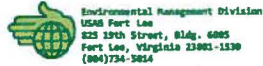




DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE VIRGINIA 23801-1818

OCT 5 2015



Environmental Management Division  
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FORT LEE POLICY NO.19-03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Mandatory Recycling Program

1. REFERENCES:

- a. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.
- b. AR 420-1, Army Facility Management, 28 March 2009.
- c. AR 420-49, Facilities Engineering, 19 September 2005.
- d. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 January 2007.
- e. Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance, 05 October 2009.
- f. Executive Order 13693, Planning for Federal Sustainability in the Next Decade

2. PURPOSE: To provide guidance to all Soldiers, civilians, tenant organizations and contractors assigned and/or working or visiting Fort Lee, on the procedures to follow for the Fort Lee's Recycling Program.

3. APPLICABILITY: This policy applies to all Soldiers, civilians, and contractors assigned to Fort Lee and all visitors attending activities on Fort Lee. This policy also applies to all military units during mobilization and demobilization activities.

4. POLICY: **Participation in the Fort Lee Recycling Program is mandatory.** It is everyone's responsibility who serves, works, or resides on Fort Lee to recycle. Commanders and/or Directors will implement an effective recycle program to minimize waste. All organizations of Fort Lee will adhere to the recycling program as outlined in this policy letter to achieve waste reduction goals.

5. DISCUSSION:

- a. Fort Lee is committed to reaching both local and Department of the Army (DA) solid waste reduction goals. DA has established a Fiscal Year (FY) 2015 goal for Non-Hazardous/Municipal Solid Waste/Municipal Solid Waste) diversion of 50% diversion

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from the landfill. The Construction and Demolition (C&D) Solid Waste FY15 goal is 60% diversion from the landfill. These diversion goals will increase each year until 2030. The ultimate long range goal is Net Zero Solid Waste for all Army installations by Calendar Year 2030. A Net Zero Solid Waste Installation is an installation that reduces, reuses, re-purposes, recycles and recovers waste streams, converting them to resource values with zero landfill input. The recycling program reflects Fort Lee's commitment to reaching those goals. To do this, Fort Lee Soldiers, civilians and contractors must:

(1) Prevent waste by generating less.

(2) Recycle all recyclable materials.

(3) Make purchasing decisions which give priority to green materials or items containing recycled materials. See Fort Lee's Green Procurement Policy #04-11, 23 Aug 11 and Fort Lee's Pollution Prevention Policy #03-11, 23 Aug 11.

b. The participation of each organization and individual on Fort Lee is critical to the success of this program. In an attempt to reach our installation and Army goals, random waste audits will be performed. Compliance reports will be sent to facility managers, recycling coordinators, and/or appropriate chain of command to meet these recycling goals.

## 6. PROGRAM COMPONENTS:

### a. Recycling Program.

(1) All organizations on Fort Lee are serviced by the installation recycling/refuse contract. The contractor provides various sizes of recycling and disposal containers for this purpose. Recycling containers are provided per the following guidelines:


(a) **Administrative** and office areas are provided recycling containers. The containers that are included in the Fort Lee installation interior building recycling collection process are 96-gallon green portable containers and 7-gallon blue desk side containers. The 96-gallon green recycling containers can be requested through the recycle contractor representative at 734-5023. The 7-gallon blue desk-side recycling container can be purchased by the unit/organization or requested through the Department of Public Works (DPW) Environmental Management Division (EMD). The 7-gallon containers are carried to the 96-gallon green containers to empty as needed. The 96-gallon green recycling container is picked up weekly and in some high volume recycling areas, the 96-gallon green containers will be picked up 2 times a week. (*Enclosure 1*) The Fort Lee Recycling contractor will pick up the 96 gallons to sort the recyclables. Both type of containers in administrative office areas will be used for:

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PAPER: ALL paper, mixed paper, office paper, envelopes, folders, brown bags, magazines, catalogs, newspaper, and shredded paper (contained in clear plastic bags) etc.

