

**III CORPS AND FORT HOOD REGULATION 420-6**

Facilities Engineering  
**RECYCLE PROGRAM**

**Department of the Army  
Headquarters, III Corps and Fort Hood  
Fort Hood, Texas 76544  
18 November, 2014**

**Unclassified**

# SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 420-6

Facilities Engineering Recycle Program

This issue dated **18 November, 2014**

- Adds Net Zero information and goals to overview.
- Changed Defense Reutilization and Marketing Office to Defense Logistics Agency Disposition Services.
- Changed responsibilities of Assistant Chief of Staff, Resource Management to Garrison Resource Manager, Budget Office (Paragraph 2e).
- In paragraph 2f, deleted the first bullet, stating that Defense Reutilization Marketing and Office will offer for sale those recyclable materials that are eligible for QRP reimbursement.
- Add Recycle coordinators responsibilities, 2. g.
- In paragraph 3b, deleted the third bullet because it repeated the first bullet. Also, reworded paragraph 3d to provide clarification of the Garrison Commander's duties.
- Changed the Directorate of Morale, Welfare and Recreation to Directorate of Family Morale, Welfare and Recreation.
- In paragraph 3b, removed duties from Director, Logistics, and gave them to Directorate of Public Works Business Operations Integration Division Chief.
- In paragraph 5b, changed plastic bottles (1 and 2 grade) to plastic bottles (grades 1-7).
- In paragraph 5b (6), changed "normal" to "96-gallon" recycle containers, and "each" to "every other" week on the scheduled collection day.
- Appendix B updated Recyclable materials chart.

Facilities Engineering

## RECYCLE PROGRAM

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**History.** This is a functional revision. This supersedes III Corps and Fort Hood Regulation 420-6 dated 19 October 2007.

**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: IMHD-PWE, Fort Hood, Texas 76544-5028.

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\*Supersedes III Corps and Fort Hood Regulation 420-6, 19 October 2007

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## **Chapter 1 Overview**

### **Section 1**

#### **1-1. Purpose.**

In April 2011, the Army selected Fort Hood as a Net Zero Waste (NZW) Pilot Installation with the goal of reaching zero waste by 2020. Fort Hood is committed to reducing the amount of waste generated and repurpose serviceable materials; as well as to maximize recycling of waste streams to reclaim recyclable and compostable materials. The Fort Hood NZW Program ensures that sustainable practices are at the forefront of everyday actions and practices to create a sustainable future for all Central Texas residents. To support the NZW effort, Fort Hood is creating a culture that recognizes the value of sustainability, measured not just in terms of financial benefits, but benefits to maintaining mission capability, quality of life, relationships with local communities, and the preservation of options for the Army's future. This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment, supporting NZW strategies, and preservation of natural resources through solid waste management and recycling.

#### **1-2 References**

Appendix A lists required and related references.

#### **1-3 Abbreviations and Terms**

The glossary explains abbreviations and terms used in this regulation.

#### **1-4 Objectives**

(1) 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.

(2) 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.

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

(4) 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.

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

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

## **Chapter 2**

### **Responsibilities:**

#### **2-1. Garrison Commander.**

The Garrison Commander or the designated representative will:

- (1) Establish an organizational structure to plan, execute, and monitor a Qualified Recycle Program (QRP)
- (2) Ensure compliance with recycling guidelines.
- (3) Establish a Recycle Advisory Committee (RAC).
- (4) Plan and execute a Recycle Program to achieve the Executive Order (EO) 13423 (Instructions for Implementing Executive Order 13423, section IX, paragraph B, item 2) objective of 35 percent recycling goals established by the Environmental Protection Agency (EPA). Achievement of this goal dictates striving for continuous improvement. Each agency shall recycle materials to the maximum extent practicable, considering cost, cost avoidance, return on investment, and availability of markets.
- (5) Chair the RAC.
- (6) Make the final determination regarding installation recycling programs, policies, and fund disbursement while considering the recommendations of the RAC.
- (7) Ensure that recycling is planned and implemented as part of all activities, including special events.

