

Headquarters
US Army Garrison Command
Fort Knox, Kentucky 40121-5719
29 February 2012

Fort Knox Reg 200-2

Environmental Quality

FORT KNOX RECYCLING

Summary. This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

Applicability. This regulation applies to all major subordinate commands, directorates, staff offices/departments, service members, civilians, private entities, contractors, and Partners in Excellence per host tenant agreement, assigned to, visiting and/or conducting any form of business or recreational activities on Fort Knox. This regulation includes all mobilization and demobilization activities as well. Residents of RCI Military Housing will recycle IAW the specified RCI recycling program. Participation in the Fort Knox Recycling Program is a requirement, NOT an Option.

Interim changes. Interim changes to this regulation are not official unless authenticated by the Directorate of Human Resources (DHR). Users will destroy interim changes on their expiration dates unless superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Directorate of Public Works Environmental Management Division. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Director of Public Works Environmental Management Division, Fort Knox, ATTN: IMKN-PWE-R, Qualified Recycle Program Manager, Fort Knox, KY 40121.

Availability. This publication is available on the Fort Knox internet at <http://www.knox.army.mil/garrison/dhr/asd/regs.asp>.

1. Purpose. This regulation sets installation policies and procedures and assigns responsibilities for the operation of a mandatory Qualified Recycle Program (QRP).

2. References.

a. Title 10, United States Code (USC), Section 2577, Disposal of Recyclable Materials, 1 October 1982.

b. DoD Instruction 4715.4, Pollution Prevention (P2), 18 June 1996.

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c. AR 420-1, Army Facilities Management, 12 February 2008.

d. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 8 October 2009.

e. 32 CFR Part 172, Disposition of Proceeds from DoD Sales of Surplus Property, 26 August 2010.

f. Qualified Recycling Program Handbook, November 2010.

3. Objectives.

a. Recover all qualified recyclable materials.

b. Protect national/natural resources.

c. Conserve scarce and valuable landfill space.

d. Recover strategic/critical materials.

e. Maximize net dollars returned to Fort Knox.

f. Generate energy savings using scrap in the manufacturing process.

g. Meet or exceed the DoD measure of merit requiring that 50 percent of the non-hazardous solid waste generated will be recycled.

4. Benefits.

a. Recycling offers an opportunity to substantially reduce the waste stream, extend landfill life, and decrease waste disposal costs. It will reduce environmental degradation while involving the community in the solution to conserve energy and valuable resources.

b. Increase the recycle value received through better, more efficient source segregation and identification of material.

c. Excess dollars derived through the sale of recyclable materials may be used for pollution abatement/prevention (P2), alternative fueled vehicle infrastructure support and vehicle conversion, energy conservation, occupational safety and health projects and Morale, Welfare, and Recreation (MWR) programs.

5. Responsibilities.

a. Garrison Commander.

(1) Makes the final determination regarding the Installation Qualified Recycling Program (QRP), policies, and fund disbursements, while considering the recommendations from the Installation QRP Committee.

(2) Ensures that recycling is planned and implemented as part of all activities, including special events.

(3) Establishes an organization structure to plan, execute, and monitor a Qualified Recycling Program.

(4) Establishes a Qualified Recycling Program Committee (QRPC).

(5) Chairs the QRP Committee.

b. QRP Manager.

(1) Sales records of qualified scrap by direct sales. Direct sales records shall contain item description, sale price, sale date, payment date, weight of scrap sold, list of bidders and winning bidder.

(2) Expense records for operating and overhead costs. QRP records on operating costs shall include purchase of equipment, maintenance, program operation and expansion, labor costs, training, publicity, and overhead for processing recyclable materials.

(3) Record of incomes and expenditures. This data shall be used to calculate the annual QRP profit or loss using the following equation: $\text{Income} - \text{Expenses} = \text{Profit or Loss}$.

(4) Records of cost avoidance. Cost avoidance shall be estimated by determining the weight or volume of the material diverted from the waste stream, and calculating the labor, prorated hauling costs, maintenance costs, landfill tipping fee, and any other disposal charges that would have been incurred in the absence of waste prevention/recycling.

