

Facilities Engineering
RECYCLE PROGRAM

History. This is a functional revision. This supersedes III Corps and Fort Hood Regulation 420-6 dated 15 September 2000.

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 units and activities assigned, attached, conducting training, or residing on Fort Hood as tenants; contractor activities and leases located within the limits of the Fort Hood military

reservation; and members of Family housing. Participation in the Fort Hood Recycling Program is a requirement, not an option. During mobilization, this regulation remains in effect.

Supplementation. The Directorate of Public Works (DPW) prohibits supplementation of this regulation without prior approval.

Suggested Improvements. The proponent of this regulation is the DPW. Send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: IMWE-HOD-PWE, Fort Hood, Texas 76544-5028.

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OVERVIEW

1

Purpose

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.

The recycle program reduces the amount of material sent to the landfill, thereby reducing the cost to operate the landfill, and generates revenue through the sale of recyclable materials.

Revenue generated by the sale of recyclable material funds the recycle program and the recycle incentive program according to Title 10 United States Code (USC), Section 2577 (Disposal of Recyclable Materials) and Department of Defense Instruction (DODI) Memorandum 4715.4 (Pollution Prevention), paragraph 6.2.3.3.7.

All persons working or residing on Fort Hood will divert recyclable materials and reusable materials from the waste stream to the maximum practical extent.

Organizations will ensure that systems are in place to make recycling as convenient as possible and ensure that their personnel are recycling to the maximum extent possible.

As with all other efforts to protect the environment, recycling is part of the mission.

All levels of the organization will strive to make recycling a habit rather than another task to be performed.

1a**References**

Appendix A lists required and related references.

1b**Abbreviations and terms**

The glossary explains abbreviations and terms used in this regulation.

1c

**Summary
of change**

Specifically, this revision dated 19 October 2007 –

- Set Responsibility of direct sales of recycle material transferred from Defense Reutilization and Marketing Office (DRMO) to Fort Hood Recycle, as well as, responsibility of establishing and maintaining contracts for sale of recyclable materials and identification of new recycle markets.
- Recycling in the cantonment areas is the responsibility of DPW, Environmental, through Fort Hood Recycle and not through contractor.
- Update Post Commander responsibilities in regard to Executive Order 13423 (Strengthening Federal Environmental, Energy, and Transportation Management) dated 1/24/07.
- Removes the Recycle Action Team and all related items.
- Removes Recycle Buy Back Program and all related items.
- Collection of recycling is tasked to Fort Hood Recycle, Collection Department.
- Update collection process for recycling in cantonment areas.
- Designates custodian of records for recycle advisory committee to be incorporated with Environmental Quality Control Committee.
- Updates regulation to reflect change from Forces Command (FORSCOM) to Installation Management Command (IMCOM) for policies and regulations.
- List current information of recycle commodities accepted and current segregation information.
- Lists newly updated information regarding DRMO responsibilities.
- Updates affirmative procurement in regard to Executive Order 13423, (section2, paragraph d and e) dated January 24, 2007.

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**Summary
of change
(continued)**

- Updated Department of Defense (DD) Form 1348-1A instructions,
- Update recycle account number will changed annually, documented on DD Form 1348-1A.
- Insertion of solid waste management information.

1d

RESPONSIBILITIES

2

**Post
Commander**

The Post Commander or the designated representative will:

- Establish an organizational structure to plan, execute, and monitor a Qualified Recycle Program (QRP).
- Establish a Recycle Advisory Committee (RAC).
- Plan and execute a recycle program to achieve the Executive Order 13423, (Instructions for Implementing Executive Order 13423, section IX, paragraph B item 2) objective of 35 percent recycling goals established by Environmental Protection Agency (EPA). Achievement of this goal dictates strive for continuous improvement. Each agency shall recycle materials to the maximum extent practicable, considering cost, cost avoidance, return on investment, and availability of markets.