#### **2-2. Mission and Installation Contracting Command (MICC).**

The MICC will:

- (1) Ensure that affirmative procurement policies are up to date and reflect new requirements found in EO 13423 (Instructions for Implementing EO 13423, section VII) and Federal Acquisition Regulations (FAR).
- (2) Ensure that all personnel involved in the procurement process are aware of affirmative procurement policies and the laws that require affirmative procurement.
- (3) Ensure compliance with the EPA's comprehensive procurement guidelines.
- (4) Ensure that all contracts for construction, services or leases, where work activities will take place on the installation include requirements mandated by the FAR and applicable laws and regulations.

#### **2-3 Directorate of Public Works (DPW).**

The DPW or a designated representative:

- (1) Is the designated alternate representative for the Garrison Commander in matters related to recycling.
- (2) Provides overall staff supervision of the Recycle Program.
- (3) Manages the Fort Hood Recycle Center, which receives and processes recyclable materials and prepares them for sale.

- (4) Establishes and maintains contracts for the direct sale of recyclable materials as direct sales and/or coordinate recycle sales through Defense Logistics Agency (DLA).
- (5) Identifies markets for new recyclable materials.
- (6) Collects recyclable material on the installation and delivers to the Recycle Center.
- (7) Operates the Fort Hood Municipal Solid Waste Landfill (landfill).
  - (a) Screens waste entering the landfill to ensure that unauthorized waste does **not** enter the landfill.
  - (b) Conducts regular quality assurance inspections of waste containers, recycle containers, and compost containers throughout Fort Hood to ensure proper usage.
  - (c) Reports repetitive cases of improper container usage through the appropriate channels after attempting to correct the problem with the responsible unit.
- (8) Maintains records of waste collection activities and tracks data on all solid waste generated by Fort Hood and disposition of the waste.
- (9) Tracks the effectiveness of collection systems employed by organizations and provides feedback to units to help improve diversion rates.

#### **2-4. Garrison Resource Management (RM), Budget Office**

- (1) Prepare and monitor financial data for the Chairman of the Recycle Advisory Committee.
- (2) Interpret guidance and provide policy, procedure, and regulatory guidance.
- (3) Certify funding for the Recycle Program.
- (4) Provide Chairman, RAC, and Recycle Coordinator with monthly and/or quarterly financial statements and reports for the Recycle Program.

#### **2-5. Defense Logistics Agency Disposition Services (DLADS):**

- (1) Enter into national contracts with qualified buyers for the items that can be sold.
- (2) Provide audit information on Resource, Recovery, and Recycling Program sale dates and contracts to the Recycle Center.
- (3) Collect monies and report the money through Defense Finance and Accounting Service (DFAS) for reimbursement.

#### **2-6. Commanders and Activity Chiefs.**

Commanders and activity chiefs will:

- (1) Develop and implement standard operating procedures for their respective organizations that incorporate systems necessary to maximize diversion of recyclable material from the landfill and verify that the procedures are being followed.
- (2) Appoint recycle coordinators down to company level or branch for Civilian activities. Recycle coordinators cannot simultaneously serve as Environmental Compliance Officers. These individuals work closely together but their roles and responsibilities are very different.

(3) Ensure that appointed recycle coordinators have the authority and means to ensure compliance with this regulation and the organizations recycle Standard Operating Procedures (SOPs).

(4) Establish Unit Recycle Councils down to company level or directorate/office level for civilian activities. Recycle Councils are a Council of Soldiers (usually PVT-SPC) or Department of the Army (DA) Civilians that work to expand recycling in their units/organizations.

NOTE: DPW Environmental Division (DPW-ENV) will track the progress under the various systems implemented and may provide informal feedback based on lessons learned.

### **2-7. Recycle Coordinators.**

Recycle coordinators will:

- (1) Conduct weekly random inspections of trash and recycle bins.
- (2) Identify opportunities to reduce, reuse, and recycle.
- (3) Implement NZW strategies such as electronic signatures, reduced printing requirements, promote Dining Facility (DFAC) dining, recycle bins at all functions, etc.
- (4) Organize the Recycle Councils and report obstacles to Commander.
- (5) Develop a cash for cans program for unit funds.
- (6) Develop NZW unit award program for individual Soldiers and Companies.

### **2-8. Community Life.**

Community Life Non-Commissioned Officers in Charge (NCOICs) will:

- (1) Ensure training, awareness, and full participation of individual village residents regarding the recycle program.
- (2) 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.

### **2-9. Village Mayors.**

Village Mayors will ensure training and awareness of individual village residents regarding source segregation and the Recycle Program.

