

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735

USASC&FG Regulation
No. 200-1

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Environmental Quality
FORT GORDON QUALIFIED RECYCLING PROGRAM (QRP)
AND SOLID WASTE MANAGEMENT

Summary. This regulation establishes the responsibilities, policies, and procedures for the operation of the Fort Gordon Qualified Recycling Program and Solid Waste Management for all tenant commands and all units on Fort Gordon.

Applicability. This regulation applies to all United States Army Garrison Command and Fort Gordon (USASC&FG) employees, directorates, tenant commands, and all units under the command of this headquarters.

Suggested Improvements. The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation (DMWR). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Director of Morale, Welfare, and Recreation, ATTN: IMSE-GOR-MWR, Fort Gordon, Georgia 30905 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation coordinator.

Availability. This publication is only available on the USASC&FG publications website at <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

Contents

	Paragraph	Page
Purpose.....	1	1
General.....	2	2
Responsibilities.....	3	2
Special Instructions.....	4	4
Appendixes		
A. References.....		9
B. Glossary.....		10-11

1. **Purpose.** This regulation establishes the responsibilities, policies, and procedures for the operation of the Fort Gordon Qualified Recycling Program and Solid Waste Management for United States Army Signal Center and Fort Gordon (USASC&FG) activities/agencies.

*This regulation supersedes USASC&FG Regulation 200-1, 7 November 1995

2. GENERAL

- a. The Garrison Qualified Recycling Program is established to reduce the solid waste stream, prevent pollution, and conserve natural resources.
- b. The program, in addition to providing relief to our environment, will also produce savings in the forms of cost avoidance, extended landfill life, reduced environmental cleanup, and reduction in required solid waste disposal.
- c. The program provides for the collection of materials throughout the installation.

3. RESPONSIBILITIES.

a. The Directorate of Morale, Welfare, and Recreation (DMWR) & Directorate of Public Works and Logistics (DPWL) will

(1) Manage the Fort Gordon Qualified Recycling Program and operate the Fort Gordon Recycling Center.

(2) Develop, establish, and maintain an aggressive qualifying recycling program.

(3) Maintain command-wide attention through high level promotions, publicity, and marketing strategies.

(4) Conduct special targeted recycling programs which will earn special recognition and/or monetary benefits to those who participate.

(5) Coordinate with the Defense Reutilization and Marketing Office (DRMO) to:

(a) Assist in program development, recyclable materials generation, and sales of those materials.

(b) Provide technical advice and assistance.

(c) Provide source separation training.

(6) Coordinate with the Public Affairs Office (PAO) as necessary, to maximize public awareness and encourage installation-wide support for the participation in the recycling program.

(7) Coordinate, advise, and provide necessary training to generators of recyclable materials on source separation, identification, and turn-in documentation.

(8) Provide collection containers in locations to be specified and collects from selected areas.

(9) The Financial Management Division. DMWR will forward a Military Interdepartmental Purchase Request (MIPR) to the Defense Accounting Office (DAO) every quarter to sweep the holding account.

(10) Manage the collection and disposition of all waste.

(11) Ensure the installation support contractor is a viable participant in the recycling program.

(12) Ensure no recyclable materials are accepted at the installation landfill and attempts by organizations to turn-in recyclables, are documented and reported to the Fort Gordon Recycling Center (see procedure at paragraph 8e).

(13) Ensure the transportation office refers all inquires for pick up of cardboard shipping containers to the Fort Gordon Recycling Center.

(14) The Manger for the Fort Gordon Recycling Center is at Building 997, telephone 706-791-7881.

(15) Include requirements for use and handling of recyclable or recoverable materials in specifications for construction projects as appropriate for each project.

b. The Garrison Resource Management Office will establish and maintain a budget clearing account (2113875.1111) for the deposit of recycling proceeds. Provide the Business Operations Division, DMWR, a monthly balance sheet report for this account. Transfer funds monthly to the Installation Morale, Welfare, and Recreation Fund (IMWRF) by request.

c. The Directorate of Contracting (DOC) will ensure all contracts issued for performance are Government-owned; contractor-operated facilities (i.e., food services and installation support services) must comply with this regulation. Require the contractors to identify, in writing, recycling points of contact (POCs) to the Installation Recycling Manager.

d. All Units/Tenant Command/MWR Activity Chiefs:

(1) Will actively promote and pursue recycling in assigned organizations.

(2) Will ensure no recyclables are transported to the installation landfill (see procedure at paragraph 8e).

(3) Will ensure an NCO is present when turning in items at the recycling center.

(4) Hazardous waste disposable will be coordinated with DPWL, Environment Branch, telephone 706-791-2511.

4. SPECIAL INSTRUCTIONS.

a. Separation Procedures.

(1) Computer Printouts should be placed in the original cartons, if available. When large quantities are being generated and boxes are not available, special arrangements may be made by contacting the Fort Gordon Recycling Center for recycling containers.

