



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE**  
**1100 LEE AVENUE SUITE 112**  
**FORT LEE, VIRGINIA 23801-1720**

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**FORT LEE POLICY NO. 19-03**

ATZM-EMO

10 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

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**1. References.**

- a. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.
- b. AR 420-49, Facilities Engineering, 28 Apr 97.
- c. Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, 16 Sep 98.

**2. Purpose.** To establish policy guidelines and assign responsibilities and procedures for Fort Lee's recycling program.

**3. Policy.** Recycling is a mandatory program on Fort Lee. All organizations and residents of Fort Lee will adhere to the recycling program as outlined in this policy letter.

**4. Discussion.**

a. Fort Lee is committed to reaching both local and Department of the Army (DA) waste reduction goals. The DA has established the goal of recycling 50% of the non-hazardous solid waste that is generated each year. The recycling program reflects Fort Lee's commitment to reaching those goals. To do this, Fort Lee soldiers, civilians, and family members must:

- (1) Prevent waste by generating less.
- (2) Recycle all recyclable materials.
- (3) Make purchasing decisions which give priority to materials containing recycled materials.

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b. The participation of each organization and individuals on the installation is critical to that success.

**5. Program Components.**

a. Recycling Program.

(1) All organizations and housing areas on Fort Lee are serviced by the installation refuse contract. The refuse contractor also provides recycling service to the installation. The contractor provides various sizes of recycling disposal containers for this purpose. They are:

(a) Administrative and office areas are provided with individual desk-side recycle boxes. These boxes can be used to dispose of metals, glass, paper, and plastics. Recycle "toters" are also provided in common areas for the same materials. The refuse contractor disseminates information on acceptable commodities and sorting requirements, if any.

(b) Industrial and community support areas are provided with roll-on/roll-off dumpsters for corrugated cardboard and other bulk materials. Toters are also available in select areas.

(c) Housing areas are provided with mobile "toters" to dispose of metals, glass, paper, corrugated cardboard and plastics. The refuse contractor disseminates information on acceptable commodities and sorting requirements, if any.

(2) Organizations and individuals requiring additional containers can obtain them by contacting the Directorate of Engineering and Logistics's (DEL) Solid Waste Contract Manager at 734-5023. Housing area residents may obtain additional mobile toters by contacting their respective community Housing Agent.

(3) The contractor disposes of recyclable products once per week from installation areas. Special requests to remove trash and recyclable products can be accomplished by contacting the DEL Solid Waste Contract Manager at 734-5023.

b. Recyclable products. The Fort Lee recycling program is aimed at removing the following types of items from the solid waste/landfill process:

(1) Recyclable Products:

Paper  
Catalogues, magazines  
Aluminum  
Corrugated cardboard

Green waste (lawn clippings, branches,  
and leaves)  
Bi-metal cans (food containers)  
Empty metal containers

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Brown paper bags  
Phone books  
Cereal and dry food boxes

Wood (e.g., pallets)  
Plastics (PET types HDPW 1&2)

(2) Hazardous Materials. The following items contain hazardous materials and will NOT be placed in recycling containers nor in trash containers. Call 734-5123 for guidance on how to dispose of the following items:

Used oil & oil filters (can be disposed of at the Post Exchange (PX) waste oil tank)

Drums  
Batteries  
Furniture  
Refrigerators

c. Non-Recyclable Products: The following items are NOT recyclable and should be placed in trash containers:

Plastic grocery bags  
Plastic coated boxes  
Wax lined boxes  
Non-corrugated cardboard

Any paper with sticky backing (e.g., Post-it notes)  
Shiny paper & wax paper  
Plastics with recycling symbols 3 - 8  
Carbon paper

d. Activity Recycling Plan (ARP). In support of the recycling program each organization/tenant shall develop an ARP that specifies how recycling will occur within their organization. The ARPs will be updated annually and forwarded to DEL EMO by 1 Jan of each year. Each plan will be certified by the organization's commanding officer or director and will be reviewed by the DEL EMO. A sample ARP is provided at enclosure 2.

