



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**INSERT UNIT/COMMAND NAME HERE**  
**BOX 339500, MAIL STOP XX**  
**JOINT BASE LEWIS-MCCHORD, WA 98433-9500**

**OFFICE SYMBOL**

**Date**

MEMORANDUM FOR (unit name) Personnel

SUBJECT: Standard Operating Procedures (SOP) for (unit name) Recycling of Non-Hazardous Solid Waste

1. References:

- a. Executive Order 13834, Efficient Federal Operations, 17 May 2018
- b. Code of Federal Regulations Title 40, Chapter 1, Subchapter 1 – Solid Wastes
- c. Army Regulation 420-1, Army Facilities Management, 28 March 2009
- d. Army Strategy for the Environment, 1 October 2004
- e. Fort Lewis Regulation 200-1, Environmental Protection and Enhancement.
- f. JBLM Policy Statement #20 Commander's Policy on Recycling and Solid Waste Disposal

2. Purpose. Establish, monitor, and execute programs for non-hazardous solid waste, including: waste minimization, resource recovery, and recycling.

3. Scope. This SOP applies to all personnel assigned or attached to (unit name).

4. Objectives.

a. To ensure all individuals within (unit name) are in compliance with federal, state, local, and Joint Base Lewis-McChord (JBLM) regulation during garrison and field operations.

b. Meet the Department of Defense goals by diverting non-hazardous solid waste from landfill disposal.

c. To protect the environment.

d. To wisely steward financial and natural resources by minimizing waste, thereby sustaining JBLM as a training installation well into the future.

5. Definitions:

a. Solid Waste: Means all putrescible and non-putrescible solid and semisolid wastes including, but not limited to: garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged materials, and recycled materials.

b. Recyclable Materials: Means those solid wastes that are separated for recycling or reuse including, but not limited to: paper, metal, and clean untreated wood. Items that are identified as recyclable material pursuant to a local comprehensive solid waste plan and market trends.

c. Recycling: Means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

6. Responsibilities:

a. The Commander/Supervisor will appoint a Recycle Officer [preferably the Environmental Officer] who will promote waste reduction and recycling and ensure compliance with provisions of this SOP and applicable regulations by all personnel under his/her control.

b. The Recycle Officer, (Name of Recycle Officer), is responsible for:

(1) Encouraging and educating all building occupants to reduce paper usage and to recover recyclable materials such as paper, magazines, file folders, tin cans, aluminum cans, clean untreated wood, batteries, glass bottles, and cardboard. Informational flyers can be found at the JBLM Environmental Division website under Recycling.

(2) Ensuring that toner and ink cartridges are handled safely and recycled in an environmentally sustainable manner at one of the many drop off locations on the base (Recycling centers, Supply Support Activities).

(3) Encouraging all personnel to reuse/recycle packaging boxes and minimize packaging usage.

(4) Monitoring SOP effectiveness and updating as necessary.

c. All Personnel are responsible for:

(1) Avoiding paper use where practical (edit documents on-screen, use electronic forms of communication).

(2) Ensuring that double-sided copying/printing is employed whenever possible/practical.

(3) Using the desk side recycling totes beside each workstation for collection and eventual transport to facility/building recycling containers.

(4) Using the unprinted side of any paper (printed on one side) to produce draft copies of documents and for notes.

(5) Breaking down cardboard boxes/containers and putting them into recycling containers.

7. Procedures. To help in maintaining a strong and effective program the following guidelines will be enforced:

a. A Customer Service Agreement (CSA), HJB Form 223, will be filled out requesting outdoor contractor-serviced recycle and refuse containers. A CSA can be obtained from the Public Works Recycling Outreach Coordinator at: [usarmy.jblm.imcom.list.dpw-jblm-recycles@army.mil](mailto:usarmy.jblm.imcom.list.dpw-jblm-recycles@army.mil), or at the [JBLM publications SharePoint](#). For indoor recycle containers, any container can be utilized for indoor recycle collection, even a cardboard box. All items to be emptied by the unit, into the larger recycling container in your organization footprint.

b. Outdoor containers can be placed on a scheduled pick up service or on call as needed. Blocked or contaminated containers will not be serviced. For recycling service-related issues, contact Corporate Waste Solutions at (253)982-3451. Indoor recycle containers are the responsibility of the unit to empty. Items placed on the ground outside of a container will not be picked up. Such items constitute illegal dumping and violate JBLM's stormwater permit. Unit notices of violation and/or fines can result from illegal dumping. Personnel will ensure illegal dumping does not occur within unit-controlled areas and will coordinate for prompt clean up whenever illegal dumping is discovered within unit areas.

c. Recycling containers will be positioned at this facility/building. Curbside recycling includes commingled recyclable materials such as paper, magazines, file folders, tin cans, aluminum cans, plastic bottles, and cardboard.

d. Large quantity generators of cardboard will be place it in segregated cardboard recycling bins at the facility/building. Smaller quantity generators will place cardboard in the commingle curbside collection container located at the facility/building.

e. Scrap Metal will be placed in metal designated drop boxes or coordinated through Public Works Solid Waste Program Manager (253)966-1781 to ensure proper documentation.

f. Activities that generate large amounts of recyclable items should coordinate through Corporate Waste Solutions, 253-982-3451, for potential capturing of unusual material for recycling opportunities.

Reduce, reuse, and recycle while accomplishing the mission!

Commander's Signature Block