CARDBOARD: ALL cardboard, all cardboard boxes should be broken down and taken directly to a cardboard dumpster (green 8 yard container with a narrow opening), if your facility does not have a cardboard dumpster, cardboard should still be broken down and placed by green 96-gallon recycling containers.

METAL: ALL metal, aluminum soda cans, food cans and miscellaneous metals – rinsed clean/uncontaminated.

PLASTIC: drink containers, food containers all plastic marked with #1, #2, #3, #4, and #5 symbols (look for these numbers on the plastic surface, example  - rinsed clean/uncontaminated.

GLASS: ALL glass, drink containers, food containers and any miscellaneous glass – rinsed clean/ uncontaminated.

(b) **Industrial or bulk** recycling unit support areas will be provided with roll-off/special containers (8yd) for bulk recyclables upon special request through the DPW Operations Contracting Officer Representative (COR) of Fort Lee's Refuse and Recycling Contract at 734-5023. For container request contact the COR he/she will respond with in 48 hour to arrange placement of the bulk containers. Bulk recycling also includes the Fort Lee Recycle Center. (*Enclosure 2*) The Recycling Center is where units and Fort Lee personnel can take bulk recycling to include all the items in 6a, 1a and the following.

WOOD: clean unpainted scrap wood or wooden pallets.

YARD DEBRIS: leaves, branches, grass clippings, debris must be placed in clear bags.

FURNITURE: (not on hand receipt)

ELECTRONICS: (not on hand receipt)

(2) Organizations and individuals requiring any additional size containers can obtain the containers by contacting the Directorate of Public Works (DPW) Operation Division at 734-5023.

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b. Recyclable Products.

(1) The Fort Lee recycling program aims to remove everything that it can from the landfill process striving toward Net Zero Solid Waste by 2030. Recyclable products recycled through contractor and the recycling center are:

- ALL Paper
- Catalogues, magazines
- Brown paper bags
- Phone books etc...
- ALL Cardboard
- Cereal and dry food boxes (Non-corrugated cardboard) etc...
- Sensitive/Privacy Act Information (WILL BE SHREDDED before recycled and ALL SHREDDED material will be placed in clear bags) FREE SHREDDING is provided by DPTMS security 734-1569
- Green waste (lawn clippings, branches, and leaves)
- ALL Metal
- Aluminum
- Bi-metal cans (food containers)
- Empty metal containers etc...
- Wood (e.g., pallets)
- Plastics (#1, #2,#3,#4, &#5)
- Electronics and Furniture (hand receipt items, must be taken to Supply Support Activity (SSA) and to Defense Reutilization Management Services (DRMS))
- ALL Glass

(2) Recyclable Products recycled or reused through the Environmental Management Division (EMD), the Defense Reutilization Management Services (DRMS) /Logistics Readiness Command (LRC) or Army and Air Force Exchange Services (AAFES) are in the following list. The following items will be turned in and will be reused or recycled by the above mentioned organizations; DO NOT place in trash containers. Call 734-5023 or 734-3766 for guidance on how to dispose of the following items:

- Used oil & oil filters (EMD)
- Tires (DRMS/AAFES)
- Brass, Spent Ammunition (FED-BIZ sale or DRMS)
- Plastic grocery bags (Fort Lee Commissary)
- Toner Cartridges (Fort Lee Supply Store Bldg 7121)
- Drums (DRMS)
- Batteries (EMD)
- Furniture (DRMS)
- Refrigerators (DRMS)

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c. Non-Recyclable Products.

