



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VA 23801-1720

REPLY TO  
ATTENTION OF:

FORT LEE POLICY NO. 01-08  
1 June 2009

IMNE-LEE-LGS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exchange and Disposal of Fire Extinguishers

1. **References:**

- a. CASCOM & FL SUPPL TO AR 420-90, subject: Fort Lee Fire Protection and Prevention Program, 6 August 2007.
- b. Unified Facilities Criteria (UFC) 3-600-01, subject: Fire Protection Engineering for Facilities, 26 September 2006.
- c. National Fire Protection Association 10, subject: Standard for Portable Fire Extinguishers, 2007 Edition, 15 October 2006 .

2. **Purpose:** To establish policy and guidance for the exchange and disposal of fire extinguishers on Fort Lee.

3. **Applicability:** This applies to all Active Army, Army National Guard (ARNG), United States Army Reserve (USAR), members of other uniform services, organizations (to include tenants and contractors), and civilian personnel assigned/attached to Fort Lee.

4. **Fire Extinguisher Exchange and Disposal:**

a. During routine, recurring inspections, the Directorate of Emergency Services, Fire and Emergency Services (F&ES) Division personnel identify fire extinguishers to be serviced. F&ES then provides a signed fire extinguisher exchange certificate to the designated facility representative who is then responsible for delivering the certificate and identified fire extinguishers to the Directorate of Logistics/Public Works (DOL/DPW) warehouse (T-6208 on Quartermaster Road) for exchange.

b. The DOL/DPW warehouse personnel will exchange fire extinguishers from office buildings and troop barracks on a one for one basis, only if the individual has a fire extinguisher exchange certificate signed by F&ES. The DOL/DPW is only responsible for the exchange of Fort Lee Facility extinguishers that are recognized by an affixed Fort Lee label. Fire extinguishers from vehicles, mobility kits, etc. are the unit's responsibility to service.

IMNE-LEE-PW

SUBJECT: Exchange and Disposal of Fire Extinguishers

c. The Fire and Emergency Services Division (F&ES) will recharge extinguishers from the DOL/DPW warehouse on a regular basis. The DOL/DPW will deliver discharged fire extinguishers or extinguishers requiring service to the F&ES Extinguisher Shop for inspection and repair and will pick up all serviced extinguishers. Extinguishers determined to be unserviceable by F&ES will require disposal.

d. The DOL/DPW Environmental Management Office (EMO) has determined that unserviceable extinguishers are not hazardous waste and can be disposed of in a landfill provided no pressure remains in the device.

e. F&ES will ensure there is no residual pressure in the extinguishers and will dispose of them at the Fort Lee Recycling Center (facility/structure or location). To ensure that no pressure is left in the extinguisher, F&ES personnel will:

(1) Connect the extinguisher to the recovery system and discharge the extinguisher fully.

(2) Remove the fire extinguisher pressure gauge or drill a hole in the canister before the fire extinguisher is disposed of at the Recycling Center.

f. Fire extinguisher exchange and disposal accountability will be accomplished by monthly email from F&ES personnel to the DOL/DPW Accountable Officer for Engineering Supply. The email will list the number of extinguishers received, the number refilled, and the number disposed.

g. The DOL/DPW personnel will use the same disposal methods for unserviceable extinguishers they receive and will consult with F&ES on issues regarding serviceability and residual pressure.

h. Disposal methods apply to dry chemical extinguishers, pressurized water extinguishers and CO2 extinguishers only and will not be used for Halon extinguishers. Consultation with EMO is required whenever Halon extinguishers are discovered.

5. **Effective Date:** This policy is effective on the above-mentioned date of this memorandum.

6. **Proponent:** Proponent for this policy is DOL/DPW Supply and Service Division, (804) 734-4675.



MICHAEL G. MORROW  
COL, LG  
Garrison Commander