(2) High-Grade (white) Paper: High-grade (white) paper includes the following types of white ledger letterhead, dry copy paper, white manifolds, business forms, stationery, typing paper, white tablet paper, most Army forms (carbon paper removed), manuals (colored covers removed), and miscellaneous obsolete reports. High-grade paper will be collected and separated from contaminants by the most practicable methods. Remove paper clips/all metal binders (i.e., bulldog clips, etc.). This type paper provides a high dollar return.

(3) Color Paper which includes file folders, manifold dividers, and shredded paper, (no cross-cut, strip-shredding only).

(4) Corrugated Cardboard: Corrugated cardboard is composed of an inner fluting of material and one or two outer linings. Clean, brown paper bags may be mixed with corrugated cardboard. Poster board, cereal boxes, and chipboard (i.e., egg trays, florescent tube protectors, etc.) can also be mixed with corrugated cardboard. Asphalt impregnated type must be removed. Wax or plastic-coated corrugated cardboard is not recyclable and should not be mixed with other cardboard.

(5) Newspaper: Newspapers will have the magazine sections remain with the newspaper. Rule of thumb is, "If it comes with the newspaper, it goes with the newspaper."

(6) Magazines, catalogs, and telephone books.

(7) Aluminum Cans: The majority of aluminum cans are beverage cans. Aluminum cans are very light in weight, easily crushed in the hand, and have no side seam.

(8) Wood Pallets: contact the Recycle Center for special disposal instructions.

(9) Dumpsters: Never place yard waste, grass, tree branches, cardboard, wood, furniture, boxes, and no hazardous material, or nothing will be placed on the outside of the dumpsters.

(10) Absolutely no trash. plastic, lumber, tires, petroleum products, automotive materials, cardboard, metal, or other waste materials will be taken to the Mulch Site at Training Area 17.

(11) Only Biodegradable material: Leaves, Pine straw, Wood chips, Small Branches and Grass clipping will be taken to the Mulch Site Training Area 17.

b. Contaminants. The following materials are considered serious contaminants and will not be included with recyclables:

- (1) Carbon paper.
- (2) Coffee grounds.
- (3) Waxed paper.
- (4) Ashes.
- (5) Asphalt impregnated paper.
- (6) Soiled paper.
- (7) Plastic coated paper.
- (8) Metal and plastic binders.
- (9) Food residues.
- (10) Plastic viewgraph slides.
- (11) Cigarette butts.
- (12) Plastic document protectors.
- (13) Peel-off stick-on labels.
- (14) Glass of any type.
- (15) Steel food cans.
- (16) Plastic containers of any type #1-7. Information for type #1-7 is located on the bottom of all containers.
- (17) Polystyrene peanuts.

c. Food and Beverage Containers: Beverage cans do not need to be rinsed. Recyclable materials contaminated with food wastes are not acceptable. Contaminated materials will not be collected by the Fort Gordon Recycling Center.

d. Collection Procedures.

(1) All units/ Tenants/MWR activity chiefs will ensure that recycling collection points are consolidated to enable recycling personnel to make the least amount of stops in their area. Buildings will have one area per floor designated as a recycling collection point and will have one individual per building as a Building Recycling Coordinator. The Recycling Coordinator's name and telephone number will be posted at consolidated recycling points. Suggested source separation methods include:

(a) Desk top containers and extra out basket for high-grade paper. These should be conspicuously labeled with acceptable and unacceptable components. Secondary collections into the Fort Gordon Recycling Center containers are made as needed to simplify handling.

(b) Special wastebaskets for secondary collection of high-grade paper.

(c) Centrally located cartons for computer listings, one or more depending on volume generated.

(d) Conspicuously marked containers for aluminum cans. Coordinate with the Fort Gordon Recycling Center for time and type of materials to be picked up.

(2) Periodic pick up/delivery: Periodic pick up or delivery can be coordinated by calling the Fort Gordon Recycling Center, telephone 706-791-7881. This service is for those activities that have an extraordinary amount of recyclable materials (i.e., furniture boxes, monthly computer runs, yearly record destruction, etc.). If this service is forecasted it should be coordinated as far in advance as possible. Those activities with transportation capability should plan to deliver recycling materials to the Fort Gordon Recycling Center, building 997. Please coordinate with the Fort Gordon Recycling Center prior to delivery.

e. Landfill Requirements: It is intended for no recyclable materials to be taken to the landfill. Commanders, directors, and activity chiefs will implement sufficient controls to eliminate this from occurring. Additionally, all personnel taking materials to the landfill must go by either the Fort Gordon Recycling Center or DRMO dependent on the type recyclables. **An NCO must be present to supervise the disposal of the materials.** The landfill is open on Tuesday and Thursday from 0730 until 1530. The landfill operator will not allow access to the landfill to anyone not having a disposal document. Name, vehicle identification, and unit will be ascertained by the landfill operator for anyone without a clearance and reported to the Fort Gordon Recycling Center, telephone 706-791-7881. Recycling personnel will contact the Garrison Commander/Command Sergeant Major to ensure the materials received proper disposition.

f. DRMO.