(1) The following items are currently NOT recyclable at Fort Lee and should be placed in trash containers:

- Styrofoam
- Used Paper Towels
- Chip Bags
- Carbon paper
- Shiny paper & wax paper (Snack wrapper)
- Plastics with recycling symbols (6 – 8)
- Food Items (Fort Lee Dining Facilities will recycle food into compost material with dehydrators)

d. Recycling Coordinator (RC). Each of Fort Lee's organizations, agencies, and/or buildings shall designate a RC, which in most cases is the designated facility manager unless an alternate has been assigned. The assignment of the RC is the responsibility of each Commander or Director. The responsibilities of the RC are to ensure that adequate materials and containers are made available to support the program, individuals are fully utilizing the containers, and individuals understand what can be recycled and to ensure that communication is maintained with DPW Operations and Environmental Division to assist with recycling concerns.

e. Solid Waste Action Team (SWAT). An Installation SWAT has been established to oversee and promote the recycling program. The Garrison Commander chairs the SWAT. The Executive Secretary is an individual from the EMD, DPW. The members of the SWAT are from the organizations specified, in the SWAT Charter (*Enclosure 3*). The SWAT will meet at least three times a year to establish installation goals, objectives and establish incentive programs.

f. Qualified Recycling Program (QRP)/Fund.

(1) Fort Lee QRP earns a percentage based on the current market value of the recyclables that are recycled through DRMS-Department of Logistics, and EMD-Hazardous Waste Management Facility. The funds are returned to United States Treasury and are deposited into a QRP Fund account. This procedure is in according with the Qualified Recycling Program Handbook dated 1 Nov 10, prepared by U.S. Army Assistant Chief of Staff Installation Management (ACSIM). Funds are to be used in the following way and are subject to terms of the present contracts.

(a) Proceeds from the sale of recyclable materials at the installation shall be credited to funds available for operation and maintenance at the installation in the

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amount sufficient to cover, operation, maintenance and overhead for processing recyclables and to improve recycling on the installation.

(b) If after the operation and maintenance of the recycling program is funded, then not more than 50% of the remaining funds may be utilized at the installation for pollution abatement, energy conservation, and occupational safety and health activities.

(c) The remaining balance available to the installation may be transferred to the non-appropriated morale and welfare fund for the installation, to be used for any morale and welfare activity.

## 7. RESPONSIBILITIES:

a. Fort Lee Organizations, Units, and Other Agencies. Develop activity-recycling programs and appoint recycling coordinators. Each organization will conduct an annual "all hands" recycling training program. Contact DPW Operations/Environmental for assistance with training at 734-5023/3766.

b. DPW-Operations and Maintenance (O&M) Division. The DPW (O&M) Division will manage the installation solid waste contract. Recycling containers and education materials will be provided through the contractor on acceptable commodities. Solid waste collection data will be collected in support of program analysis, entered in the Solid Waste Annual Reporting (SWAR) web-system which is reported to Headquarters Department of the Army in Washington DC.

c. Logistics Readiness Center (LRC)-Inspection/Classification Section. LRC / SSA coordinates with DRMS and collects materials for reutilization, repurpose, resale, recover, and/or recycling. LRC/ SSA will report to EMD monthly the amount of materials collected, recycled, repurposed and disposed of under their support.

d. DPW-Environmental Management Division (EMD). The DPW EMD will oversee the solid waste and recycling program as outlined in reference 1a.

e. Tenant Agencies with Separate Solid Waste Contracts. Some organizations such as the Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) operate separate components of a solid waste program, (e.g., cardboard collection). These agencies will report to EMD monthly the amount of materials recycled from their organizations.

f. SWAT. The SWAT will establish installation objectives and targets to ensure improvement of the recycling program. The SWAT will establish where the QRP funds

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are utilized, according to current rules, with the approval of the Garrison Commander. The Garrison Commander will ensure all laws and regulations will be followed.


8. PROGRAM EXECUTION: Each organization, resident command, and agency will utilize the Activity Recycling Plan, (*Enclosure 4*) to describe how their recycling program will be executed and submit this document to DPW Operation/Environmental annually. The "U.S. ARMY GARRISON FORT LEE AND ALL TENANT ACTIVITIES RECYCLING PLAN" is the responsibility of the organizations' recycling coordinator.

