



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
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FORT STEWART, GEORGIA 31314

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MAR 05 2019

**Qualified Recycling Program
Standard Operating Procedures**

1. PURPOSE. To establish uniform procedures and responsibilities for the execution of the USAG Command Qualified Recycling Program (QRP) Standard Operating Procedures (SOP).
2. REFERENCES.
 - a. 10 United States Code (U.S.C.) 2577. Disposal of recyclable materials, 3 January 2007.
 - b. Executive Order (EO) 13834, Efficient Federal Operations, 17 May 2018.
 - c. Department of Defense (DoD) 7000.14-R, Financial Management Regulation, Volume 11A: Reimbursable Operations Policy, May 2015.
 - d. Department of Defense Instruction (DoDI) 4715.23, Integrated Recycling and Solid Waste Management, 24 October 2016.
 - e. Department of Defense Manual (DoDM) 4160.28, Volume 1 (Defense Demilitarization: Program Administration), Volume 2 (Defense Demilitarization: Coding), Volume 3 (Defense Demilitarization: Procedural Guidance), 31 August 2018.
 - f. DoDI 7000.14-R, Disposition of Proceeds from DoD Sales of Surplus Personal Property, Change 3, 26 July 1993.
 - g. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
 - h. Army Installation Green Procurement Program Implementation Guide, Volume 2, December 2010.
 - i. Qualified Recycling Program Handbook, November 2010.
 - j. Fort Stewart/Hunter Army Airfield (FS/HAAF) Integrated (Non-Hazardous) Solid Waste Management Plan, October 2015.
 - k. FS/HAAF Affirmative Procurement Plan, December 2015.

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3. RESPONSIBILITIES:

All military units, Installation activities, tenant organizations and contractors (to include partnerships and other organizations operating on the Installation) will adhere to the Command Policy Letter #25 FS/HAAF Sustainability Management and the FS/HAAF Qualified Recycling Program SOP to reduce the waste stream volume, enhance pollution control, and conserve natural resources. Roles and responsibilities are further outlined below detailing QRP specific management and oversight roles and responsibilities.

a. Garrison Commander (GC).

(1) Provide command emphasis on solid waste reduction, materials reuse, recycling, and Green Procurement (GP) promoting recycling/reuse programs and GP policies.

(2) Maintain a functional organizational structure to plan, execute, and monitor the solid waste and recycling programs.

(3) Ensure that the proceeds from the recycling program are used in accordance with DODI 4715.23 and DoD 7000.14-R.

(4) Appoint a QRP Manager dually responsible for oversight of the GP Program as the Sustainability Management System (SMS) Procurement, Materials, and Resources Process Action Team (PAT) Leader.

(5) Chair the Environmental Quality Control Committee (EQCC). Emphasize Garrison staff, Unit Commanders, and tenant organization attendants, inclusive of members of the SMS Team and the QRP Oversight Committee (QOC).

b. All Garrison and Tenant Activity Directors.

(1) Advise directorate activities of Federal and State requirements for managing and reducing solid wastes, recycling, and GP.

(2) Appoint, in writing, a Recycling Compliance Person (RCP) for each assigned activity and/or building. A trained Environmental Compliance Officer (ECO) fulfills the requirement of an RCP.

(3) Monitor directorate and tenant activities regarding compliance with solid waste management requirements.

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(4) Support and emphasize waste reduction, recycling, and GP.

(5) Ensure that SMS and either RCP or ECO/Environmental Compliance Non-Commissioned Officer (ECNCO) training is approved, accomplished, and documented as applicable.

(6) Participate in the EQCC, which serves as the platform for SMS updates and QRP QOC meetings.

c. Directorate of Public Works (DPW).

(1) Implement a training, surveillance/inspection, and enforcement program to support and assess compliance with this policy. Compliment the program with incentives and a rigorous awareness campaign coordinated with Public Affairs Office (PAO). Collect data, track solid waste diversion, and complete periodic Solid Waste Annual Reporting System (SWARS) data submissions and command updates.