### **2-10. Family Sponsor.**

The Family sponsor will:

- (1) Ensure that Family members are aware of Fort Hood's recycling requirements and are following Fort Hood regulations.

(2) Ensure that recyclable materials, compostable materials, and non-recyclable waste materials are in the proper containers.

### **2-11. Corps of Engineers, Tenant, and Contracting Activities.**

Corps of Engineers, tenant, and contracting activities will:

- (1) Ensure that all new contracts comply with the FAR, affirmative procurement laws, and regulations.
- (2) Ensure contractor compliance with this regulation.
- (3) Ensure compliance with affirmative procurement mandated by the FAR, applicable laws, and regulations.

## **Chapter 3**

### **Qualified Recycle Program (QRP):**

#### **3-1. 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:

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

#### **3-2. Recycle Advisory Committee (RAC).**

RAC is advisory in nature and:

- (1) Acts as the Board of Directors for the installation's QRP.
- (2) Assists the Garrison Commander in overseeing the installation recycle programs, policies, and fund disbursements.
- (3) Does **not** have fiscal or approval authority, but recommends action on these matters to the Garrison Commander, the installation designee for environmental issues.
- (4) The Garrison Commander chairs the RAC but does not vote on the .
- (5) Garrison Commander makes the final determination regarding installation recycle programs, policies, and fund disbursements.
- (6) Voting members of the RAC are:
  - (a) DPW, Alternate Chairman.
  - (b) Director, Family Morale, Welfare and Recreation (DFMWR).
  - (c) DPW Business Operations Integration Division (BOID) Chief.
  - (d) Garrison RM, Budget Office.
- (7) Non-voting members of the RAC are:
  - (a) Garrison Commander.
  - (b) Staff Judge Advocate.
  - (c) Inspector General.
  - (d) Public Affairs Officer.
  - (e) DLADS.

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

(9) The RAC is responsible for the direction, performance, and oversight of the installation recycle program and will:

(a) Ensure that the Recycle Program complies with applicable laws, EOs, Department of Defense (DOD), DA, and Installation Management Command (IMCOM) policies and regulations and state requirements.

(b) Establish and monitor program objectives that meet or exceed the DOD measures of merit (MOM) to maximize recycling and minimize solid waste disposal.

(c) Make recommendations concerning the annual recycling budget, including income, expenses, and disbursements.

(d) Safeguard program assets and ensure recycle program solvency.

(e) Ensure that recycling fund disbursements comply with

(1) Title 10 USC, Section 2577, paragraph b and c.

(2) DODI Memorandum 4715.4, paragraph 6.2.3.3.7.

(f) Establish management controls to provide command oversight and to correct program weaknesses.

(g) Explore and encourage new and innovative methods of recycling.

(h) Encourage partnerships with DOD activities, federal agencies, state agencies, municipalities, and community organizations.

(i) If applicable, secure support from appropriate investigative organizations to pursue allegations of fraud or corruption.

(10) The Committee will meet annually.

(11) The Chairperson may call special meetings at any time.

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

(13) Three voting members constitute a quorum.

(a) A simple majority of the quorum present will carry a motion. Members are expected to attend the annual meetings.

(b) 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.

(c) The chair may also allow a member who **cannot** attend to send a designated representative to vote by proxy.

(14) The alternate chair will preside in the absence of the chair.

(15) 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.

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

(17) The custodian will brief the installation-wide status at each annual meeting.

## **Chapter 4**

### **Standard Operating Procedures (SOPs):**

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

As a minimum, each SOP shall address:

- (1) Procedures for the segregation, consolidation, collection, and transportation of recyclable materials to the proper DPW recycle containers 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.
- (2) Procedures for recyclable materials generated in motor pools, administrative areas, barracks, training areas, and any other distinct location where recyclable waste is generated.
- (3) Quality control to ensure:
  - (a) Non-recyclable waste is **not** placed in DPW recycle containers.
  - (b) Recyclable materials are **not** placed in refuse containers.
- (4) Inspection of:
  - (a) Individual waste receptacles and DPW or contract waste containers periodically. Remove recyclables and place in the proper recycle containers.
  - (b) Recycle containers to ensure that they are being used properly.
- (5) Training of personnel to ensure knowledge of recyclables and the procedures for removing them from Fort Hood's waste stream for recycling.