(5) Retain records of profit distributions to Pollution Abatement, Energy Conservation, Occupational Health, or Safety projects and MWR projects.

(6) Identify, process, market, and sell all qualified recyclable materials, except those that the manager determines are required by regulation to be recycled by other means.

(7) Properly screen "Other QRP Materials" through an informal process.

- (8) Ensure excluded materials are not sold through the QRP.
- (9) Assist in the implementation of recycling programs within each Partner in Excellence, Division, Directorate, and post facility. Maintain contact with organization Recycling Coordinators to ensure compliance with QRP procedures.
- (10) Manage the overall Fort Knox QRP to ensure the continuation and expansion of an aggressive program that will guarantee that Fort Knox receives full benefit from the accumulation and sale of all qualified recyclable materials.
- (11) Designate a trained individual (besides the QRP Manager) to conduct local sales (term and spot sales) and award contracts.
- (12) Require the designated Appropriated Fund (AF) contracting sales officer to sign all documents requiring signature for the federal government.
- (13) Perform contract administrative actions.
- (14) Establish and operate an aggressive safety and training program to ensure a quality workplace for program employees.
- (15) Designate a trained individual(s) (besides the QRP Manager) to act as Safety, Environmental Compliance, and Training Officer(s) for the QRP.
- (16) Establish a QRP SOP.

c. The QRP Committee (QRPC).

- (1) The QRPC shall recommend policy to the Garrison Commander (GC) relating to recycling. The QRP manager will be the principal advisor to the Environmental Quality Control Committee (EQCC) and the Garrison Commander on matters relating to recycling.
- (2) The committee shall meet a minimum of once per year to review suggested program objectives designed to maximize recycling of materials and minimize solid waste disposal. The committee advises the GC on program decisions. The GC makes the final decision on recommendations.
- (3) Members of the QRPC will include the following: QRP manager, Chief, Environmental Management Division, Directors of Public Works, Logistics, Morale Welfare Recreation, Garrison Safety, Garrison Resource Management Office, MICC, Staff Judge Advocate, DLA, tenant activity representatives and the DES. The Staff Judge Advocate serves as an advisor and non-voting member of the QRPC.

d. Directorate of Public Works.

(1) Responsibility for the operation of the Fort Knox QRP. The Director, DPW will recommend policies and procedures through the QRPC for the Garrison Commander's approval.

(2) Maintain command level attention.

(3) Provide facilities and land to the DPW, Environmental Management Division, for the operation of a Qualified Recycling Center, which will serve as a central collection point for recyclable materials, including, but not limited to, paper products, plastics, aluminum cans, tin cans, toner cartridges, and cardboard.

(4) Provide preventive maintenance and repairs for the Recycling Center. Provide utilities for the Recycling Center on a non-reimbursable basis.

(5) Provide street sweeper support to the Recycle Center on a non-reimbursable basis.

(6) Provide solid waste containers to the Recycle Center on a non-reimbursable basis.

e. Chief, Environmental Management Division.

(1) Serves as the DPW representative on installation solid waste management issues.

(2) Serves as the installation point of contact (POC) for questions, complaints, or other notifications regarding solid waste management and recycling.

(3) Continuously reviews and monitors compliance with applicable federal, state, and Army requirements for solid waste management and recycling.

(4) Recommends changes in policies or procedures to improve program management when necessary.

(5) Oversees all aspects of the solid waste program including green procurement, source reduction, resource recovery and recycling.

(6) Ensures compliance at tenant activities.

(7) Reports to the QRPC and the EQCC on a regular basis on issues related to solid waste management and recycling.

f. Directorate of Resource Management Office (DRM).

(1) Ensures that projects considered for local funding with recycling proceeds are not included in the normal military construction program.

(2) Ensures that the balance of funds, received from the sale of recycled material, but not distributed at the end of the fiscal year, does not exceed \$2,000,000.

(3) Conducts an annual audit of the QRP ***F3875 Budget Clearing Account (suspense) to ensure the recycling revenue is used per 10 USC 2577.

(4) Maintains all program and audit records and make them available for audit and inspection.