(2) Operate a QRP in accordance with direct sales authority memorandum and QRP Handbook signed by IMCOM Commander. The EQCC will be the platform for the QOC to update/brief the GC on recycling program changes and improvements that support increased recycling of marketable materials and minimizing solid waste disposal. The QOC consists of the GC, DPW, DPW-Environmental, QRP Manager, 406th Army Field Support Battalion (AFSBn-Stewart), Resource Management Office (RMO), Mission and Installation Contracting Command (MICC), Defense Logistics Agency-Disposition Services.(DLA-DS), Installation Safety Office (ISO), Directorate of Family and Morale Welfare and Recreation (DFMWR), and Directorate of Emergency Services (DES)-Fire Department with voting authority and DPW-Housing, PAO, and Staff Judge Advocate (SJA) with non-voting authority.

(3) Ensure that property purchased by the Federal government with appropriated funds is not accepted by the QRP. These items are considered "surplus property" and must be properly disposed of In Accordance With (IAW) DoD 7000.14-R, DoD Financial Management Regulation, Volume 11A, Chapter 5.

d. Environmental Division.

(1) Provide oversight of the SMS and solid waste compliance. Ensure staff, SMS Team Members, and QOC personnel are trained.

(2) Periodically review and monitor compliance with Federal, State, and Army requirements for solid waste management and recycling.

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(3) Determine the most cost-effective and efficient means of source reduction, recycling, waste storage, collection, treatment, and disposal.

(4) Advise the GC, in coordination with directors, on the most cost-effective and efficient means of solid waste management. This may include recommendations for changes in policy or procedures, or the need for new facilities or equipment.

(5) Advise waste-generating activities of Federal and State requirements for managing solid waste, including requirements for recordkeeping, reporting, and permitting.

(6) Serve as the Installation point of contact for addressing issues concerning solid waste management and recycling.

(7) Ensure sufficient funding to comply with applicable laws and regulations regarding solid waste management.

(8) Oversee all aspects of the solid waste compliance program including source reduction and recycling. Includes performance assessments such as Environmental Performance Assessment and Assistance System and Organization/Command Inspection Program, as well as other management reviews.

(9) Facilitate the SMS Procurement, Materials and Resources PAT meetings. The Team Leader will serve as GP Program oversight providing technical advice, sponsoring training, and promoting the program.

(10) Ensure discussions on implementation of the Integrated Solid Waste Management Plan are included in the EQCC and PAT meeting agendas.

(11) Maintain liaison and coordinate as necessary with solid waste regulators.

(12) Provide guidelines on source reduction strategies, yard waste management, P2, and recycling to Installation personnel.

(13) Facilitate SMS training.

e. Qualified Recycling Program Manager.

(1) Promote Installation Strategic Plan objectives for sustainability and compliance with the Command Policy Letter #25 FS/HAAF Sustainability Management and Garrison Recycling Program SOP.

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(2) With IMCOM Commander Direct Sales Authority and as appointed by the GC, operate a QRP to reduce the waste stream volume, enhance pollution control, and conserve natural resources when such programs are life cycle cost effective and IAW the Army QRP Handbook.

(3) Lead the SMS Procurement, Materials and Resources PAT providing GP Program, oversight and coordination, providing technical advice, sponsoring training, emphasizing mandatory purchasing preference programs, and promoting recycling programs.

(4) Ensure the QRP QOC has active members assigned from the following organizations: DPW, DPW-Environmental, QRP Manager, AFSBn-Stewart, RMO, MICC, DLA-DS, ISO, DFMWR, and DES-Fire Department, DPW-Housing, PAO, and SJA IAW QRP Handbook Guidelines.

(5) Participate in the EQCC, providing an Annual Management Review and update to the QRP QOC.

(6) Develop GP and recycling training programs, integrating them into existing training forums, as needed and as opportunities arise. Conduct RCP training. Coordinate and conduct blocks of GP and recycling instruction in such training events as the Government Credit Card user training and newcomers' training.