2a

**Contracting
Command**

Contracting Command will:

- Ensure that affirmative procurement policies are up-to-date and reflect new requirements found in Executive Order 13423 (instruction for implementing Executive Order 13423, section VII) and federal acquisition regulations (FAR).
- Ensure that all personnel involved in the procurement process are aware of current affirmative procurement policies and the laws that require affirmative procurement.
- Ensure compliance with the EPAs comprehensive procurement guidelines.

 (continued on next page)

**Contracting
Command
(continued)**

- Ensure that all contracts for construction, services or leases, where work activities will take place on post include requirements mandated by the FAR and applicable laws and regulations.

2b

**Garrison
Commander**

Garrison Commander will:

- Be the designated representative for the Post Commander in matters relating to recycling.
- Chair the RAC.
- Make the final determination regarding installation recycling programs, policies, and fund disbursements while considering the recommendations of the committee.
- Ensure that recycling is planned and implemented as part of all activities, including special events.

2c

**Directorate of
Public Works
(DPW)**

Directorate of Public Works (DPW) or a designated representative:

- Is the designated alternate representative for the Post Commander in matters relating to recycling.
- Provides overall staff supervision of the recycle program.
- Manages the Fort Hood Recycle Center, which receives and processes recyclable materials and prepares them for sale.
- Establishes and maintains contracts for the direct sale of recyclable materials as direct sales and/or coordinate recycle sales through DRMO.
- Identifies markets for new recyclable materials.
- Collects recyclable material on Fort Hood and delivers them to the recycle center.

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**Directorate of
Public Works
(continued)**

- Operates the Fort Hood Municipal Solid Waste Landfill.
- Screens waste entering the Fort Hood Municipal Solid Waste Landfill to ensure that unauthorized waste does not enter the landfill.
- Conducts regular quality assurance inspections of waste containers, recycle containers, and compost containers throughout Fort Hood to ensure proper usage.
 - Reports repetitive cases of improper container usage through the appropriate channels after attempting to correct the problem with the responsible unit.
- Maintains records of waste collection activities and track data on all solid waste generated by Fort Hood and disposition of the waste.
- Tracks the effectiveness of collection systems employed by organizations and provide feedback to units to help improve diversion rates.

2d**Assistant
Chief of
Staff (ACofS),
Resource
Management
(RM)**

Assistant Chief of Staff (ACofS), Resource Management (RM) will:

- Prepare and monitor financial data for the Chairman of the Recycle Committee.
- Interpret guidance and provide policy, procedure, and regulatory guidance.
- Certify funding for the recycle program.
- Provide Chairman, RAC, and Recycle Coordinator with monthly and/or quarterly financial statements and reports for the Recycle Program.

2e

**Defense
Reutilization
and
Marketing
Office
(DRMO)**

DRMO will:

- Offer for sale those recyclable materials that are eligible for QRP reimbursement.
- Enter into national contracts with qualified buyers for the items that can be sold.
- Provide audit information Resource, Recovery, and Recycling Program sale dates and contracts to the Recycle Center.
- Collect monies and report the money through Defense Finance and Accounting Service (DFAS) for reimbursement.

2f

**Commanders
and activity
chiefs**

Commanders and activity chiefs will:

- Develop and implement standard operating procedures for their respective organizations that incorporates systems necessary to maximize diversion of recyclable material from the landfill and verify that the procedures are being followed.
- Appoint recycle coordinators down to company level or branch for civilian activities.
- Ensure that appointed recycle coordinators have the authority and means to ensure compliance with this regulation and the organization's recycle standard operating procedures (SOP).

DPW, Environmental Division, will track the progress under the various systems implemented and may provide informal feedback based on lessons learned.

2g

**Community
life**

Community life noncommissioned officers in charge (NCOIC) will:

- Ensure training, awareness, and full participation of individual village residents regarding source segregation and the recycle program.

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**Community life
(continued)**

- Conduct regular inspections of waste and recycle receptacles to ensure that recyclable materials, compostable materials, and non-recyclable waste materials are placed in the proper containers.
- Issue warning notices according to Fort Hood Regulation 210-48 (Installation Housing Community Standards), section 3a, to individual residents who fail to place recyclable materials in their proper containers after they have received appropriate training.

