for additional guidance on how to recycle the following items:

- Used oil & oil filters (EMD)
- Tactical tires (LRC)
- Brass cartridge cases (LRC)
- Plastic grocery bags (Commissary)
- Ink/Toner Cartridges (Fort Lee Supply Store, Bldg 7121)
- 55 gal Drums - empty (LRC)
- Batteries - Lead Acid, Ni Cadmium, Metal Hydride, & Lithium (EMD)
- Furniture (LRC)
- Refrigerators (LRC)
- Fluorescent light bulbs (EMD)

c. Non-Recyclable Products.

The following items are currently NOT recyclable at Fort Lee and should be placed in trash containers:

- Plastics with recycling symbols 6 – 8
- Styrofoam
- Soiled paper products
- Chip bags
- Carbon paper
- Foil-backed paper & wax paper (Snack wrappers)
- Food items (Fort Lee Dining Facilities will run food waste through dehydrators)
- Alkaline batteries (AAAA - D)

d. Recycling Coordinators (RC).

Each of Fort Lee's organizations, agencies, and/or buildings shall designate a RC, which in most cases is the designated facility manager unless an alternate has been assigned. The assignment of the RC is the responsibility of each Commander or Director. The responsibilities of the RC are to ensure that adequate materials and containers are made available to support the program, individuals are fully utilizing the containers, individuals understand what can be recycled, and to ensure that communication is maintained with DPW Operations and Environmental Management Division to assist with recycling concerns.

e. Solid Waste Action Team (SWAT).

An installation SWAT has been established to oversee and promote the recycling program. The Garrison Commander chairs the SWAT. The Executive Secretary is an individual from the DPW-EMD. The members of the SWAT are from the organizations specified in the SWAT Charter (*Enclosure 3*). The SWAT will meet at least three times per year to establish installation goals, objectives, and incentive programs.

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f. Qualified Recycling Program (QRP) and QRP Fund.

Fort Lee QRP earns a percentage based on the current market value of the recyclables that are recycled through DRMS and EMD. The funds are returned to the United States Treasury and are deposited into a QRP Fund account. This procedure is in accordance with the Qualified Recycling Program Handbook dated 1 Nov 10, prepared by U.S. Army Assistant Chief of Staff Installation Management (ACSIM). Funds are to be used in the following way and are subject to terms of the present contracts:

(1) Proceeds from the sale of recyclable materials at the installation shall be credited to funds for operation and maintenance costs associated with processing recyclables and to improve recycling on the installation.

(2) If after the operation and maintenance of the recycling program is funded, then not more than 50% of the remaining funds may be utilized at the installation for pollution abatement, energy conservation, and occupational safety and health activities.

(3) The remaining balance available to the installation may be transferred to the non-appropriated morale and welfare fund for the installation, to be used for any morale and welfare activity.

7. Responsibilities.

a. Fort Lee Organizations, Units, and Other Agencies. Develop activity-specific recycling programs and appoint recycling coordinators. Each organization will conduct an annual "all hands" recycling training program. Contact DPW Environmental for assistance with training at 765-7549.

b. DPW-Operations and Maintenance (O&M) Division. The DPW O&M Division will manage the installation solid waste contract. Recycling containers and education materials will be provided through the contractor on acceptable commodities.

c. Logistics Readiness Center (LRC) - Inspection/Classification Section. LRC coordinates with DRMS and collects materials for reutilization, repurpose, resale, recovery, and/or recycling. LRC will report to EMD monthly the amount of materials collected, recycled, repurposed and disposed of under their support.

d. DPW-Environmental Management Division (EMD). The DPW EMD will oversee the solid waste and recycling program as outlined in reference 1a.

e. Tenant Agencies with Separate Solid Waste Contracts. Some organizations such as the Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) operate separate components of a solid waste program, (e.g.,

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cardboard collection). These agencies will report to EMD at least semi-annually the amount of materials recycled from their organizations.

f. SWAT. The SWAT will establish installation objectives and targets to ensure improvement of the recycling program. The SWAT will establish where the QRP funds are utilized, with the approval of the Garrison Commander. The Garrison Commander will ensure all laws and regulations are followed.

g. DPW-Business Operations & Integration Division (BOLD). Solid waste collection data will be compiled in support of program analysis, entered in the Solid Waste Annual Reporting (SWAR) web-system, which is reported to Headquarters Department of the Army in Washington, DC. BOLD will also assist in research and marketing of recyclable materials.

