

GUIDANCE FOR IMPLEMENTING A RECYCLING PROGRAM FOR NON-HAZARDOUS SOLID WASTE

1. **PURPOSE:** Establish, monitor, and execute programs for non-hazardous solid waste, including waste minimization, resource recovery and recycling.
2. **APPLICABILITY:** This applies to all personnel assigned to Joint Base Lewis-McChord (JBLM).
3. **REFERENCES:**
 - a. JBLM OPORD 13-010, Net Zero Waste and Recycling Container Requirements for Units and Activities, 3 April 2013.
 - b. FL Reg 200-1, Environmental Quality: Environmental Protection and Enhancement, 1 November 2004.
 - c. JBLM PWE.x707, JBLM Integrated Solid Waste Management Plan, 18 June 2013.
 - d. EO 12780, Federal Agency Recycling and Council on Federal Recycling and Procurement Policy, 31 October 1991.
 - e. EO 12873, Federal Acquisition, Recycling and Waste Prevention, 20 October 1993.
 - f. EO 13101, Greening the Government through Waste Prevention, 16 September 1998.
 - g. EO 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 January 2007.
4. **EXPLANATION OF TERMS:**
 - 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, cardboard, papers, scrap metals, plastics and glass, that are identified as recyclable material pursuant to the JBLM Integrated Solid Waste Management Plan.
 - c. **RECYCLING:** Means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.
 - d. **DIVERSION:** Prevention and reduction of generated waste through source reduction, recycling, reuse or composting.

5. OBJECTIVES:

- a. To ensure all individuals on JBLM are in compliance with Federal, State, Local and JBLM regulations during unit operations on JBLM.
- b. The goal of this program is:
 - (1) Increase recycling which leads to Qualified Recycling Program profits for Unit funds.
 - (2) Offer recycling options at all buildings including appropriate set-up for waste disposal and diversion.
 - (3) Meet the Department of Defense goals by diverting non-hazardous solid waste from landfill disposal.
 - (4) Achieve Net Zero Waste by 2020.

6. RESPONSIBILITIES:

a. The Commander/Supervisor will appoint a Recycle Coordinator (Preferably the Environmental Officer) who will promote waste reduction and recycling and ensure compliance with all Regulations by all personnel under his/her control.

b. The Recycle Officer is responsible for:

(1) Creating a unit Recycling Program Standard Operating Procedure (SOP) based on the guidance provided.

(2) Educating and encouraging all building occupants to reduce disposal and recover recyclable materials such as paper, sticky notes, shredded paper, magazines, file folders, cardboard, paperboard, tin cans, aluminum cans, plastic bottles #1 through #7, dairy tubs, plastic buckets, plastic plant pots, juice boxes, milk cartons. For additional information or current list of recyclable materials visit:

<http://www.lewis-mcchord.army.mil/publicworks/sites/services/dumpsters.aspx> or

<http://www.lewis-mcchord.army.mil/publicworks/sustainability/default.aspx>

(3) Raising awareness and educating building occupants about paper reuse and recycling.

(4) Ensuring that toner and ink cartridges are handled in a safe manner in accordance with the dangerous/hazardous goods procedures by recycling at one of the many drop off locations on the base (Recycling Centers, Supply System Account's).

(5) Ensuring that packaging is minimized.

(6) Encouraging all Personnel to reuse/recycle packaging boxes.

(7) Ensuring unwanted Hazardous Material is turned in through the Hazardous Materials Control Center.

(8) Monitoring the SOP effectiveness.

(9) Updating the SOP as necessary.

(10) Ensure all new unit members receive training on recycling protocol and make sure appropriate signs and learning materials are available.

(11) Ensure all new unit members receive training on recycling protocol and make sure appropriate signs and learning materials are posted/available.

(12) Communicating with and informing building occupants on issues relating to this procedure and recycling results achieved.

(13) Ensuring that recyclable organic materials (e.g. tree, grass and plant debris) and inorganic materials (e.g. concrete, asphalt and masonry) are recycled at Earthworks whenever possible. Earthworks has strict segregation and acceptance criteria. Prior coordination and approval is required. Contact Earthworks, at 967-3803, for scheduling and information.

c. All Personnel are responsible for:

(1) Separating recyclables from garbage into appropriate containers. This includes in the office, at the barracks, in the motor pool and after training events where trash is accumulated in the field exercise.

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

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

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

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

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

APPLICABILITY: This policy applies to all personnel assigned to ____ (Unit Name)____.

GENERAL GUIDANCE: To help in maintaining a strong and effective program the following guidelines will be enforced:

a. Recycling containers will be positioned at this facility/building. Curbside recycling program includes recyclable materials such as paper, sticky notes, shredded paper, magazines, file folders, cardboard, paperboard, tin cans, aluminum cans, plastic bottles #1 through #7, dairy tubs, plastic buckets, plastic plant pots, juice boxes, milk cartons.

b. Cardboard can be placed in the commingle curbside collection container located at the facility/building or comingle items can be placed in cardboard labeled containers as well.

c. Scrap Metal will be collected in Lemay drop boxes or coordinated through Public Works Environmental office to ensure proper documentation.

d. Activities who generate large amounts of items that may be recycled i.e. Shrink wrap should coordinate through the Public Works Recycling Outreach Coordinators office for potential capturing of unusual material for recycling opportunities.

e. Activities who generate large amounts of recyclable organic materials (e.g. tree, grass and plant debris) or inorganic materials (e.g. concrete, asphalt and masonry) should coordinate with Earthworks for recycling opportunities at 253-967-3803.

f. Any damages to containers, or if another size container is needed please call 253-966-6444. If there is illegal dumping or hazardous waste contamination in a dumpster, please call 253-966-0869.

Reduce, reuse, and recycle while accomplishing the mission!