2h

Village mayors

Village mayors will:

- Ensure training and awareness of individual village residents regarding source segregation and the recycle program.

2i

Family sponsor

The Family sponsor will:

- Ensure that Family members are aware of Fort Hood's recycling requirements and are following Fort Hood regulations.
- Ensure that recyclable materials, compostable materials, and non-recyclable waste materials are in the proper containers.

2j

Corps of Engineers, tenant, and contracting activities

Corps of Engineer, tenant, and contracting activities will:

- Ensure that all new contracts comply with the FAR, affirmative procurement laws, and regulations.
- Ensure contractor compliance with this regulation.
- Ensure compliance with affirmative procurement mandated by the FAR, application laws, and regulations.

2k

QUALIFIED RECYCLE PROGRAM (QRP)

3

Recycle program

In order to receive proceeds from the sale of the materials, Fort Hood is required to have a QRP.

Key components of Fort Hood's QRP are:

- The RAC, which oversees the QRP.
- Establishment of a recycle account code for proper tracking of recycle funds.

3a

Recycle Advisory Committee (RAC)

RAC is advisory in nature and:

- Acts as the Board of Directors for the installation's QRP.
- Assists the Garrison Commander in overseeing the installation recycling programs, policies, and fund disbursements.
- The Board of Directors for the installation's QRP.
- Does not have fiscal or approval authority, but recommends action on these matters to the Garrison Commander, the installation designee for environmental issues.

The Garrison Commander chairs the RAC although, does not vote in committee recommendations.

Garrison Commander makes the final determination regarding installation recycling programs, policies, and fund disbursements.

Voting members of the RAC are:

- DPW, Alternate Chairman.
- Director, Morale, Welfare, and Recreation.
- Director, Logistics.
- ACofS, RM.

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**Recycle
Advisory
Committee
(RAC)
(continued)**

Nonvoting members of the RAC are:

- Garrison Commander
- Staff Judge Advocate.
- Inspector General.
- Public Affairs Officer.
- DRMO.

The Installation Recycling Operations Manager is the Custodian of Records for the Committee, with minutes included in Environmental Quality Control Committee (EQCC) minutes.

The RAC is responsible for the direction, performance, and oversight of the installation recycling program and will:

- Ensure that the recycling program complies with applicable laws, Executive Orders, Department of Defense (DOD), Department of the Army (DA), and IMCOM policies and regulations and state requirements.
- Establish and monitor program objectives that meet or exceed the DOD measures of merit.
 - Maximize recycling.
 - Minimize solid waste disposal.
- Make recommendations concerning the annual recycling budget, including income, expenses, and disbursements.
- Safeguard program assets and ensure recycle program solvency.

(continued on next page)

**Recycle
Advisory
Committee
(RAC)
(continued)**

-
- Ensure that recycling fund disbursements comply with:
 - Title 10 USC, Section 2577, paragraph b and c.
 - DODI Memorandum 4715.4, paragraph 6.2.3.3.7.
 - Establish management controls to provide command oversight and to correct program weaknesses.
 - Explore and encourage new and innovative methods of recycling.
 - Encourage partnerships with DOD activities, federal agencies, state agencies, municipalities, and community organizations.
 - If applicable, secure support from appropriate investigative organizations to pursue allegations of fraud or corruption.

The Committee will meet at least quarterly.

The Chairperson may call special meetings at any time.

The Custodian of Records will provide current information for presentation to EQCC point of contact.

Three voting members constitute a quorum.

- A simple majority of the quorum present will carry a motion.

Members are expected to attend the quarterly meetings.

- At the discretion of the Chair, a member who is unable to be present at a meeting may, prior to the meeting, vote or express their position via email or telephone regarding any issue that is scheduled for consideration at the meeting.
- The chair may also allow a member who cannot attend to send a designated representative to vote by proxy.

The alternate chair will preside in the absence of the chair.