8. Each organization, resident command, and agency will develop and utilize a written recycling plan to describe how their recycling program will be executed and submit this document to DPW Environmental and Operations annually. Completion and submission of the "FORT LEE RECYCLING PLAN" (*Enclosure 4*) is the responsibility of the organization's Recycling Coordinator.

9. Proponent for this policy is Fort Lee Directorate of Public Works Environmental Management Division at (804) 734-5014.

4 Encls

1. 96-Gallon Recycle Route
2. Fort Lee Recycling Center
3. Solid Waste Action Team (SWAT) Charter
4. Fort Lee Recycling Plan

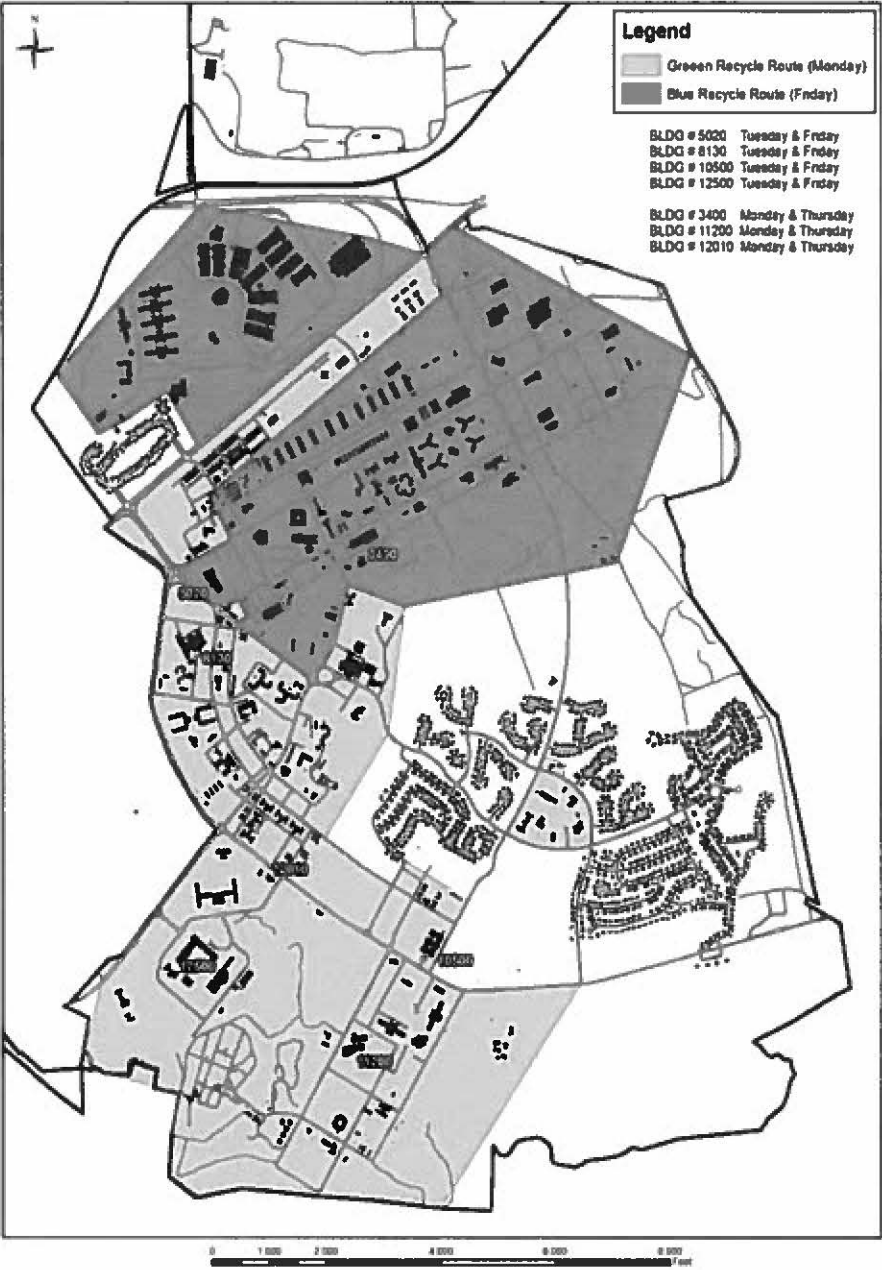
  
HOLLIE J. MARTIN  
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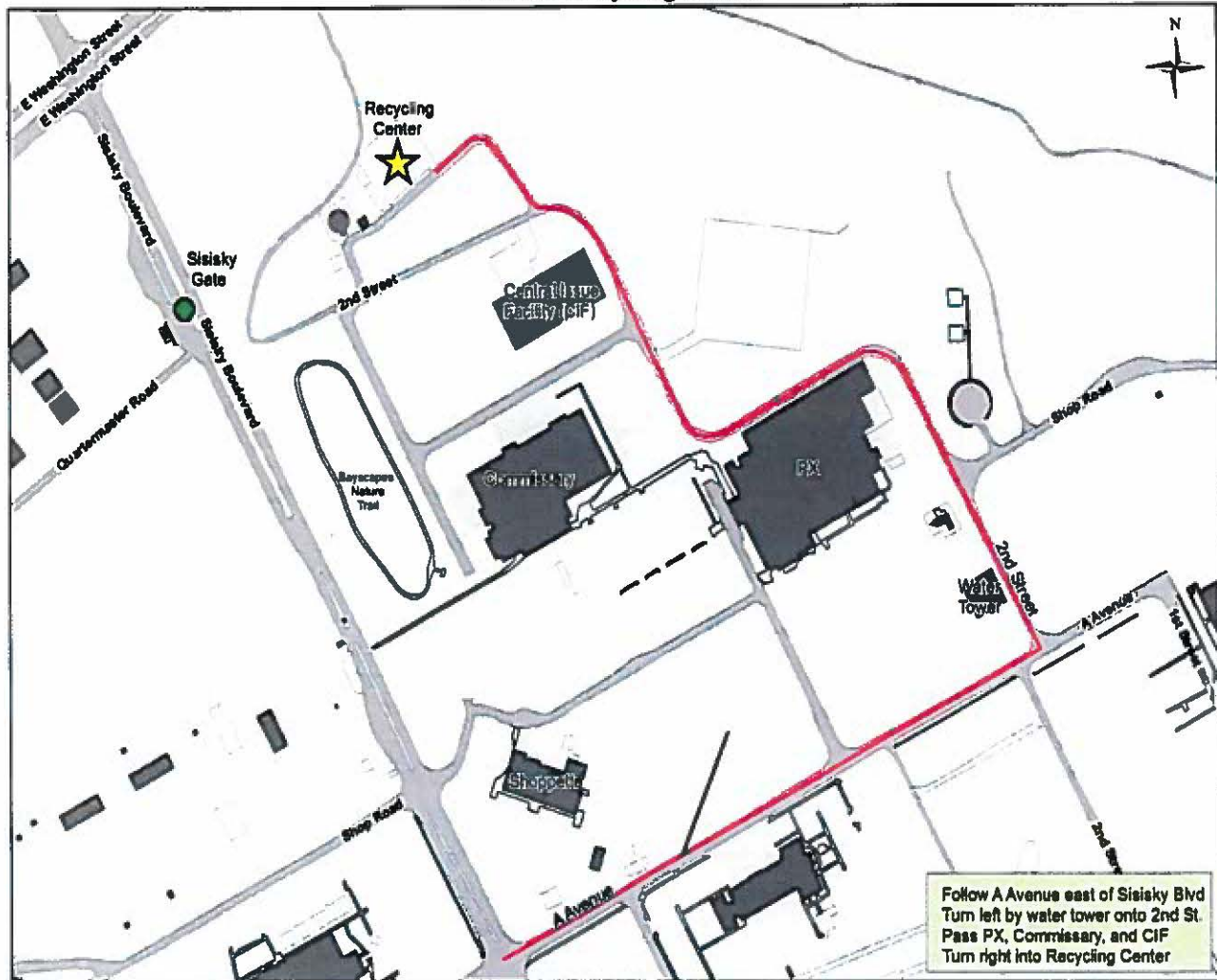
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96 Gallon Recycle Route