(5) Interprets financial guidance and provide policy, procedure, and regulatory guidance.

(6) Certifies funding for the Recycling Program.

(7) Provides QRP Manager and Chief, Environmental Management Division, DPW with monthly and/or quarterly financial statements and reports for the Recycling Program.

g. DLA Disposition Services Knox.

(1) Provides technical advice and assistance.

(2) Provides market research, sales, and contract services for materials that by regulation may not be recycled through the QRP.

(3) Ensures proceeds from the sale of all qualified recyclable materials sold through DLA are returned to the Fort Knox QRP budget clearing account in an expeditious manner.

(4) Provides monthly tonnage reports (SF 1080s) to the Environmental Management Division, DPW Solid Waste Program Manager for recyclables sold.

h. Public Affairs Office (PAO). PAO provides assistance by publishing information about the program through all forms of media. Coordination will be made with the QRP Manager.

i. Directorate of Logistics (DOL). Provides panel trucks, truck, forklift, and other specialized equipment, upon receipt of a transportation support request. This support is to be routine in nature.

j. Network Enterprise Center. The Network Enterprise Center (NEC) is responsible for the following QRP activities:

- (1) Coordinates with telephone companies to arrange collection of used telephone books.
- (2) Accumulates scrap metals and phone books from activities for turn-in to the QRP.
- (3) Participates in the QRP committee.

k. All Organizations, Units, and Activities on Fort Knox.

(1) Each commander/director, etc., will be responsible for ensuring that their waste producing activities are evaluated to determine those that are essential and those that are not. Waste audit assistance is available through the Fort Knox QRP. Based upon this evaluation, commanders/directors will implement waste stream reduction procedures. Examples of waste stream reductions are:

(a) Ensure proper supply discipline practices are followed: use routing slips instead of multiple copies; when possible, make copies on both sides of paper where appropriate, and use electronic filing.

(b) Use reusable products such as ceramic coffee cups, and glasses; maintain and repair durable products; reuse containers and other items.

(2) Each commander will appoint a Recycle Coordinator for his or her unit/activity. The QRP will be provided with a memorandum appointing the unit recycle coordinator, giving name, rank, office symbol, e-mail address and telephone number. With the aid of the QRP, the coordinators will implement a mandatory recycle program within their unit/activity, and will appoint building monitors or points of contact for each building. Exterior recycling containers and locks will be issued by the QRP. Cleanliness of recycle containers and surrounding areas is the responsibility of the building POC. When more than one unit/activity occupies a building, the responsibility for recycle monitoring will fall to the unit/activity hand-receipt holder for the building.

(3) Compliance inspections will be performed by the Environmental Management Division inspectors by spot-checking dumpsters.

(a) First offense – the building POC will be notified by the QRP Manager.

(b) Second offense - the unit commander/activity manager will be notified by the QRP Manager.

(c) Third offense - a memorandum will be sent to the commander/director from the Garrison Commander.

(4) Support the Recycling Program by removing contaminants from all recyclable materials.

(5) Ensure the DPW marked recycling containers contain only acceptable recycling materials and ensure that cardboard is broken down or flattened.

(6) Ensure garbage dumpsters **do not** contain any of the following items:

(a) Recyclable materials - paper (including shredded paper), cardboard, plastics #1 through #7, aluminum and tin cans.

(b) Ink/toner cartridges.

(c) Unused MRE heaters.

(d) Wooden pallets.

(e) Hazardous materials or waste.

(f) Tires.

(g) Batteries.

(h) Fluorescent tubes.

(i) Scrap metal.

(7) All units to include supply rooms, S-4s, stock record account activities, motor pools, barracks areas, and administrative offices will participate in the Recycling Program. Under no circumstances will recyclables be thrown away. Under no circumstances will the units coordinate or contract for recyclable material pick-up or the sale of recyclable materials, outside of Fort Knox without the written concurrence of the Chief, Environmental Management Division, DPW and the Qualified Recycle Program Manager.