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**Recycle
Advisory
Committee
(RAC)
(continued)**

The EQCC custodian of records will record the minutes of meetings and make them available to committee members and to the public within two weeks of the meeting.

Committee members whose directorates are responsible for meeting DOD Measures of Merit goals will report their compliance status to the custodian each month.

The custodian will brief the installation-wide status at each quarterly meeting.

3b

STANDARD OPERATING PROCEDURES (SOPs)

4

Commanders

Commanders will develop written SOPs that incorporate systems necessary to maximize diversion of recyclable material from the landfill and ensure that the procedures are followed.

4a

**Standard
operating
procedures
(SOPs)**

As a minimum, each SOP shall address:

- Procedures for the segregation, consolidation, collection, and transportation of recyclable materials to the proper DPW recycle container if one is in their area of operations, in roll-off containers for recycling located at the landfill, or at the Fort Hood Recycle Center.
- Procedures for recyclable materials generated in motor pools, administrative areas, barracks, training areas, and any other distinct location where recyclable waste is generated.
- Quality control to ensure:
 - Non-recyclable waste is not placed in DPW recycle containers.
 - Recyclable materials are not placed in refuse containers.
- Inspection of:
 - Individual waste receptacles and DPW or contract waste containers periodically.

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Standard operating procedures (SOPS) (continued)

- Remove recyclables and place in the proper recycle containers.
- Recycle containers to ensure that they are being used properly.
- Training of personnel to ensure knowledge of recyclables and the procedures for removing them from Fort Hood's waste stream for recycling.

4b

HANDLING OF RECYCLABLE MATERIALS

5

Segregation

Source segregation takes place at the location where the materials are generated and before they reach the waste stream.

Organizations generating recyclable waste and reusable materials will ensure that recyclables are properly segregated as described in appendix B, table b-3 and do not become contaminated by food wastes or other materials.

Specific areas of concern are:

- Administrative areas, where waste paper makes up a large percentage of the waste generated.
 - Place a box or other container under every desk so that paper can easily be segregated at the source.
- Dining facilities generate large quantities of cardboard and metal cans.
 - Segregate at the point of generation to minimize contamination.
 - Break down and recycle clean cardboard.
 - Rinse metal cans and place in the proper recycle container.
- In other work areas, place appropriate recycle containers, depending on the type of material generated around the work area to ensure that recycle containers are readily available.

(continued on next page)

**Segregation
(continued)**

- It may be appropriate to remove waste receptacles or move them to a less convenient location to encourage use.
- In the barracks, individuals generating recyclable materials must segregate them and ensure delivery to the proper location.
 - A DPW recycle container may be near the barracks; if not, recyclable materials must be brought to the proper location for turn-in as designated in the organization's SOP and this regulation.

Recycling requirements are in effect when the unit is training at ranges and other training areas.

Segregate cardboard associated with meals ready to eat (MREs) (the containers they come in and inside the MREs) and other items used during training and turn-in for recycling.

5a

Collection

The DPW Recycle Collection Department is responsible for collection of recyclable materials placed in the DPW recycle containers located out-of-doors throughout the cantonment area. Units and activities are responsible for emptying inside containers into the outside containers for collection. Certain buildings generating large quantities of recycling will have inside collection provided by Fort Hood Recycle. These buildings include III Corps, Copeland In-Processing, and various others.

- DPW recycle containers are provided in locations convenient to activities generating large quantities of recyclable products. Every motor pool area will have recycle containers.

Many organizations will not have DPW recycle containers in their immediate vicinity for all of the commodities they generate.

- When no DPW recycle containers are located nearby, the organization must ensure that the material is delivered to the recycle center or DPW for recycling throughout the cantonment area.

Activities that have DPW recycle containers at their facilities should take advantage of these containers and ensure proper use.

(continued on next page)

**Collection
(continued)**

Underutilized or misused recycle containers will be removed.

- If recycle containers are removed, the activity will be required to deliver recyclable materials to the recycle center or roll-off containers for recycling located at the landfill.

Use DPW recycle containers only for collection of the post consumer commodities they have marked on them.