9. EFFECTIVE DATE: This policy is effective on the above-mentioned date of this memorandum.

10. PROPONENT: Proponent for this policy is DPW EMD, ext. 734-5014.

11. SUPERSESSION: This policy supersedes Fort Lee Policy 19-03 dated 11 June13.

4 Encls



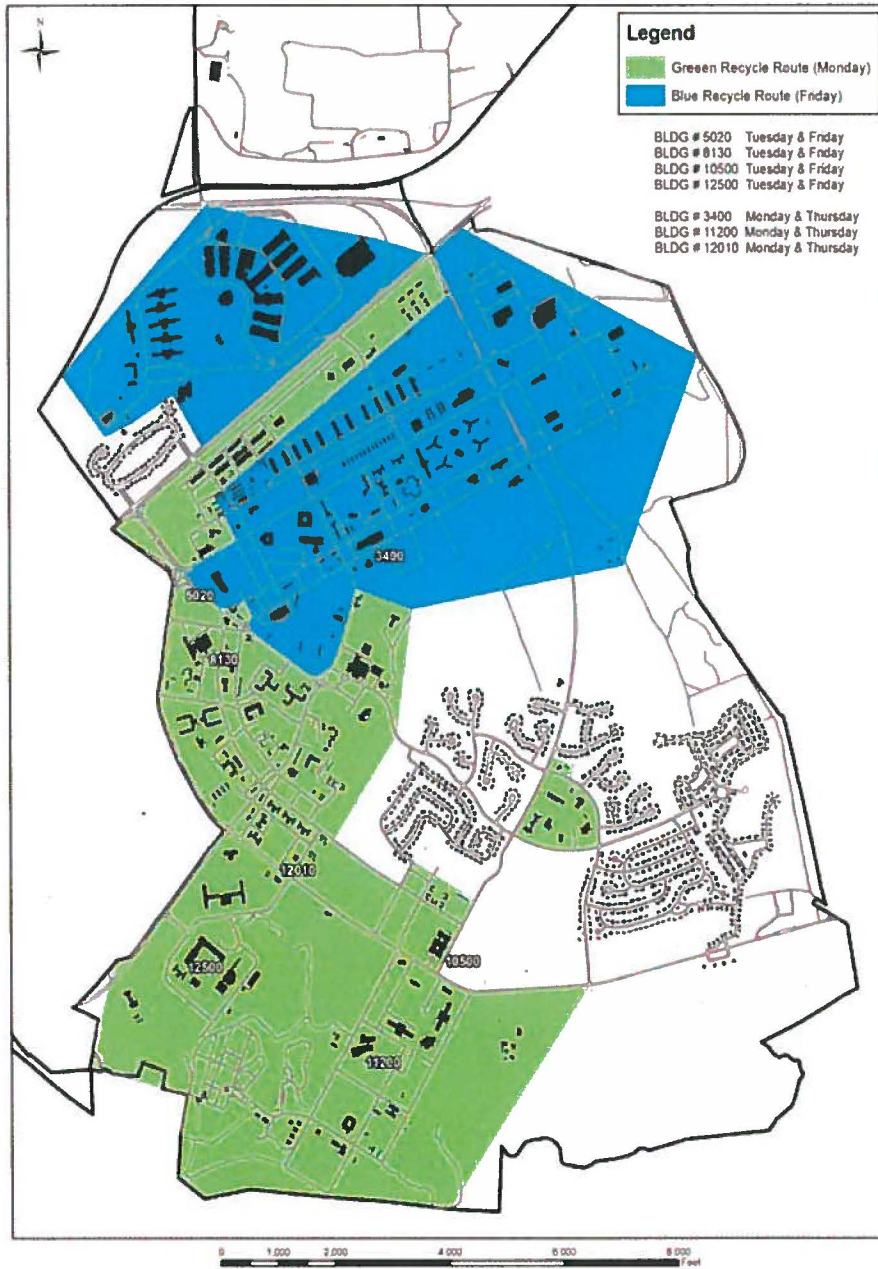
PAUL K. BROOKS  
COL, LG  
Commanding

DISTRIBUTION:  
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# FORT LEE RECYCLING PROGRAM