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### Fort Lee Recycling Center





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Enclosure 2

## **Solid Waste Action Team (SWAT) Charter**

### **Mission**

Assist the Garrison Commander with managing Fort Lee Solid Waste and the Qualified Recycling Program (QRP) funds in a manner that satisfies all assigned and known future missions.

### **Vision**

The Solid Waste Action Team will support the development of a unified installation "one post" that partners with Fort Lee, United States Army Garrison (USAG), Combined Arms Support Command (CASCOM), and all other tenant organizations to support Fort Lee's mission through efficient and sustainable use of operational, environmental and cultural resources during the management of solid waste.

### **Goals**

- Provide guidance to all military service members, civilians, tenant organizations and contractors assigned or working at Fort Lee, on the procedures of Fort Lee's Recycling Program.
- Recognize and promote orderly development of Recycling Processes to meet requirements of Major Commands, Garrison staff directorates and support offices, tenant organizations and Reserve Component units.
- Facilitate the exchange of information and ideas relevant to the development of a thorough SWAT and QRP, *moving toward Net Zero Waste by CY30*.

### **Authority**

- AR 200-1, Environmental Protection and Enhancement.
- AR 420-1, Army Facilities Management.
- Executive Order 13693, Planning for Federal Sustainability in the Next Decade, 19 March 2015.
- U.S. Army Assistant Chief of Staff Installation Management (ACSIM), Qualified Recycling Program Handbook, Dated November 2010.

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- Public Law 97-214, Resource Conservation and Recovery Act of 1976.
- IMCOM Fiscal Year (FY) 2013 Non-Hazardous Solid Waste Diversion Goals.

### **Functions**

The functions of the SWAT are to:

1. Act as the Garrison Commander's Solid Waste Council to ensure the orderly management of solid waste and the QRP funds in support of missions, management processes and achieving installation objectives; while following these guidelines for utilizing QRP funds:
  - a. Proceeds from the sale of recyclable materials at the installation shall be credited to funds available for operation and maintenance at the installation in the amount sufficient to cover operation, maintenance and overhead for processing recyclables and to improve recycling on the installation.
  - b. If after the operation and maintenance of the recycling program is funded, then not more than 50% of the remaining funds may be utilized at the installation for pollution abatement, energy conservation, and occupational safety and health activities.
  - c. The remaining balance available to the installation may be transferred to the non-appropriated morale and welfare fund for the installation, to be used for any morale and welfare activity.
2. Guide development and maintenance of all components of the SWAT.
3. Assist in ensuring that the SWAT:
  - a. Addresses all solid waste requirements from Department of Defense (DoD), Army, and Installation Management Command (IMCOM) guidance.
  - b. Addresses all solid waste requirements for all activities on Fort Lee.
  - c. Reflects changes in Fort Lee current or future solid waste concerns, with full consideration of, and respect for, Fort Lee's mission.

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4. Coordinate installation solid waste projects as appropriate with current recycling contract and environmental issues.
5. Develop plans and projects that are in harmony with, protect, and enhance the environment, fully observant of sustainable design in development of policies and principles.
6. Ensure maximum use of existing reduction, reuse, and recycling processes; advice on the assignment and reassignment of recycling processes within existing facilities.
7. Formulate and justify major changes with facilities recycling programs in accordance with annual program higher headquarters guidance.
8. Resolve any recycling issues between competing organizations.