(8) All activities and partner activities on Fort Knox to include all lease and government owned/contractor operated space and DOD activities will participate in the Recycling Program. All warehouse activities, supply activities, maintenance facilities, MWR activities, schools, and administrative offices will participate in the Recycling Program. Under no circumstances will recyclable materials be thrown away. Under no circumstances will partner activities coordinate or contract for recyclable material pick-up or the sale of recyclable materials, outside of Fort Knox without the written consent of the Solid Waste Program Manager and Qualified Recycle Program Manager.

6. Coordinating Instructions.

a. Separation/Turn-in Procedures for the Recycling Center.

(1) Offices. All office paper, to include junk mail, aluminum cans, toner, and ink jet cartridges, after separation, should be recycled through the Fort Knox QRP. Proper separation procedures are as follows: All paper products in one bag; rinsed glass, plastic, and cans in one bag, toner cartridges and ink jets in original boxes. The POCs may coordinate periodic pickup or delivery with the collection contractor.

(2) Supply Functions and Maintenance Facilities.

(a) Old Corrugated Cardboard (OCC). Clean, brown paper bags and most packing paper (not newspaper) may be mixed with OCC. Plastic or wax coated OCC or OCC that is contaminated with food particles or petroleum products is not recyclable and should not be mixed with other OCC. Outdoor metal containers are available from the QRP for the collection and storage of recyclable OCC. All OCC shall be broken down to conserve space in collection containers. The POCs may coordinate periodic pickup or delivery with the QRP.

(b) Wooden Pallets. Any standard wooden pallet, to include those with broken boards that still may be used as a pallet, is recyclable. Pallets, so broken as to be unusable as a pallet, should also be disposed of through the QRP for shredding and sale. Some older pallets (pre-1980) may have been treated with PCP and other harmful chemicals and should be handled with caution. Units may withdraw pallets from the QRP as needed. The POCs may coordinate periodic pickup or delivery with the QRP. Generators of 10 or more pallets per week may arrange for scheduled pickups.

(3) Food Preparation Facilities.

(a) OCC. Clean, brown paper bags and most packing paper (not newspaper) may be mixed with OCC. Plastic or wax coated OC or OCC that is contaminated with food particles is not recyclable and should not be mixed with other OCC. Outdoor, metal containers are available from the QRP. All OCC shall be broken down to conserve space in collection containers.

(b) Tin Cans, Aluminum Foil and Trays, Plastic Bottles, and Clear and Brown Glass Bottles and Jars. Generators of this type of material should remove lids and dispose of them; all material must be well rinsed. After proper preparation, these materials may be co-mingled in a container provided for storage until pickup. Glass containers, (not drinking glasses, plates, or light bulbs), should not be broken when placed in collection containers.

(4) Government Quarter Occupants. Family housing residents are encouraged to bring their recyclables to the Recycling Drop-Off Point located in the parking lot near the Post Exchange/Commissary at the corner of Maxwell and Binter Street (behind the Commissary).

The Recycling Drop-Off Point is open 24 hours a day, 7 days a week.

(a) Move-In Cardboard. When large quantities of cardboard are generated when moving into quarters, fold and bring to the Recycle Center.

(b) Ink/toner cartridges should be placed in designated/separate containers provided at the Recycle Center.

b. Separation/Turn-in Procedures for DLA.

(1) All supply activities turning in items which might be declared as scrap will turn in documents indicating that the derived funds are to be deposited into the Recycling Center Budget Clearing Account. Units turning in property to DLA should annotate the DD Form 1348-1 as follows: DODAC: W22PES; QRP Fund Cite: QRP 21 F 3875.1111 F0037 A2ABH 021001 "Proceeds of Sales, Recyclable Material" Budget Clearing Account. A sample of a turn-in document with correct information is shown in Appendix A.

(2) Other provisions/restrictions under the Recycling Materials Sales Program are: All types of ferrous, nonferrous, nonmetallic scrap are eligible for recycling, including small arms brass, and scrap generated as a result of demilitarization or mutilation of an item prior to turn-in to the DLA. Not included are precious metal-bearing scrap and items which may be used again for their original purpose or function without any special processing, e.g., used vehicles, vehicle or machine parts, bottles (not scrap glass), electrical components, unopened material which must undergo demilitarization or mutilation after turn-in to DLA and prior to sale.