- Metal (aluminum and steel containers).
- Paper (all paper excluding toilet paper, paper towels, and carbon paper).
- Plastic bottles (1 and 2 grade).
- Cardboard and/or paperboard (broken down).
- Use of recycle containers for trash is prohibited.

Family housing members will place all recyclable materials in the normal recycle containers and place curbside once each week on the scheduled collection day.

- In most cases, cardboard boxes that will not fit in the recycle container should be broken down and placed next to the recycle container on the scheduled collection day.
- When large quantities of cardboard are generated on days other than the scheduled recycle day (for example, when moving into quarters), special pickups may be arranged by calling the Landfill Customer Service line at 254-532-2256.

Residents will not return cardboard to moving companies.

5b

Transportation

The solid waste management contractor transports recyclable materials placed in contractor recycle containers to the recycle center.

The contractor transports recyclable materials collected from Family housing to the recycle center.

- All other recyclable materials will be transported by the generating organization to the proper recyclable containers at the landfill or to the recycle center.

Personnel delivering recyclable materials to the recycle center should have the materials segregated by commodity according to Appendix B when they arrive.

- Recycle center personnel will instruct personnel delivering materials where to deposit the materials.

Materials should already be segregated according to Appendix B upon delivery to the landfill.

- All loads entering the landfill are screened to ensure that incoming loads do not contain unauthorized materials, including recyclable materials, compostable materials, reusable materials, and inert materials (rock, soil, concrete, masonry).
- If unauthorized materials are present, the operator of the vehicle will receive disposition instructions:
 - Remove recyclable materials and place them in roll-off containers located adjacent to the scale house.
 - Deliver compost to the compost center across the street from the landfill.
 - Deliver inert materials to the appropriate DPW stockpile area.

The contractor will periodically transport recyclable materials turned in at the Landfill to the Recycle Center as appropriate.

5c

IMPROPER USE OF CONTAINERS

6

**Cantonment
area refuse
and recycle
containers**

DPW will inform the responsible organization(s) of occasional misuse of their recycle containers or refuse containers.

DPW representatives may require the violating organizations to rectify contaminated containers before collection.

Improper usage that would merit correction before collection are:

- Refuse container with significant quantities of recyclables.
- Recycle container with significant quantities of refuse or the improper recycle commodity.
- Any container with hazardous or other regulated material.

Repeat offenses will result in the removal of misused recycle containers.

- If a container is regularly used improperly, DPW will inform the responsible organization and inspect the container several times over a two- or three-week period before making the decision to remove the container. Misuse of inside containers can result in the immediate removal of all inside containers.

If several organizations share a container and the responsible organization cannot be identified, their next higher command will be notified of any problems.

6a

**Family
housing**

DPW representatives, including the solid waste management contractor, regularly inspect recycle containers and waste receptacles in Family housing.

If improper container use is found, the Community Life NCO for that village will be advised of the violation for appropriate action.

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Family housing (continued)

- Upon being notified of a violation, the Community Life NCO will provide informative literature and personally speak to the offending resident(s) to ensure that they are aware of their requirement to recycle and understand which commodities are recyclable.

If additional violations are found after the resident has been counseled by the Community Life NCO, the resident will receive a citation for failure to comply with Family housing regulations.

If the resident receives three citations for failure to comply with any Family housing regulation, the resident may be evicted according to Fort Hood Regulation 210-48, paragraph 3c.

6b

AFFIRMATIVE PROCUREMENT

7

Affirmative procurement

Affirmative procurement supports Fort Hood's recycling program by creating increased demand for recyclable material within the manufacturing community.

The Resource Conservation and Recovery Act (RCRA) of 1976 requires the federal government to employ its purchasing power to create and sustain recycle markets by purchasing products made with recycled materials.

On January 24, 2007, the President signed Executive Order 13423, section 2, which directed the federal government to increase affirmative procurement efforts in a number of ways:

- Purchases to contain recycled materials or an increased percentage of recycled material.
- Purchases of paper of at least 30 percent post-consumer fiber content.
- Justification of certain material purchases that are not manufactured with recycled products.