## **Chapter 5**

### **Handling of Recycling Materials:**

#### **5-1. Segregation.**

- (1) Source segregation takes place at the location where the materials are generated and before they reach the waste stream.
- (2) 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.
- (3) Specific areas of concern are:
  - (a) 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 be easily segregated at the source.

(b) Dining facilities generating 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.

(c) 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. It may be appropriate to remove waste receptacles or move them to a less convenient location to encourage use.

(d) 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 taken to the proper location for turn-in as designated in the organization's SOP and this regulation.

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

(5) 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.

## **5-2. Collection.**

(1) The DPW Recycle Collection Department is responsible for collection of recyclable materials placed in the DPW recycle containers located outdoors 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 recyclable will have inside collection provided by Fort Hood Recycle. These buildings include III Corps, Copeland In-Processing, and various others.

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

(3) 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.

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

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

(a) Metal (aluminum and steel containers).

(b) Paper (all paper excluding toilet paper, paper towels, and carbon paper).

(c) Plastic bottles (Grades 1-7).

(d) Cardboard and/or paperboard (broken down).

(e) Use of recycle containers for trash is prohibited.

(6) Family housing members will place all recyclable materials in the 96-gallon recycle containers and place curbside on the scheduled collection day.

(a) 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.

(b) 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.

(7) Residents will **not** return cardboard to moving companies.

### 5-3. Transportation

(1) The solid waste management contractor transports recyclable materials placed in contractor recycle containers to a recycle center.

(2) The contractor transports recyclable materials collected from Family housing to a 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.

(3) 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.

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

(a) 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:

(1) Remove recyclable materials and place them in roll-off containers located adjacent to the scale house.

(2) Deliver compost to the compost center across the street from the landfill.

(3) Deliver inert materials to the appropriate DPW stockpile area.

(b) The contractor will periodically transport recyclable materials turned in at the landfill to the Recycle Center as appropriate.

## **Chapter 6**

### **Improper use of containers**

#### **Cantonment Area Refuse and Recycle Containers.**

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

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

(3) Improper usage that would merit correction before collection are:

(a) Refuse container with significant quantities of recyclables.

(b) Recycle containers with significant quantities of refuse or the improper recycle commodity.

(c) Any containers with hazardous or other regulated material.

(4) Repeated offenses will result in the removal of misused recycle containers. If a container is regularly misused improperly, DPW will inform the responsible organization and inspect the container several times over a 2- or 3-week period before making the decision to remove the container. Misuse of inside containers can result in the immediate removal of all inside containers.

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

## **Chapter 7.**

### **Affirmative procurement**

#### **7-1. Affirmative procurement supports Fort Hood's Recycle Program**

Creates an increased demand for recyclable material within the manufacturing community by doing the following:

(1) 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.

(2) On 24 Jan 07, the President signed EO 13423, section 2, which directed the federal government to increase affirmative procurement efforts in a number of ways:

(a) Purchases to contain recycled materials or an increased percentage of recycled material.

(b) Purchases of paper of at least 30 percent post-consumer fiber content.

(c) Justification of certain material purchases that are **not** manufactured with recycled materials.

(3) All activities purchasing supplies through the 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.

## **7-2. Contracting Activities**

- (1) Contracting activities are responsible for:
  - (a) All purchases on Fort Hood.
  - (b) Compliance with the affirmative procurement contained in Section 6002 of RCRA and regulations implementing Section 6002 of RCRA.
  - (c) Any new requirements in EO 13423, FARs, laws, or regulations.
- (2) Contracting activities will:
  - (a) Review RCRA, implementing regulations, FARS, and EO 13423 to ensure that appropriate policies are in place to ensure compliance.
  - (b) Ensure that all personnel, including credit cardholders involved in the procurement process, are aware of the affirmative procurement requirements.
  - (c) Ensure that 100 percent of all purchases of products meet or exceed EPA’s Comprehensive Procurement Guidelines unless written justification is provided.
  - (d) Develop and implement procedures for tracking all purchases of recycled products and products with recycled content.

## **Chapter 8. Solid waste management**

### **8-1. How Fort Hood uses solid waste**

Fort Hood uses a solid waste contractor to collect, transport, and operate its 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.

### **8-2. The Assistance of collecting recyclables**

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.