e. Recycling Coordinator (RC). Each of Fort Lee's organizations, resident commands, and agencies shall designate a RC. It will be the responsibility of the commanders along with their RC to ensure that adequate materials such as recycling containers are made available to support the program and that individuals within their respective facilities are fully utilizing the containers.

f. Solid Waste Action Team (SWAT). The installation will establish a SWAT, which will be used to oversee and promote the recycling program. The SWAT will be chaired by the Garrison Commander and the Executive Secretary will be the DEL. The organizations specified in Enclosure 3 will be voting members of the SWAT. The SWAT will meet twice yearly to establish installation goals and objectives. The SWAT will also establish an incentives program.

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g. Recycling Incentive Fund.

(1) Fort Lee earns monies based on the current market value of the recyclables that are disposed of at the recycling facility. The funds returned to Fort Lee will be deposited into a recycling incentives' account. These funds will be used to:

(a) Fund initiatives that improve recycling on the installation.

(b) Recognize organizations and housing communities on Fort Lee who have demonstrated excellence in recycling.

(2) The SWAT is responsible for establishing an annual incentives program that rewards organizations and housing communities for excellence in recycling.

**6. Responsibilities.**

a. Fort Lee Organizations, Units, and Other Agencies. Develop activity-recycling plans and appoint recycling coordinators. Each organization will conduct an annual "all hands" recycling training program.

b. Directorate of Engineering and Logistics (DEL).

(1) DEL Operations Division. The DEL Operations Division will manage the installation solid waste contract. Recycling containers and education materials (e.g., posters) will be provided by the DEL or through the contract. Solid waste collection data will be collected in support of program analysis and distributed through the SWAT.

(2) DEL Classification Section. The DEL Classification Section coordinates with the Defense Reutilization and Marketing Organization and collects materials for reutilization, resale, or recycling. The DEL Classification Section will report to EMO monthly the amount of materials collected and disposed of under their auspices.

c. EMO. The EMO will oversee the solid waste program as outlined in reference 1a. EMO will be the office of record for solid waste data provided by the DEL and other agencies.

d. Tenant Agencies with Separate Solid Waste Contracts. Some organizations such as PX and Defense Commissary Agency operate components of a solid waste program, e.g., cardboard collection. These agencies will report to EMO monthly the amount of materials recycled from their organizations.

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e. SWAT. The SWAT will establish installation goals and objectives. The SWAT will establish an incentives program, which is commensurate with the resources available for such a program (local program or other funds).

7. **Program Execution.** Each organization, resident command, and agency will utilize the Activity Recycling Plan at enclosure 2 to describe how their program will be executed.

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

9. **Proponent:** Proponent for this policy is DEL's EMO, ext. 45014.

10. This policy supersedes Fort Lee Policy 6-00 dated 3 Aug 00.

3 Encls  
as

*John R. Angevine /s/*  
JOHN R. ANGEVINE  
Colonel, U.S. Army  
Garrison Commander

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**TRI-FOLD RECYCLING PROGRAM FOLDER**

**[Distributed through on-post distribution,  
or can be obtained from the DEL EMO Office,  
located in Bldg 6206  
or by calling ext 45014]**

**Enclosure 1**







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## **FORT LEE RECYCLING PROGRAM**

### **Solid Waste Action Team (SWAT) Membership**

1. The following organizations and communities will be voting members of the SWAT.

Garrison Commander  
Army Logistics Management College  
Quartermaster Center and School  
Combined Arms Support Command and Fort Lee  
Defense Commissary Agency  
Kenner Army Health Clinic  
Software Engineering Center-Lee  
Post Exchange  
Commissary  
Jefferson Terrace Mayor  
Jackson Circle Mayor  
Harrison Villa Mayor  
Madison Park Mayor  
Monroe Manor Mayor

2. The following organizations will be non-voting members of the SWAT:

Directorate of Engineering and Logistics  
Directorate of Morale, Welfare and Recreation  
Directorate of Operations and Public Safety

**Enclosure 3**