All activities purchasing supplies through General Services Administration (GSA) or the supply system shall purchase items identified as environmentally preferable or "green" to the greatest extent possible and comply with current FAR.

7a

Contracting activities

Contracting activities are responsible for:

- All purchases on Fort Hood.
- Compliance with the affirmative procurement contained in Section 6002 of RCRA and regulations implementing Section 6002 of RCRA.
- Any new requirements contained in Executive Order 13423, FARs, laws, or regulations.

Contracting activities will:

- Review RCRA, implementing regulations, FARs, and Executive Order 13423 to ensure that appropriate policies are in place to ensure compliance.
- Ensure that all personnel, including credit card holders, involved in the procurement process are aware of the affirmative procurement requirements.
- Ensure that 100 percent of all purchases of products meet or exceed EPAs Comprehensive Procurement Guidelines unless written justification is provided.
- Develop and implement procedures for tracking all purchases of recycled products and products with recycled content.

7b

SOLID WASTE MANAGEMENT

8

Solid waste management

Fort Hood utilizes a solid waste contractor to collect, transport, and operate its municipal solid waste landfill. The Class I landfill is operated under a Texas Commission on Environmental Quality municipal solid waste permit. The waste acceptance plan of this permit states that no recyclable materials are to be placed in the landfill. The solid waste contractor is responsible for ensuring the permit is executed. As such, the solid waste contractor inspects loads to ensure recyclable materials are not placed in the landfill. Loads containing recyclable materials are not allowed entrance into the landfill.

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Solid waste management (continued)

To assist in the collection of recyclables, the solid waste contractor has placed recycle containers at the entry to the landfill. Loads containing recyclable materials are diverted to this area and the operator is allowed to off-load recyclable materials into the proper container. When these containers are full, the solid waste contractor delivers the containers to the Recycle Center.

8a

**Appendix A
References**

Section I. Required Publications

AR 200-1

Environmental Protection and Enhancement

DA PAM 420-47

Solid Waste Management

DODI 4715.4 (Cited in para 1a and 3b)

Pollution Prevention

Executive Order 12873

Federal Acquisition, Recycling, and Waste Prevention

Executive Order 13423 (Cited in para 1d, 2a, 2b, 7a, and 7b)

Strengthening Federal Environmental, Energy, and Transportation Management

Fort Hood Regulation 210-48 (Cited in para 2h and 6b)

Installation Housing Community Standards

Fort Hood Regulation 755-725 (Cited in appendix C-1)

Procedures for Turn-In to and Withdrawal from Defense Reutilization and Marketing Office (DRMO)

Resource Conservation and Recovery Act (RCRA) of 1976 (Cited in para 7a and 7b)

Title 10 USC, Section 2577 (Cited in para 1a and 3b)

Disposal of Recyclable Materials

Section II. Related Publications

This section not used.

Section III. Prescribed Forms

This section not use.

Section IV. Referenced Forms

DD Form 1348-1A

Issue Release/Receipt Document

FH Form 1853

Distribution Scheme

Appendix B Recyclable Materials

Current recyclables

Table B-1 lists materials currently recycled at Fort Hood:

Table B-1. Current recyclables

Recyclables	
Paper, all grades	Toner cartridges
Cardboard or paperboard	CD ROMs
Aluminum cans	Plastic drums (5 gallon or less)
Steel cans	Plastic targets (spent)
Plastic, household (post consumer)	Scrap metal (including tires with rims and concertina wire)
Glass bottles	Pallets

B1

Materials not currently recyclable

Table B-2 lists materials not currently accepted as recyclable on Fort Hood:

Table B-2. Materials not currently recyclable

Materials <u>not</u> recycled	
Syringes	Plate glass and/or Pyrex
Plastic toys	Rubber
Diapers	Plastic bags or bubble wrap
Paper towels	Aluminum foil
Toilet paper	Food contaminated paper products
Facial tissue	Food contaminated cardboard
Carbon paper	Styrofoam
Wax paper	Animal waste
Clothing	

Above mentioned items may be recycled in the future. Any item contaminated with food, human, pet, and/or hazardous waste is not accepted.