(3) Each supply activity should evaluate their contribution to this program and participate to the fullest extent to preserve landfill space and to meet Department of Defense mandates.

(4) **NOTE:** All scrap generated is government property. Only government authorized personnel may take the scrap. The scrap metal is sold through the QRP.

c. Separation/Turn-in of Hazardous Materials. Separation and turn-in of hazardous materials must be coordinated with the Environmental Management Division.

7. Multi-Stream Recycling. Multi-Stream Recycling is the process of collecting all accepted recyclables in DPW marked recycle containers. All acceptable recyclables should be placed in the proper DPW marked containers (cardboard, paper, plastic, ink cartridges). DPW marked recycle containers are conveniently located across the installation including training ranges. Call the QRP Manager, 624-5673, for desk-side containers or outside recycle containers.

a. The following materials are to be recycled using DPW/QRP marked recycle containers:

(1) High-grade white paper - Examples of white paper include white ledger, letterhead,

business forms, stationary, copier paper, computer paper, most Army forms, manuals (colored covers removed).

(2) Shredded paper (tied in clear plastic bags only).



(3) Cardboard - All types of cardboard including brown paper bags. Breakdown or flatten cardboard boxes.

(4) Mixed or colored paper.

(5) Newspaper with inserts.

(6) Magazines.

(7) Junk Mail.

(8) Plastics #1 through #7.   Look for these symbols on bottles. Plastics include milk jugs, water bottles, soda bottles, colored plastic bottles like detergent bottles. Please ensure bottles are drained or free of liquid. Discard lid in garbage.

(9) Aluminum cans - Please ensure cans are drained or free of liquid. The majority of aluminum cans are beverage cans. Tin cans - Please ensure can is empty and rinsed. Discard lid in garbage.

(10) White goods: Refrigerators and freezers which are certified that refrigerant has been removed; and dishwashers.

(11) Scrap metal.

(12) Glass bottles/containers (rinsed and tops discarded in the garbage).

(13) CD's/DVDs.

(14) Cellophane/Bubble wrap.

(15) Plastic Toys.

b. The following materials are recycled but do not go in DPW marked containers:

(1) Toner and ink cartridges are collected by the Recycling Center. A container is available for easy collection at the Recycling Drop-Off Point located at the Recycle Center. Indoor recycle containers are available for cartridges by calling the Recycling Center at 624-5026.

(2) Unserviceable (broken/used) wood pallets should be taken to the Recycle Center for mulching.

c. The following materials are NOT RECYCLABLE and are considered serious contaminants. Items listed below should be disposed of in a garbage dumpster.

- (1) Paper towels/facial tissues.
- (2) Carbon paper.
- (3) Styrofoam (any).
- (4) Coffee grounds.
- (5) Waxed paper.
- (6) Ashes.
- (7) Paper plates, cups.
- (8) Tupperware containers.
- (9) Cigarette butts.
- (10) Fast food containers.
- (11) Plastic coated paper.
- (12) Yard waste.
- (13) Metal and plastic binders.
- (14) Food residue.
- (15) Ceramic glass.
- (16) Syringes.
- (17) Egg cartons.
- (18) Diapers.
- (19) Glass window panes, mirrors.

8. Collection Procedures

a. All Fort Knox DPW marked recycle containers are usually located next to garbage dumpsters across the installation. New recycle dumpsters are painted a pepsi blue color. These DPW marked recycle containers will be picked up by the QRP or the QRP contractor. All recyclables are the property of the Fort Knox Qualified Recycling Program.

- (1) Recycling on Fort Knox is mandatory.
- (2) Call 624-5026 to request a QRP/DPW marked recycle container.

b. All activities that have recycle containers at their facilities should take advantage of these containers and ensure proper use.

9. Training. Training is mandatory and provided by the Environmental Management Division's Recycle Trainer at 624-5026. Recycling training is available to all military units, directorates, contractors, and partners on Fort Knox. The training takes less than 30 minutes and includes what items will be recycled, why we recycle, how to recycle and how military units can receive reimbursement for recyclables.