(7) Coordinate QRP activities, oversee the daily operation of the recycling program, promote the program, and address customer concerns.

(8) Ensure expended brass (.50 caliber or below) gleaned from firing range clearance have appropriate safe clearance certifications with dual signatures provided on the DD Form 1348-1 prior to receipt. Signatories will have completed appropriate training in the identification and recognition of Ammunition, Explosives and other Dangerous Articles (AEDA) as confirmed on a list provided annually by the AFSBn-Stewart.

(9) Ensure all expended brass (.50 caliber or below) is crushed, shredded, or otherwise destroyed/ deformed/ demilitarized prior to public sale.

(10) Ensures expended brass larger than .50 caliber gleaned from firing range clearance and other QRP prohibited materials are NOT accepted at QRP facilities.

(11) Coordinate, when appropriate, with the DLA-DS for assistance in program management and generation of recyclable materials; technical advice and assistance on proper disposal of government property not authorized for sale by the QRP direct

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sales authority; and when necessary, coordinate for the sale of qualified materials.

(12) Ensure the "Dangerous Property" clause is included in all contracts for sale of firing-range scrap consisting of expended brass and mixed metals gleaned from range clearance.

(13) Ensure pallets are inspected for serviceability, keeping a stockpile of serviceable pallets for Installation reuse and providing a certificate for landfill disposal of unserviceable pallets.

(14) Maintain recycling convenience centers and ensure containers used to collect recyclables are maintained in good working condition and labeled for acceptable content. In addition to the convenience centers, co-locate recycling dumpsters, where feasible, adjacent to waste containers for facility use and ease of operations.

(15) Request, justify, and procure equipment necessary to perform recycling operations. Such equipment shall meet standards for operational safety published in Federal and Army regulations and guidelines.

(16) Develop performance work statements for recyclable materials collection and operations of recycling facilities, coordinate contract execution (to include Service Contract Approval through the Contract Review Board), and inspect/assess contracted operations.

(17) Maintain a recyclable materials accounting procedure to track the materials processed and sold and a financial accounting system for the receipts and disbursement of funds. Accounting must include documented information regarding operational costs, recyclables sales, revenues, cost avoidance and disbursement of funds.

(18) Track solid waste and recyclables quantities and diversion for monthly updating the Army's Solid Waste Annual Reporting Web-based (SWARWeb) system, and periodically updating metrics tracked in the FS/HAAF SMS PATs, the Readiness Quality Management Board, the Army Environmental Quality Database, and the Performance Assessment Review (formerly Performance Management Review). Biannual SWARWeb updates will be processed through IMCOM to HQDA in May and November unless otherwise specified by IMCOM.

(19) Monitor participation in the QRP and implement measures to increase participation through execution of an aggressive promotional and educational campaign.

(20) Ensure all equipment used in recycling operations and owned by FS/HAAF is maintained in good working order and is adequate to meet the needs of the Installation.

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(21) Report recycling program deficiencies to Compliance Training and Inspection Project Manager or DPW Refuse Collection Contracting Officer Representative (COR) who shall initiate corrective actions to fix the problem area.

(22) Ensure contracts with large quantities of packaging material include provisions to collect and transport the materials to the Installation recycling facility.

(23) Ensure refuse and recycle collection drivers do not service trash dumpsters that include recyclable material or recycle dumpsters that are contaminated with trash.

(24) Conduct annual internal audit and coordinate triennial external audit of the QRP budget IAW Army QRP Handbook.

(25) Coordinate initiation of external QRP audits every four years (after every three internal QRP audits) with Installation Internal Review IAW Army QRP Handbook and IMCOM Subject Matter Expert guidance.

(26) Participate in periodic pollution prevention in-progress reviews as required by HQDA and IMCOM.

(27) Prepare solicitations for the sale of processed recyclable materials and submit bid proposal requests to at least three vendors. Bids received are processed, awarded for the proposal most advantageous to the government, and commodity pick-up coordinated with vendor and QRP Manager.