B2

Recyclables segregation

Table B-3 lists segregation procedures for recyclables.

Table B-3. Recyclables segregation

Segregation	
Material	Description and Process
White paper	Includes printer paper and copier paper commonly used at the office. Place in a separate receptacle, limit shredding to only those documents that are required to be shredded. If shredding is required, use only strip cut shredders. Do <u>not</u> use confetti or cross-cut shredders. Staples do <u>not</u> need to be removed. Take care to ensure that paper is <u>not</u> contaminated with food. Turn in at the recycle center or DPW recycle containers marked "Mixed Paper."
Newspaper with inserts	Take care to ensure that newspapers do <u>not</u> become contaminated. Newspaper with inserts may be placed in DPW recycle containers marked "Mixed Paper" or they can be turned in separately at the recycle center. Take care to ensure that it is <u>not</u> contaminated with food.
Office files	Turn in office files without any special sorting. Staples and paper clips do <u>not</u> need to be removed, but remove binder clips. Files should have at least 60-to 80-percent white paper. Remove all carbon paper from file prior to recycling. Place in DPW recycle containers marked "Mixed Paper" or they may be turned in directly at the recycle center. Take care to ensure that it is <u>not</u> contaminated with food.
Computer printout paper	Computer printout paper refers to carriage feed paper typically used in older printers. Computer printout paper may have pink, green, or blue bars to delineate the rows. Computer printout paper with carbon for duplicates should <u>not</u> be recycled. Computer printout paper may be placed in DPW recycle containers marked "Mixed Paper" or they may be turned in at the recycle center. Take care to ensure that it is <u>not</u> contaminated with food.
Maps	Turn in military maps directly to the recycle center. Take care to ensure that it is <u>not</u> contaminated with food.
Mixed paper	May include writing paper, magazines, telephone books, discarded mail, envelopes, brown paper sacks, packing paper, and any other clean paper that is <u>not</u> otherwise discussed. Mixed paper may be placed in DPW recycle containers marked "Mixed Paper" or they may be turned in at the recycle center. Take care to ensure that it is <u>not</u> contaminated with food.

(continued on next page)

Recyclables
segregation
(continued)

Table B-3. Recyclables Segregation (continued)

Segregation	
Material	Description and Process
Regulations, manuals, and books, etc.	Expired regulations, manuals, and books, etc., may be recycled after the covers are removed. Recycle covers as office pack or mixed paper and the pages should be recycled as white paper. If the manual is over 1-inch (2cm) thick after removing the covers, it should be split up so that the maximum thickness does <u>not</u> exceed 1-inch (2cm) in recycle containers or taken directly to the recycle facility. Care should be taken to ensure that it is <u>not</u> contaminated with food.
Cardboard and/or paperboard	Corrugated cardboard boxes and food and soda boxes shall be recycled on Fort Hood. Waxed corrugated boxes are <u>not</u> recyclable. Break down boxes before turn-in. Take care to ensure that it is <u>not</u> contaminated with food. Cardboard and paperboard may be turned in by placing it in DPW recycle containers marked "Cardboard" or they may be turned in at the recycle center.
Aluminum cans	Aluminum cans should be rinsed out and turned in by placing them in DPW recycle containers marked "Aluminum" or "Metals" or they may be turned in at the recycle center. Fort Hood does <u>not</u> recycle aluminum foil.
Steel Cans	Steel cans should be rinsed out and turned in by placing them in DPW or recycle containers marked "Aluminum" or "Metals" or they may be turned in at the Recycle Center.
Plastic (household)	Plastic containers marked type "1" or type "2" are recycled on Fort Hood. Rinse plastic containers and remove caps. Plastic containers may be turned in by placing them in a DPW recycle containers marked "Plastic Bottles" or turn in at the recycle center. Plastic toys (with no metal content) or gardening containers are recycled on Fort Hood. These additional items must be brought to the recycle center.
Plastic oil containers and other plastic chemical containers	Turn in at the DPW classification unit where they will be cleaned and shredded prior to recycling.