10. Improper Use of Containers.

a. The DPW marked recycle containers shall only be used for collecting recyclables. The containers will not be used for storing tools, folders, garbage, etc. Environmental/Recycling Auditors will periodically inspect for improper use of recycle containers and inform the responsible organization(s) of misuse of their DPW marked recycle containers or their brown garbage dumpsters.

b. Environmental representatives may require the violating organizations to remove contaminated recyclables before collection.

c. Conditions that need to be corrected prior to recycling pick-up:

- (1) Garbage dumpsters with significant quantities of recyclables.
- (2) DPW marked recycle containers with significant quantities of garbage or the improper recycle commodity.
- (3) Garbage dumpsters or recycle containers with hazardous or other regulated material.
- (4) When one of the above conditions is noted, an Auditor will attempt to inform the responsible organization and enter the violation in the Environmental Performance Assessment System (EPAS).

d. If several organizations share a container and the responsible organization cannot be identified, their next higher command will be notified of the problem and further action.

11. Privacy Act and Sensitive Unclassified and Sensitive Manuals.

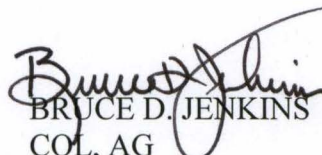
a. The Recycling Center is NOT cleared for the destruction of classified or secret documents. The QRP has an industrial paper shredder that can be used to shred documents listed as "For Official Use Only."

b. Sensitive unclassified paper products are those which have distribution restriction statements printed on them. Therefore, all Field Manuals, Technical Manuals, Technical Bulletins, Training Manuals, Regulations, Reference Books, etc. which do not have distribution restriction statements may be released to the Fort Knox Recycling Center with the understanding that the Privacy Act and sensitive unclassified materials are properly handled prior to turn in at the Fort Knox Recycling Center.

c. Sensitive manuals which have distribution restriction statements will be shredded into small enough pieces to preclude its reconstruction. The Recycling Center will accept shredded manuals with the understanding that the Privacy Act and sensitive unclassified materials are properly handled prior to turn in at the Fort Knox Recycling Center.

d. Activities which do not have bulk quantities of Privacy Act materials may hold their items until they have large quantities and turn them in to the Recycling Center. Under no circumstances will Privacy Act materials be put in garbage dumpsters.

e. For clarification of the above, activities/units may contact their organization's FOIA/Privacy Act Manager, or DPTMS, Information Security Branch at 624-1655.


BRUCE D. JENKINS
COL, AG
Commanding

OFFICIAL:

MICHAEL G. CARROLL
Director, Human Resources

DISTRIBUTION:

A

APPENDIX A: DD FORM 1348-1

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

14 DOCUMENT NUMBER & SUFFIX (30-44)

15 NATIONAL STOCK NO & AIC (8-22)

16 SEC (4-9)
17 QTY (23-24)
18 COM CODE (71)
19 US (74-80)

17. ADDITIONAL DATA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
CROSS -ITEM	U	R	A	O	M	S	T	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5			
QUANTITY	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65				
UNIT PRICE	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86				
DOLLARS	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07				
CTS	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
1. TOTAL PRICE												2. SHIP FROM						3. SHIP TO							
4. MARK FOR												5. ORIG DATE						6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS	
10. QTY. RECD				11. UP		12. UNIT WEIGHT				13. UNIT CUBE		14. UFC		15. SL		16. FREIGHT CLASSIFICATION NOMENCLATURE									
17. ITEM NOMENCLATURE																									
18. FY CONT				19. NO CONT				20. TOTAL WEIGHT								21. TOTAL CUBE									
22. RECEIVED BY												23. DATE RECEIVED													

PREVIOUS EDITION MAY BE USED

PERFORM (DLA)

Proceeds from the sale of this recyclable property goes to the Fort Knox QRP,
DODAC: W22PES; QRP Fund Cite: QRP 21 F 3875.1111 F0037 A2ABH
021001 "Proceeds of Sales, Recyclable Material" Budget Clearing Account