(28) Review payments received for accuracy and verify deposit input in Over the Counter Channel (OTCnet) by the Recycling Compliance Training and Inspection Project Manager. Deliver checks and OTC deposit documents to bank to process deposits. Provide deposit documents to Recycling Compliance Training and Inspection Project Manager to update recyclable sales files.

f. Recycling Project Manager (Contract).

(1) Overall responsible for the day to day operations of the recycling centers (FS Processing Station, FS Scrap Metal Yard and HAAF Recycling Yard) at FS/HAAF.

(2) Develops a Job Description and Job Hazard Analysis for all employees under manager's control.

(3) Overall responsible for the collection of recyclable material at FS/HAAF.

(4) Overall responsible for the management of the scrap metal yard and brass deformer on FS.

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(5) Reports directly to the QRP Manager when sufficient quantities of recycle materials are on hand to warrant sales.

(6) Reports directly to the QRP Manager any equipment maintenance issues.

(7) Ensure all equipment used in recycling operations and owned by FS/HAAF is maintained in good working order and is adequate to meet the needs of the Installation.

(8) Ensure containers used to collect recyclables are maintained in good working condition and labeled for acceptable content.

(9) Ensure recycle collection drivers do not service any recycle dumpsters with trash present. Immediately inform the QRP Manager when this condition exist, and when the driver observes recyclables in trash dumpsters.

g. Recycling Compliance Training and Inspection Project Manager.

(1) Overall responsible for the day-to-day implementation of all unit/organization recycling program assessment and training requirements to ensure compliance with FS/HAAF SMS policy.

(2) Develops a Job Description and Job Hazard Analysis for all employees under manager's control.

(3) Communicate directly with unit/organization Recycling Compliance Coordinator to implement corrective actions for deficiencies identified in the unit/organization operations area of responsibility.

(4) Implement measures to increase participation through execution of an aggressive promotional and educational campaign which supports compliance with the Installation SMS.

(5) Update recyclable materials documentation and process checks into OTCnet for review and acceptance by the QRP Manager.

h. Installation Internal Review.

(1) Coordinate and/or conduct external QRP audits IAW Army QRP Handbook and IMCOM Subject Matter Expert guidance.

(2) The FY16 QRP External Audit was completed on 23 MARCH 2016 and is required every four years thereafter.

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i. Resource Management Office (RMO).

(1) Ensure proceeds from the QRP are used in accordance with DOD 7000.14-R.

(2) In coordination with the Finance and Accounting Office, establish and maintain a QRP F3875 clearing account for deposits of proceeds and ensure collections are accumulated in that account.

(3) Provide a quarterly QRP F3875 clearing account summary report for deposits and disbursements to DPW Environmental Division.

j. Contracting Office and other Organizations Executing Contracts.

(1) Ensure that construction and procurement contracts meet Federal GP requirements and source reduction strategies. Report the number of contracts that include the FAR Part 23 clauses and the number of GP purchases to the DPW QRP Manager/SMS Procurement, Materials and Resources PAT Leader, on a quarterly basis for tracking GP.

(2) Ensure contracts include the requirement for contractors to adhere to Command Policy Letter No. 25, FS/HAAF Sustainability Management, the FS/HAAF QRP SOP, the Installation Recycling Clause, Attachment A to the Technical Provisions General Specification, and other sustainability FAR Part 23 clauses, as applicable.

(3) Ensure provisions for GP and recycling are included in contracts as appropriate, including; construction, deconstruction, janitorial, supply and procurement, engineering and design, fleet, buildings and grounds maintenance, and utility contracts.

(4) Require the use of environmentally preferable products where applicable, with emphasis on recovered materials, bio-based products, and energy efficiency.

(5) Ensure contracts that generate large amounts of cardboard include provisions to collect and transport the cardboard to the Installation recycling facility.

(6) Ensure custodial service contracts include the requirement to deposit the contents collected from recycling containers in the nearest blue dumpster, not service trash receptacles when recyclables are not segregated from the waste stream.