(continued on next page)

Recyclables Segregation (continued)

Table B-3. Recyclables Segregation (continued)

Segregation	
Material	Description and Process
Plastic drums	Turn in 5-gallon or smaller plastic drums at the DPW Classification unit.
Plastic targets	Turn in plastic targets directly at the recycle center.
Glass	All glass containers may be recycled, but windshields, plate glass, and Pyrex are <u>not</u> recycled. Rinse glass containers and remove the top prior to turn in. Glass containers should <u>not</u> be broken. Glass containers may be turned in at the recycle center.
Pallets	Turn in serviceable pallets directly at the recycle center or stack neatly beside the units recycle containers for pickup. Unserviceable pallets are turned in at the Landfill, but a Landfill pass must be issued at the recycle center before they are accepted.
Toner cartridges	Toner Cartridges should be turned in directly at the recycle center.
CD ROMs	CD ROMs should be turned in directly at the recycle center.

Legend:

DPW – Directorate of Public Works
 ETC – Et cetera

Appendix C Reusable Materials

Scrap

Scrap metal will be collected at the unit level and placed into special scrap metal bins or makeshift collection points maintained and operated by the generating activity.

- Generating activities are responsible for the periodic turn-in of scrap metal to the recycle center or DRMO.
- Under no circumstances should any items that carries a NSN (national stock number) or LSN (local stock number) and is a complete unit be placed in any scrap or recycle bins. All such complete items must go to DRMO.
- DRMO can assist generating activities in the classification of scrap metals.
- All scrap metal turned to DRMO is accomplished on a DD Form 1348-1A (Issue Release/Receipt Document), and in accordance with Fort Hood Regulation 755-725 (Procedures for turn-in and withdrawal from Defense Reutilization and Marketing Office [DRMO]). Individual commodities shall have a separate DD Form 1348-1A.
- All turn-in documents *must* contain the following phrase in the comment section:
 - Recyclable Material, Account # 21F3875.1111 B6 7M282W S0123168 (this account will change annual).
 - See sample DD1348-1A in Figure C-1.

C1

Other reusable items

Turn-in serviceable cargo and/or shipping pallets of any size at the recycle center.

Turn-in shipping boxes at the recycle center.

- Turn- in reusable containers used for shipping vehicle components to the direct support unit. The old components should be put into these containers for turn-in.

(continued on next page)

Glossary

Section I. Abbreviations

ACofS

Assistant Chief of Staff

AR

Army Regulation

ATTN

Attention

DA

Department of the Army

DD

Department of Defense

DFAS

Defense Finance and Accounting Service

DOD

Department of Defense

DODI

Department of Defense Instruction

DPW

Directorate of Public Works

DRMO

Defense Reutilization and Marketing Office

EO

Executive Order

EPA

Environmental Protection Agency

EQCC

Environmental Quality Control Committee

ETC

Et cetera

FAR
Federal Acquisitions Regulation

FORSCOM
Forces Command

FH
Fort Hood

GSA
General Services Administration

IAW
In Accordance With

IMCOM
Installation Management Command

LSN
Local Stock Number

MRE
Meals Ready-to-Eat

NCOIC
Noncommissioned Officer in Charge

NSN
National Stock Number

QRP
Qualified Recycle Program

RAC
Recycle Advisory Committee

RCRA
Resource Conservation and Recovery Act

REG
Regulation

RM
Resource Management

SOPs

Standing Operating Procedure(s)

USC

United States Code

Section II. Terms

Recycle

The process in which materials that would otherwise be discarded as waste are transformed into usable products.

Reusable

An item that may be used repeatedly in its present form. Certain containers and cargo pallets are examples of reusable items.

Source segregation

The segregation of recyclable materials at their point of generation. Source segregation is one of the most important procedures in the recycle process. It includes storage that prevents further damage or loss of quality that makes a recyclable material marketable.