## 96 Gallon Container Pick-Up

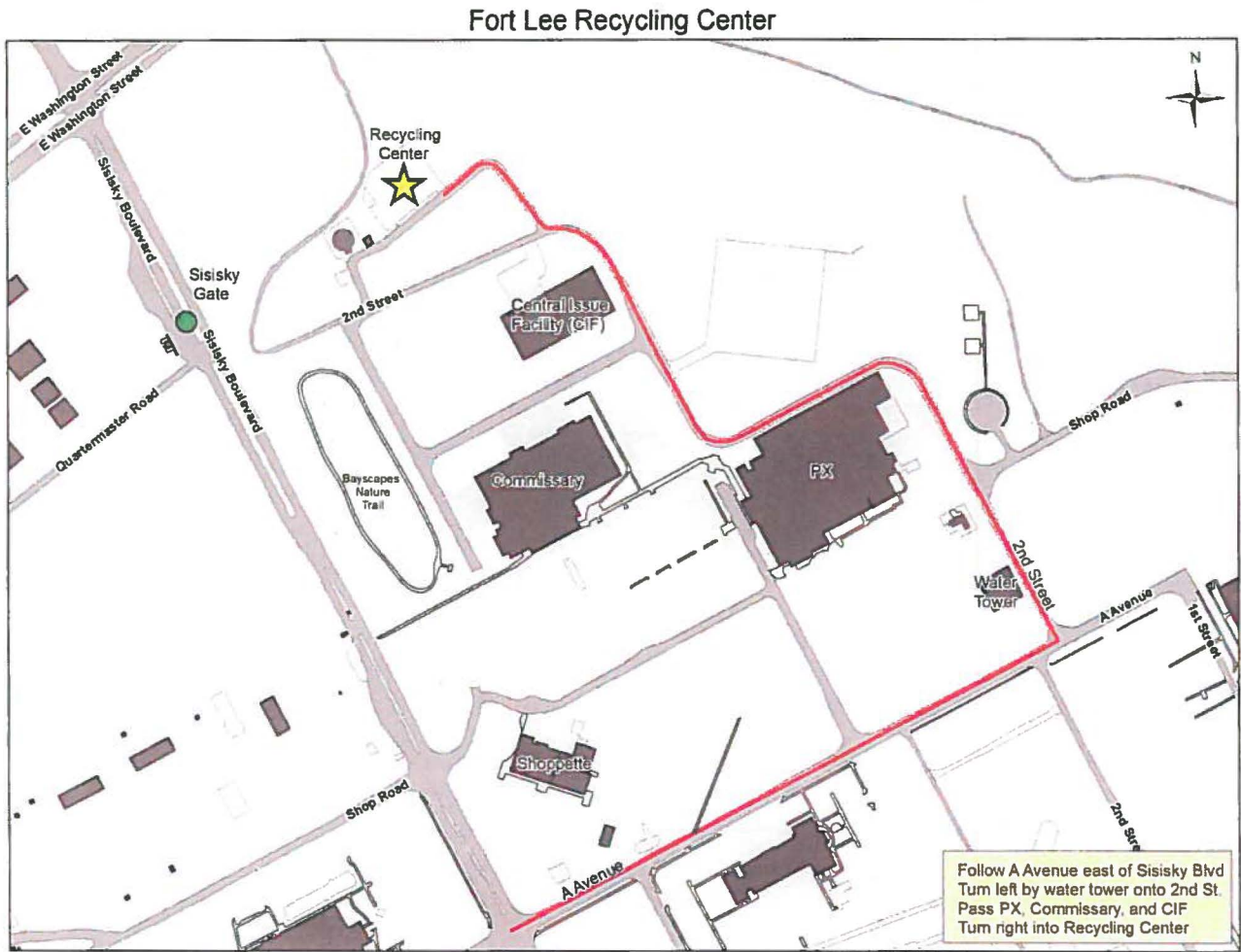
### 96 Gallon Recycle Route





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### FORT LEE RECYCLING PROGRAM Fort Lee Recycle Center



Enclosure 2

IMLE-PWE

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**FORT LEE RECYCLING PROGRAM  
Solid Waste Action Team (SWAT) Charter**

**Enclosure 3**

# **FORT LEE SOLID WASTE ACTION TEAM (SWAT) CHARTER**

## **Mission**

Assist the Garrison Commander with managing Fort Lee Solid Waste and the Qualified Recycling Program (QRP) funds in a manner that satisfies all assigned and known future missions.

