



DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMPR-PW

28 June 2012

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel, Tenant Organizations and Training Units

SUBJECT: PRFTA Policy # 45, Refuse Collection

1. REFERENCES.

- a. Lean Six Sigma Project LD13753
- b. PRFTA Service Contract W9124N-11-P-0229.

2. PURPOSE. To establish the process for requesting changes to refuse collection services on Parks Reserve Forces Training Area (PRFTA).

3. APPLICABILITY. This policy applies to all Civilians and military personnel, tenants and training units that produce solid waste on PRFTA and are covered under the Installation refuse collection contract.

4. POLICY. In order to maximize the use of refuse collection containers on PRFTA the following process is established to maximize garrison assets while providing a quality refuse collection service to the PRFTA community.

5. All solid waste container change requests require a work order submittal to usarmy.parks.imcom-central.list.parks-dpw-service-reqe@mail.mil or 925-875-4631. Only facility managers and their alternates are authorized to submit work orders. No changes may be made without a work order. The Contracting Officer Representative (COR) will respond in writing to the requestor once a decision is made of approved or disapproved. To request a change the requestor must be a tenant or directorate of PRFTA or be prepared to reimburse PRFTA for the expense. All service order requests for solid waste container changes must include the following:

- a. SERVICE CHANGE: Add, remove, relocate, increase size, or decrease size.
- b. NUMBER OF PERSONS: Total number of persons the container is to support.
- c. TYPE OF FACILITY OR OPERATION: Type of operation container is to support.
- d. SIZE: 3,4,6,20, or 40 square yards.

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e. LOCATION: Building or Training Area number to support. Must be on a paved or gravel area with easy access for the collection vehicle.

f. DATES OF SERVICE: Temporary or permanent- if temporary, give dates.

g. IMPACT IF DASAPPROVED.

h. POC: Facility manager name, phone number and email address.

6. Upon receipt of a service order change request the COR will consider the following before approving changes. The COR will use the following as a guidance for approving and executing solid waste container changes.

a. Was the request received 14 days prior to the service date?

b. Is the change in compliance with refuse collection contract constraints?

c. Does the change support the Lean Six Sigma project fill rate goals and maximize existing available space?

d. Is the service reimbursable?

e. What is the distance from an existing container?

f. Would disapproving the request create a hardship, safety concern or health hazard?

g. Is there an impact on existing containers if approved or disapproved?

h. Would increasing the size or location of an existing container meet the needs of the requestor?

7. Directorate of Public Works (DPW) has the authority to approve exceptions that do not meet the above checks for approval. Once a decision is made to approve a collection container change request, the COR will:

a. Ensure reimbursement costs are understood and communicated (coordinate with Director of Resource Management).

b. Add the change to the master refuse collection container list.

c. Send the change request to the refuse collection company.

d. Send a notification to DPW Maintenance Operations section to perform fill rate checks.

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e. Submit a contract modification to contract number W9124N11P-0229 if a cost benefit analysis supports a modification.

f. Communicate result to the requestor.

g. Close the work order.

8. PROPONENT. The proponent for this policy is the PRFTA Directorate of Public Works Office at (925) 875-4643.



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Commanding