## **APPENDIX A**

### **References**

#### **Section I. Required Publications**

**DODI 4715.4** Pollution Prevention cited in paragraphs 1-4(2) and 3-2(9e-2)

**Executive Order 13423** Strengthening Federal Environmental, Energy, and Transport Management cited in paragraphs 2-1(4), 2-2(1), 7-1(2), 7-2(1c) and 7-2(2a)

**Fort Hood Regulation 755-725** Procedures for Turn-In to and Withdrawal From Defense Reutilization and Marketing Office (DRMO) . cited in appendix C-1

**Resource Conservation and Recovery Act (RCRA) of 1976** cited in paragraphs 7-1(1), 7-2(1b), and 7-2(2a)

**Title 10 USC, Section 2577** Disposal of Recyclable Materials cited in paragraphs 1-4(2) and 3-2(9e-1)

#### **Section II. Related Publications**

This section **not** used.

#### **Section III. Prescribed Forms**

This section **not** used.

#### **Section IV. Referenced Forms**

**DD Form 1348-1A** Issue Release/Receipt Document cited in C-1(d), and C-1(e2)

**FH Form 1853** Distribution Scheme

## Appendix B

### Recyclable Materials

**Table B-1 – Current Recyclables.** This table lists materials currently recycled at Fort Hood.

Recyclables	
Paper	Toner cartridges
Cardboard or paperboard	CD ROMs
Aluminum cans/aluminum foil	Plastic drums
Steel or Tin cans	Plastic targets (spent)
All 1-7 Plastics	Scrap metal (including tires with rims and concertina wire)
Glass Bottles	Pallets
LDPE film	Plastic shopping bags, all colors
Pill bottles	Plastic toys
Coat hangers	Athletic shoes
Window blinds	PP blue film (hospital grade)
PP juice bottles	Styrofoam (EPS grade only)

**Table B-2 – Materials not Currently Recyclable.** This table lists materials **not** currently accepted as recyclable on Fort Hood:

Materials <b><u>not</u></b> recycled	
Syringes	Plate glass and/or Pyrex
Diapers	Rubber
Paper towels	Facial tissue
Toilet paper	Food-contaminated paper products
Carbon paper	Food-contaminated cardboard
Clothing	Animal waste
Wax paper	

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

**Table B-3 – Recyclables Segregation Procedures. Note: Care should be taken to ensure that the recyclable products are not contaminated with food.**

<b>Segregation</b>	
<b>Material</b>	<b>Description and Process</b>
<b>White paper</b>	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 <b>not</b> use confetti or cross-cut shredders. Staples do <b>not</b> need to be removed. Turn-in at the recycle center or in DPW recycle containers marked "Mixed Paper."
<b>Newspaper with inserts</b>	Take care to ensure that newspapers do <b>not</b> 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.
<b>Office files</b>	Turn in office files without any special sorting. Staples and paper clips to <b>not</b> 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.
<b>Computer printout paper</b>	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 <b>not</b> 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.
<b>Maps</b>	Turn in military maps directly to the recycle center.
<b>Mixed paper</b>	May include writing paper, magazines, telephone books, discarded mail, envelopes, brown paper sacks, packing paper, and any other clean paper that is <b>not</b> otherwise discussed. Mixed paper may be placed in DPW recycle containers marked "Mixed Paper," or they may be turned in at the recycle center.
<b>Regulations, manuals, books, etc.</b>	Expired regulations, manuals, and books, etc., may be recycled in DPW recycle containers marked "Mixed Paper," or they may be turned in at the recycle center.
<b>Cardboard and/or paperboard</b>	Corrugated cardboard boxes and food and soda boxes shall be recycled on Fort Hood. Break down boxes before turn-in. 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.
<b>Aluminum cans</b>	Aluminum cans should be 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 also accepts aluminum foil.

**Table B-3 – Recyclables Segregation Procedures. Note: Care should be taken to ensure that the recyclable products are not contaminated with food. (continued)**