(7) Stipulate in contracts that paper products contain 30% recycled content at a minimum and that contractor documents are printed double-sided.

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(8) Ensure new construction and major renovations conform to applicable energy efficiency requirements and sustainable design principles as specified in EO 13834.

(9) Ensure all military construction, renovation and demolition projects have performance standards to divert a minimum of 60% Construction & Demolition (C&D) Debris waste by weight. Contract specifications will prohibit open dumping of solid waste and require submittal of a C&D Waste Management Plan demonstrating how the Contractor will achieve the specified diversion, confirm items procured will have a minimum packaging and packaging materials to reduce the waste stream volume, and verifying the contractor will provide a copy of landfill scale tickets to the COR at the end of each month.

k. 406th Army Field Support Battalion (AFSBn-Stewart).

(1) Advise procurement activities on the availability of environmentally preferable products and GP requirements.

(2) Seek ways to reuse and reduce packaging and packing materials.

(3) Support the DPW Environmental Division in measuring progress to meet waste reduction goals and GP requirements.

(4) Coordinate with unit/activity Supply, Support Supply Activity and DLA-DS personnel to ensure equipment turn-in documents (DD Form 1348-1) for QRP items are properly completed to ensure reimbursement to the QRP F3875 account.

(5) Ensure Ammo Supply Point personnel certifying expended brass and mixed metals gleaned from firing range clearance have appropriate training in the identification and recognition of AEDA and provide a list of such trained individuals to the QRP manager annually.

(6) Properly trained Ammo Supply Point personnel shall inspect expended brass (.50 caliber and below) gleaned from firing range clearance for compliance with DoD guidance and instruction, and provide a safe certification statement on the DD Form 1348-1, with dual signatures when turning materials in for recycling.

l. Director, Defense Logistics Agency (under the Under Secretary of Defense for Acquisition, Technology, and Logistics)/DLA-DS.

(1) Establish procedures and controls to ensure that when recyclable materials are consigned for disposal to the Defense Reutilization and Marketing Service on behalf of the FS/HAAF QRP, 100% of any proceeds, less the costs of sales and handling, are returned to Installations in accordance with established accounting procedures.

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(2) Advise generating activities about the required turn-in procedures, including packaging, labeling, and transporting of materials to facilitate sales/recycling. This includes properly filling out turn-in documents (DD Form 1348-1) for items eligible for QRP reimbursement with the QRP Department of Defense Activity Address Code (DoDAAC) and QRP fund cite. Assume accountability for materials properly turned in for disposal, resale, or recycling.

(3) Maintain records concerning types and quantities of materials turned in and proceeds for resale and recycling activities.

(4) Provide a quarterly report to DPW Environmental Division of scrap items and weights processed or sold.

m. Self Service Supply Center.

(1) Stock clear plastic bags, blue recycling containers marked "We Recycle," office paper with a minimum of 30% recycled content, and other Environmental Protection Agency-designated products made from recycled material. Recycled content items should be clearly marked and labeled as such.

(2) Ensure signs are posted stating customers should purchase items made from recycled materials when available.

n. Public Affairs Office (PAO).

(1) Publish promotional material on solid waste management issues as provided by the DPW Environmental Division.

(2) Use a variety of media to reach the maximum possible audience.

o. SMS Procurement, Materials and Resources PAT.

(1) Assist with development of necessary actions to implement and maintain the GP process. This includes gathering, organizing and disseminating pertinent information.

(2) Provide input to and advise, coordinate, facilitate and monitor GP training and implementation, to include government purchase card training.

(3) Establish, and update Installation-level objectives and targets for GP and assess performance.

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(4) Encourage and track Sustainable Acquisition by ensuring acquisition contracts include applicable FAR Part 23 clauses requiring GP in the following categories: Office Products (to include electronic equipment), Printing Services, Fleet Maintenance Products, Appliances, Lighting, Building Construction, Renovation and Maintenance (to include janitorial and landscape services), and Traffic Control.