## **Vision**

The Solid Waste Action Team will support the development of a unified installation "one post" that partners with Fort Lee, United States Army Garrison (USAG), Combined Arms Support Command (CASCOM) and all other tenant organizations to support Fort Lee's mission through efficient and sustainable use of operational, environmental and cultural resources during the management of solid waste.

## **Goals**

- Provide guidance to all military service members, civilians, tenant organizations and contractors assigned or working at Fort Lee, on the procedures of the Fort Lee's Recycling Program.
- Recognize and promote orderly development of Recycling Processes to meet requirements of Major Commands, Garrison staff directorates and support offices, tenant organizations and Reserve Component units.
- Facilitate the exchange of information and ideas relevant to the development of a thorough SWAT and QRP, *moving toward Net Zero Waste by CY 30.*

## **Authority**

- AR 200-1, Environmental Protection and Enhancement
- AR 420-1, Army Facilities Management
- Executive Order (EO) 13514, Federal Leadership in Environmental, Energy, and Economic Performance
- U.S. Army Assistant Chief of Staff Installation Management (ACSIM), Qualified Recycling Program Handbook, Dated November 2010

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- Public Law 97-214, The Resource Conservation and Recovery Act of 1976
- IMCOM Fiscal Year (FY) 2013 Non-Hazardous Solid Waste Diversion Goals

### **Functions**

The functions of the SWAT are to:

1. Act as the Garrison Commanders Solid Waste Council to ensure the orderly management of solid waste and the QRP funds in support of missions, management processes and achieving installation objectives; while following these guidelines for utilizing QRP funds:
  - a. Proceeds from the sale of recyclable materials at the installation shall be credited to funds available for operation and maintenance at the installation in the amount sufficient to cover operation, maintenance and overhead for processing recyclables and to improve recycling on the installation.
  - b. If after the operation and maintenance of the recycling program is funded, then not more than 50% of the remaining funds may be utilized at the installation for pollution abatement, energy conservation, and occupational safety and health activities.
  - c. The remaining balance available to the installation may be transferred to the non-appropriated morale and welfare fund for the installation, to be used for any morale and welfare activity.
2. Guide development and maintenance of all components of the SWAT.
3. Assist in ensuring that the SWAT:
  - a. Addresses all solid waste requirements from Department of Defense (DOD), Army, and Installation Management Command (IMCOM) guidance.
  - b. Addresses all solid waste requirements for all activities on Fort Lee.
  - c. Reflects changes in Fort Lee current or future solid waste concerns, with full consideration of, and respect for, Fort Lee mission.
4. Coordinate installation solid waste projects as appropriate with current recycling contract and environmental issues.

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5. Develop plans and projects that are in harmony with, protect, and enhance the environment, fully observant of sustainable design in development of policies and principles.
6. Ensure maximum use of existing reduction, reuse, and recycling processes; advise on the assignment and reassignment of recycling processes within existing facilities.
7. Formulate and justify major changes with facilities recycling programs in accordance with annual program higher headquarters guidance.
8. Resolve any recycling issues between competing organizations.