### **Composition**

The SWAT is composed of regularly assigned members or their alternates and organized as follows:

#### **1. Voting Members:**

- Garrison Commander (Chair)
- Combined Arms Support Command, Chief of Staff (CASCOM)
- Deputy, Garrison Commander
- Garrison, Command Sergeant Major
- Director, Public Works (DPW)
- Director, Logistics (LRC-LEE)
- Representative, Quartermaster School
- Representative, Ordnance School
- Representative, Transportation School
- Representative, US Army Logistics University (ALU)
- Representative, Defense Contract Management Agency (DCMA)
- Representative, Defense Commissary Agency (DeCA)
- Director, Family, Morale, Welfare & Recreation (DFMWR)
- Director, Training, Plans, Training, Mobilization & Security (DPTMS)
- Chief, Environmental Management Division (EMD)

#### **2. Non-Voting Members:**

- Director, Fort Lee Commissary (DeCA)
- QRP Manager, Public Works (DPW)
- Director, Safety (USAG)

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- Director, Resource Management Office (RMO)
- Director, Network Enterprise Center (NEC)
- Director, Software Engineering Center Lee (SEC-LEE)
- Commander, Kenner Army Health Clinic (KAHC)
- Director, Post Exchange/Army and Air Force Exchange Service (AAFES)
- Director, Internal Review and Audit Compliance (IRAC)
- Recycling Coordinators (RC) from Commands/Directorates/Buildings

### **Meetings**

1. The SWAT will meet quarterly for the purpose of formal deliberations, consistent with the mission and functions of the SWAT.

2. A member of the Garrison Environmental Management staff serves as the Executive Secretary of the board and will prepare the meeting agenda, read-ahead packages, and record and distribute minutes of all SWAT meetings. The minutes will record members present and absent, and topics discussed to include issues, points of discussion, board recommendations with consensus tally, if appropriate, and decisions made.

3. The SWAT will recommend formal approval of:

a. All components of the SWAT and the resources required to prepare and maintain them.

b. New project requests.

c. Variances from recycling processes established by the regulations.

d. Priorities and funding of QRP projects and other related resource issues.

e. Other items within the purview of the SWAT charter, as designated by the Chair or his/her designee.

f. The Chair or his/her designee is the final decision maker during the voting process, when needed.

g. The Resource Management Office shall ensure that projects considered for local funding with recycling proceeds are not already included in a normal military construction program.

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4. Voting quorum will be determined by a majority of the members present.

5. Interim meetings may be held at the discretion of the Chair or his/her designee for special cases and other matters. When interim meetings are initiated voting can be accomplished by email with a majority vote from the members answering the email.

6. Administrative Considerations

a. The Environmental Management Division (EMD) will serve as the Executive Secretary, as well as the recorder. Administrative and technical support will be provided by EMD as a normal part of EMD duties in developing and maintaining the SWAT charter, and the Fort Lee Integrated Solid Waste Management Plan.

b. Meeting minutes will be recorded and distributed by EMD.

c. The official files of the SWAT will be maintained by the EMD.

d. Correspondence pertaining to the SWAT will be directed to the Directorate of Public Works, Attn: IMLE-PWE (Solid Waste Manager /QRP Manager) 825 19th Streets, Building 6005, Fort Lee, 23801.

7. The point of contact for this charter is the Fort Lee Directorate of Public Works Environmental Management Division at (804) 734-5014.

  
HOLLIE J. MARTIN  
COL, LG  
Commanding

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Enclosure 3

**FORT LEE  
RECYCLING PLAN**

*(Update 01 JAN annually and submit to DPW - Environmental Management Division)*

1. Organization: \_\_\_\_\_

Date of this plan: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Identify your Recycling Coordinator (RC) and Alternate Recycling Coordinator(s):

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Bldg.</b>
Coordinator			
Alternate			
Coordinator			
Alternate			

3. Briefly describe how your activity will operate recycling or the process you follow to get recycling accomplished.

4. Explain how your personnel will receive the mandatory recycling training annually. Explain how new personnel will be trained in recycling (for training material contact the DPW-Environmental Management Division).

5. Are you satisfied with Fort Lee Recycling Services? YES\_\_\_\_NO\_\_\_\_.  
If NO, please describe the recycling concerns you have.

How would you improve Fort Lee Recycling Services?

6. Person submitting plan: \_\_\_\_\_



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Title: \_\_\_\_\_

**Enclosure 4**