(5) Support and boost use of environmentally preferable, energy-efficient, water-efficient, bio-based, non-ozone depleting, recycled-content containing, non-toxic or less toxic alternatives for products and services.

(6) Ensure equipment and appliances procured meet Energy Star and Federal Energy Management Program standards.

p. Environmental Quality Control Committee (EQCC).

(1) Meet quarterly to discuss issues including the QRP status and solid waste diversion rates.

(2) Serves as the platform and management forum for the SMS and the QRP Oversight Committee.

(3) Conduct Annual SMS and QRP Management Reviews.

q. QRP Oversight Committee (QOC).

(1) Meets annually or as required by Committee Chair to review and recommend approval of procurement of QRP equipment and funding for pollution prevention projects and non-appropriated DFMWR activities/events.

(2) Annually reviews the QRP program in conjunction with the EQCC briefing and review the annual program audit. Annual Review and Executive Session of the QRP Oversight Committee is held 2nd QTR in conjunction with the EQCC and SMS Annual Review. Members of the QRP QOC are also members of the SMS Procurement, Materials, and Resources PAT where much of the staffing work is performed throughout the year.

(3) Plans and approves the QRP annual budget and expenditure of excess funds from the sale of recycled materials.

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4. Sale of Recyclable Materials.

a. All sales of recyclable materials must be in accordance with the procedures in Section 203 of the Federal Property and Administrative Services Act (40 U.S.C. 484-485).

b. FS/HAAF units/organizations and/or service contracts must incorporate processes to remove qualifying recyclable materials from the waste stream. These materials will be processed into a marketable configuration for subsequent sales through QRP direct sales or through the auspices of the DLA-DS. Recovered materials recycled by contractors, in accordance with specific contract salvage-rights language, shall be considered by contracting personnel to off-set overall contract costs and shall report solid waste disposal and recycled data on the annual solid waste report.

(1) Direct sales are expected to result in increased proceeds, increased efficiency or cost effectiveness.

(2) The sale of materials for recycling directly impacts the overall solid waste diversion data and assists the manufacturing industry in the return of a useable product that contains that recyclable material.

c. Qualifying materials that are normally discarded may be reused after physical or chemical processing. Saleable materials include, but are not limited to, scrap metals, expended small arms cartridge casings, mixed paper, office and computer paper, corrugated cardboard, aluminum and steel cans, and plastic bottles. Other items that support the base diversion goals and may be recycled through no- or low-cost contracts include used oils, used Ethylene glycol based antifreeze, batteries, cooking oil, fluorescent lamps (bulbs), and fire extinguishers.

d. Sales proceeds from qualifying materials must be deposited in QRP F3875 Budget Clearing Account (suspense). The deposit will be executed by the QRP Manager or DLA, in the case of reimbursement for qualifying sales through DLA-DS channels.

5. Management of Proceeds from Recycled Materials. The FS/HAAF RMO and DPW Budget Office has oversight of QRP funding account. An annual budget will be presented at the EQCC for approval of the QRP operational expenses and other projected program spending. All QRP funded expenses will be processed through the DPW Budget Office and paid with O&M funds. Disbursements from the QRP F3875 account will be processed by the DPW Budget Office at least quarterly. The quarterly report will be filed by the QRP Manager in hard copies.

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a. Reimbursement.

(1) FS/HAAF QRP retains 100% of all proceeds generated through direct sales. Vendor payments will be made to the U.S. Treasury by checks or money orders. Cash will not be accepted.

(2) DLA-DS will reimburse the QRP for proceeds from sales of recyclable materials, minus DLA administration fees. The QRP DoDAAC and Fund Cite statement appears on the DD Form 1348-1 DTID, Block 26.

b. Disbursement of Proceeds. The QRP Manager incorporates all projects recommended for funding with proceeds from the Budget Clearing Account into the EQCC/QRP QOC briefing for committee vote and request for approval by GC prior to distribution of funds.

(1) Budget Clearing Account (Suspense) proceeds will be utilized first to pay for labor, program outreach and training, equipment purchases and maintenance, and facility maintenance costs of the recycling program.