### **Composition**

The SWAT is composed of regularly assigned members or their alternates and organized as follows:

#### **Voting Members:**

- Garrison Commander (Chair)
- Combined Arms Support Command, Chief of Staff (CASCOM)
- Deputy, Garrison Commander
- Garrison, Command Sergeant Major
- Director, Public Works (DPW)
- Director, Logistics (LRC-LEE)
- Representative, Quartermaster School
- Representative, Ordnance School
- Representative, Transportation School
- Representative, US Army Logistics University (ALU)
- Representative, Defense Contract Management Agency (DCMA)
- Representative, Defense Commissary Agency (DeCA)
- Director, Family, Morale, Welfare & Recreation (DFMWR)
- Director, Training, Plans, Training, Mobilization & Security (DPTMS)
- Chief, Environmental Management Office, Public Works, (DPW)

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**Non-Voting Members:**

- Director, Fort Lee Commissary (DeCA)
- QRP Manager, Public Works (DPW)
- Director, Safety (USAG)
- Director, Resource Management Office (RMO)
- Director, Network Enterprise Center (NEC)
- Director, Software Engineering Center Lee (SEC-LEE)
- Commander, Kenner Army Health Clinic (KAHC)
- Director, Post Exchange/Army and Air Force Exchange Service (AAFES)
- Director, Internal Review and Audit Compliance (IRAC)
- Recycling Coordinators (RC) from Commands/Directorates/Buildings

**Meetings**

1. The SWAT will meet quarterly for the purpose of formal deliberations, consistent with the mission and functions of the SWAT.
2. A member of the Garrison Environmental Management staff, serves as the Executive Secretary of the board, and will prepare the meeting agenda, read-ahead packages, and record and distribute minutes of all SWAT meetings. The minutes will record members present and absent; and topics discussed, to include issues, points of discussion, board recommendations with consensus tally, if appropriate, and decisions made.
3. The SWAT will recommend formal approval of:
  - a. All components of the SWAT and the resources required to prepare and maintain them.
  - b. New project requests.
  - c. Variances from recycling processes established by the regulations.
  - d. Priorities and funding of QRP projects and other related resource issues.
  - e. Other items within the purview of the SWAT charter, as designated by the Chair or his/her designee.

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f. The Chair or his/her designee is the final decision maker during the voting process, when needed.

g. The Resource Management Office shall ensure that projects considered for local funding with recycling proceeds are not already included in a normal military construction program.

4. Voting quorum will be determined by a majority of the members present.

5. Interim meetings may be held at the discretion of the Chair or his/her designee for special cases and other matters. When interim meetings are initiated voting can be accomplished by email with a majority vote from the members answering the email.

6. Administrative Considerations

a. The Environmental Management Office (EMO) will serve as the Executive Secretary, as well as the recorder. Administrative and technical support will be provided by the EMO as a normal part of EMO duties in developing and maintaining the SWAT charter, and the Fort Lee Integrated Solid Waste Management Plan.

b. Meeting minutes will be distributed within 15 working days of the meeting.

c. The official files of the SWAT will be maintained by the EMO.

d. Correspondence pertaining to the SWAT will be directed to the Directorate of Public Works, Attn: IMLE-PWE (Solid Waste Manager /QRP Manager) 825 19th Streets, Building 6005, Fort Lee, 23801.

e. The point of contact for this charter is the Environmental Management Division, 734-5014.



PAUL K. BROOKS

COL, LG

Commanding

JUL 10 2014



**U.S. ARMY GARRISON FORT LEE  
 AND ALL TENANT  
 ACTIVITIES RECYCLING PLAN**

*(Updated annually and submit to Department of Public Works, Facility Services Branch)*

1. Organization: \_\_\_\_\_

Date of this plan: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

2. List the name and building number of your Recycling Coordinator (RC) and Alternate Recycling Coordinators(s):

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Bldg.</b>
Coordinator			
Alternate			
Coordinator			
Alternate			

3. Briefly describe how your activity will operate recycling or the process you follow to get recycling accomplished.

\_\_\_\_\_

4. Explain how your personnel will receive the mandatory recycling training annually. Explain how new personnel will be trained in recycling. For training material contact the DPW-Environmental Management Office.

\_\_\_\_\_

5. Are you satisfied with Fort Lee Recycle Services YES \_\_\_ NO \_\_\_?  
 If NO Please describe the recycling concerns you would like improved

\_\_\_\_\_

How would you improve Fort Lee Recycling Services?

\_\_\_\_\_

6. Person submitting plan: \_\_\_\_\_

Title: \_\_\_\_\_