<b>Steel cans</b>	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.
<b>Plastic, household (grades 1-7)</b>	Plastic containers marked types 1-7 are recycled on Fort Hood. They may be turned in by placing them in a DPW recycle container marked "Plastic Bottles," or turn them in at the recycle center. Plastic toys or gardening containers are recycled on Fort Hood. These additional items must be brought to the recycle center.
<b>Plastic oil containers and other plastic chemical containers</b>	Turn these products in to the DPW Classification Unit, where they will be cleaned and shredded prior to recycling.
<b>Plastic drums</b>	Turn-in 5-gallon or smaller plastic drums at the DPW Classification Unit.
<b>Plastic targets</b>	Turn in plastic targets directly at the recycle center.
<b>Glass</b>	All glass containers may be recycled, but windshields, plate glass, and Pyrex are <b>not</b> recycled. Glass containers should <b>not</b> be broken. Glass containers may be turned in at the recycle center.
<b>Pallets</b>	Turn in serviceable pallets directly to the recycle center or stack neatly beside the unit's 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.
<b>Toner cartridges</b>	Toner cartridges should be turned in directly to the recycle center. They should be separated from other materials, due to the possibility of contamination.
<b>CD-ROMs</b>	CD-ROMs should be turned in directly to the recycle center.
<b>Styrofoam (#6 EPS)</b>	#6 Styrofoam can be brought directly to the recycle center or placed in the blue containers marked either plastics or paper.
<b>Plastic Bags (all colors)</b>	All plastic bags can be brought directly to the recycle center or placed in the blue containers marked plastics.

## APPENDIX C

### Reusable Materials

**C-1. Scrap.** Scrap metal will be collected at the unit level and placed into special scrap metal bins or makeshift collection points maintained and operating by the generating activity.

a. Generating activities are responsible for the periodic turn-in of scrap metal to the recycle center or DLA.

b. Under no circumstances should any items that are a complete unit and that carry a National Stock Number (NSN) or a local stock number (LSN) be placed in any scrap or recycle bins. All such complete items must go to DLA.

c. DLADS can assist generating activities in the classification of scrap metals.

d. All scrap metal turned in to DLADS 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 to and Withdrawal From Defense Reutilization and Marketing Office (DRMO)). Individual commodities shall have a separate DD Form 1348-1A.

e. All turn-in documents must contain the following phrase in the comment section:

(1) Recyclable material, Account # 21F3875.1111 B6 7M282W S0123168 (this account will change annually). Please include your fund cite on your turn-in documents. If the fund cite is not listed, Fort Hood may not receive credit for the sales proceeds.

(2) See sample DA 1348-1A in Figure C-1.

### C-2. Other Reusable Items

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

b. 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.

c. Other untreated scrap lumber should be turned in at the Fort Hood Compost Center, across the street from the Fort Hood Landfill.

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

1. TOTAL PKGS	2. SHIP FROM		3. SHIP TO	
UNIT PRICE		DOLLARS		CTS
DOLLARS		CTS		
4. MARK FOR				
9. DOK DATE		8. NMFC		7. FRT RATE
10. QTY RECD		11. LP		12. UNIT WEIGHT
13. UNIT CUBE		14. UPC		15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE				
17. ITEM NAME/CLAS/WE				
18. TY CONT		19. NO CONT		20. TOTAL WEIGHT
21. RECEIVED BY		22. DATE RECEIVED		23. TOTAL CUBE

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Figure C-1. Sample DD Form 1348-1A

**Glossary**  
**Section I. Abbreviations**

**ATTN**  
Attention

**BOID**  
Business Operations Integration Division

**DA**  
Department of the Army

**DFAC**  
Dining Facility

**DFAS**  
Defense Finance and Accounting Service

**DFMWR**  
Director, Family Morale, Welfare and Recreation

**DLA.**  
Defense Logistics Agency

**DLADS**  
Defense Logistics Agency Disposition Services

**DOD**  
Department of Defense

**DODI**  
Department of Defense Instruction

**DPW**  
Directorate of Public Works

**DPW-ENV**  
Directorate of Public Works Environmental Division

**DRMO**

Defense Reutilization and Marketing Office

**EO**

Executive Order

**EPA**

Environmental Protection Agency

**EQCC**

Environmental Quality Control Committee

**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

**MICC**

Mission and Installation Contracting Command

**MOM**

Measure of Merit

**MRE**

Meals, Ready-to-Eat

**NCOIC**

Non-commissioned Officer in Charge

**NSN**

National Stock Number

**NZW**

Net Zero Waste

**PVT**

Private

**QRP**

Qualified Recycle Program

**RAC**

Recycle Advisory Committee

**RCRA**

Resource Conservation and Recovery Act

**REG**

Regulation

**RM**

Resource Management

**SOPs**

Standing Operating Procedure(s)

**SPC**

Specialist

**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 items 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 prevent further damage or loss of quality that makes a recyclable material marketable.