(2) No more than 50% of the funds remaining after recycling operational costs have been paid may be used for pollution abatement, energy conservation, or occupational safety and health activities.

(3) The remaining 50% of funds may be transferred to DFMWR for Installation DFMWR activities.

(4) These three areas are the only avenues for disbursement of funds from the QRP account. The QRP QOC, as designated in paragraph 3q of this order, meets to discuss possible projects and/or activities and to request approval for funding by the QRP. Funds may be held in the account for the next fiscal year up to \$2 million to cover the cost of the QRP operations contracts. Account balances over \$2 million at the end of any fiscal year shall be deducted from the account and move into the U.S. Treasury as miscellaneous receipts.

6. Maintainable Records.

a. Budget Clearing Account (Suspense) funds fiscal accountability (received and disbursed).

(1) All revenue generated from sales will be remitted to QRP Manager in certified check or money order form made payable to U.S. TREASURY.

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(2) Revenue received will be input into OTCnet and deposited into bank, and records of transaction (OTCnet documents, DD Form 1131, check copies, etc.) will be signed by appropriate personnel and filed with the QRP Manager.

(3) Disbursement of funding to cover QRP operational expenses and other authorized QRP funded projects are processed through the DPW Budget Office.

(4) The QRP Manager will ensure all QRP transactions and information documents are available in a hard copy binder and an electronic copy on the Environmental server.

b. Funds Receipt and Disbursement Accounting.

(1) Direct sales. A sales invoice will accompany all material sold through the QRP direct sales. A copy of the invoices will be filed in the binder and on the server.

(2) DLA-DS. QRP reimbursable material processed through DLA-DS will have a DD Form 1348-1, Turn-In Document, that is stamped with the reimbursement statement, containing the correct QRP F3875 account information, DoDAAC, and QRP point of contact and telephone number. All QRP eligible transactions will be tracked through the DLA-DS website external Reimbursable Report.

(3) Annual QRP Budget Disbursements. Upon approval of the QRP annual budget, the DPW Budget Office and RMO will process all disbursements for QRP operational expenses and, if funding is available, for pollution prevention projects and/or for non-appropriated DFMWR activities. Deposits from direct sales processed through OTCnet will be tracked and a summary report provided to DPW Environmental Division quarterly.

c. Preparation of the annual solid waste report and other surveys/reports required by Federal, State and local authorities will be accumulated and maintained throughout the year.

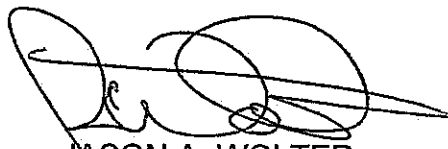
(1) The QRP Manager receives monthly Municipal Solid Waste data for the refuse and recyclables collected. The QRP Manager will ensure data gets input into the appropriate reporting format (SWARWeb, flowcharts, spreadsheets, etc.).

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(2) C&D. During the National Environmental Policy Act review, project specific recycling support comments are provided for inclusion into all contracts. Contractors will document all project solid waste disposal weights and cost (refuse and recycling) from the project site. The report data is for all waste going to an approved landfill as well as the weight and cost/revenue of all materials that is recycled. The COR receives the disposal data (scale tickets/ certified engineer estimate) from the contractor on a monthly basis and will provide the DPW Environmental Division a copy of the disposal data within two weeks. The QRP Manager will ensure data gets input into the appropriate reporting format (SWARWeb, flowcharts, spreadsheets, etc.).

7. PROPONENT. Directorate of Public Works, Environmental Division is the proponent for this SOP at commercial (912) 767-2010 or DSN 870-2010.



JASON A. WOLTER
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Commanding

DISTRIBUTION:

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RMO
ISO
DFMWR
DPW
DES-Fire Department
MICC
406th AFSBn-Stewart
DLA-DS
PAO
Installation Internal Review
USAG Directorates
Staff Offices
Tenant Units