(1) All supply activities taking items to DRMO, which might be declared as scrap, will endure shipping document, Department of Defense (DD) Form 1348-IA, (Single Line Item Release/Receipt Document), indicates the derived finds are to be deposited to the recycling budget clearing account 21 F3875. 1111 and will coordinate with the Fort Gordon Recycling Center before turn-in of material. A sample of the shipping document with required information is at Figure 1. Failure to provide recycling information to DRMO will result in proceeds being deposited to the general account of the U. S. Treasury as opposed to being returned to Fort Gordon.

(2) Other provision restrictions under the recycling materials sales program are:

(a) The materials cannot be sold as useable items.

(b) The materials are not required for disposal through higher priority programs such as reutilization, transfer, donation, foreign military sales, precious metals recovery, strategic and critical materials stockpile, etc.

(c) All types of ferrous, nonferrous, nonmetallic scraps are eligible for recycling, including small arms brass and scraps generated as a result of demilitarization or mutilation of an item prior to turn-in to DRMO. Not included are precious metal-bearing scraps and items which may be used again for their original purpose or function without any special processing, i.e., used vehicles, vehicle or machine parts, electrical components, unopened containers, or unused oil/solvents. Also, not included are discarded materials, which must undergo demilitarization or mutualization after turn-in to DRMO and prior to sale.

(3) Each supply activity will evaluate their contribution to this program and participate to the fullest extent to redirect as much money as possible back into Fort Gordon. Fort Gordon Recycling Center personnel are available to assist.

g. Privacy Act and Sensitive Unclassified Paper Products and Sensitive Manuals.

(1) Department of Defense (DOD) 4160.21 M, allows bulk release for disposal of computer cards and printouts without being in violation of disclosure under the Privacy Act of 1974. Therefore, the Fort Gordon Recycling Center will accept all such recyclables without requiring deletion of names and other identifying data. This is termed anonymity by mass.

(2) Sensitive, unclassified paper products are those which have distribution restriction statements printed on them: therefore, all field manuals, regulations, reference books, etc., which do not have distribution restricting statements may be released to the Fort Gordon Recycling Center.

(3) Sensitive manuals which have distribution restrictions statements when turned in to the Fort Gordon Recycling Center, will be cut into small pieces to preclude its reconstruction. All activities/units will turn these items into the Fort Gordon Recycling Center for disposition.

(4) For clarification of the above, activities/units may contact the Freedom of Information Act/Privacy Act Manager, Directorate of Information Management or the Information Security Branch, Directorate of Public Safety.

(5) Classified Documents: The Fort Gordon Recycling Center is not cleared for the destruction of classified documents. These documents should be destroyed IAW AR 380-5. Pulverized paper is not recyclable; therefore, strip shredding is the preferred choice and the Fort Gordon Recycling Center will accept this form, if properly segregated prior to shredding. Mixed shredded paper with contaminants (i.e., carbon paper, plastic viewgraphs, etc.) will not be accepted.

APPENDIX A

REFERENCES

- | | |
|-------------------|--|
| AR 200-1 | Environmental Protection and Enhancement. |
| AR 215-1 | Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities. |
| PAM 420-47 | Solid Waste Management. |
| DOD 4160-21M | Defense Utilization and Disposal Manual. |
| Public Law 97-215 | <u>(Section 601 of Title 17 of the United States Code - Public Law 94 553 of 1976)</u>

601. Manufacture, importation, and public distribution of certain copies |

APPENDIX B

GLOSSARY

Section I
Abbreviations

DAO
Defense Accounting Office

DOC
Directorate of Contracting

DOD
Department of Defense

DMWR
Directorate of Morale, Welfare, and Recreation

DPWL
Directorate of Public Works and Logistics

DRMO
Defense Reutilization and Marketing Office

IMWRF
Installation Morale, Welfare, Recreation Fund

MIPR
Military Interdepartmental Purchase Request

PAO
Public Affairs Office

POC
Point of Contact

QRP
Qualified Recycling Program

APPENDIX B
(Cont)

Section II
Terms

Contaminant

For the purpose of recycling, a contaminant is any material that interferes with collecting, handling, storing, or lowering the resale value of recyclables.

Recycling Program

A recycling program is an operation whereby materials are separated and collected for the purpose of recovery and reuse.

Solid Waste

Solid waste means garbage, refuse, and other discarded solid materials from industrial, commercial, municipal, residential, or community activities.

Source Separation

Source separation means the setting aside of recyclable materials at their point of generation by the generator.

(IMSE-GOR-MWR)

FOR THE COMMANDER:

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