



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5090.3
C 043-RRRP
27 Mar 95

MARINE CORPS BASE ORDER 5090.3

From: Commanding General
To: Distribution List

Subj: RESOURCE RECOVERY AND RECYCLING PROGRAM

Ref: (a) MCO P5090.2
(b) MCO 7301.116

Encl: (1) Terms and Definitions
(2) Guidelines for Source Reduction/Waste Reduction
(3) Procedures for Organizational Recycling
(4) Procedures for Recycling at Quarters
(5) Recyclable Materials Collection Plan
(6) Recyclable Materials List
(7) Sample Notification of Building Recycling Coordinator
(8) Disposal Turn-In Document (DTID)
(9) Budgeted Use of Proceeds From Budget Clearing Account
(Suspense)

1. Purpose. To provide guidelines, responsibilities, and procedures for solid waste prevention and recycling and to establish a qualifying recycling program (QRP) at the MCB, Quantico, VA. Nothing in this Order is to be construed as conflicting with provisions of any negotiated agreement or contract.

2. Cancellation. MCCDCO 6240.7A.

3. Background

a. Executive Order 12873 of 20 October 1993, Federal Acquisition, Recycling, and Waste Prevention, requires that consistent with demands of efficiency and cost-effectiveness, waste prevention and recycling shall be incorporated into daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products. It further requires the acquisition and use of environmentally preferable products and services and implementation of procurement preference programs favoring the purchase of these products and services per Resource Conservation and Recovery Act section 6002 (42 U.S.C. 6962).

b. Deputy Under Secretary of Defense (OUSD (ES)) Memorandum of 18 August 1993, as amended, Policy for DoD Recycling, supersedes all previous DoD and DON policy guidance on the establishment and operation of QRP's. It redefines authority for personal property disposal and recycling operations, and

establishes requirements for closing the recycling loop with preference programs for recycled/ recyclable product acquisition and continual QRP program reviews to ensure maximum waste stream diversion. DON Environmental Policy Memorandum 93-04 (R) requires that all guidance for recycling programs fully comply with DoD policy and Executive Order.

c. Reference (a) establishes policy for Marine Corps solid waste management and resource recovery. It prescribes developing solid waste management plans on the priority basis of source reduction, recycling, energy conservation, and contained disposal; implementing source separation for recycling and developing a single authorized QRP; and criteria for QRP administration.

d. The primary authority for DoD recycling programs is the Military Construction Codification Act (10 U.S.C. 2577). This law authorizes an installation with a QRP to receive 100 percent of proceeds from sales of recyclable scrap materials and accumulate up to \$2 million to cover the costs of recycling and spend on nonappropriated fund Morale, Welfare and Recreation (MWR) programs, pollution abatement, energy conservation, and occupational safety and health deficiency abatement projects. This Installation's Resource Recovery and Recycling Program (RRRP) is based upon 10 U.S.C. 2577 and a 28 January 1983 DoD policy memorandum.

e. The philosophy of source reduction/recycling at this Base is that optimum material diversion from the waste stream is possible at the point of generation and is an alternative to landfilling or otherwise disposing of waste in a manner harmful to the environment or wasteful of natural resources. Source reduction/recycling is a common sense approach to sound financial management. Tangible benefits include, but are not limited to, disposal cost avoidance, RRRP self-sufficiency, and the potential generation of funds to improve the quality of life for all who work and reside aboard this Installation.

4. Policy

a. It is the policy of this Base and its tenant activities to practice the tenets of Reduce, Reuse, Recycle, and to commit to recycling as the foundation for reducing the generation of solid waste.

b. The policy requires that all persons aggressively practice source reduction to minimize solid waste generation.

c. The policy requires all persons to actively engage in materials recycling and to source segregate materials at their work place.

d. The policy requires all occupants of bachelor and family quarters to actively engage in materials recycling at their place of residence.

e. The policy requires strict adherence to affirmative procurement programs for all designated Environmental Protection Agency (EPA) guideline items purchased, particularly for "nonsystem" products acquired through local open purchase procedures. See enclosure (1).

f. All solid waste generated aboard the installation shall be considered Base property for purposes of disposal (including recycling) except when the Defense Commissary Agency (DeCA) and Marine Corps Exchange (MCX) salvage and dispose of their own recoverable resources.

g. The RRRP is designated the single authorized QRP at this Base; all tenant activities shall participate in the RRRP. The DeCA and MCX are excluded only if they have established recycling programs, or when participation is otherwise precluded by law or regulation. Non-DoD tenant activities are strongly encouraged to participate in the RRRP, however, if base-provided refuse collection services and disposal facilities are used, the materials designated by this Order shall be segregated for recycling.

h. Recyclable materials generated on-base shall be sold through the RRRP only except when sold by DeCA, MCX (if it owns or leases its own processing equipment), Defense Business Operating Fund activities, or non-DoD Government tenant activities.

i. Enclosure (1) contains a list of definitions for terms used in this Order. Enclosures (2), (3), (4), and (5) contain procedures to be followed in source reduction and recycling activities. Materials designated for recycling are listed in enclosure (6).

5. Sale of Recyclable Materials

a. Any sale of recyclable materials must be in accordance with the procedures in Section 203 of the Federal Property and Administrative Services Act (40 U.S.C. 484-485).

b. The Defense Logistics Agency (DLA), through the Defense Reutilization and Marketing Service/Office (DRMS/DRMO), is the primary agency responsible for the sale of recyclable materials generated from appropriated fund sources (DoD assets). If requested by the Base and approved by DLA, the RRRP may directly sell recyclable materials acquired by appropriated funds if one of the following conditions are met:

(1) Direct sale is expected to result in increased proceeds, net of cost, increased efficiency or cost-effectiveness, or;

(2) The sale of material is expected to result in the direct return of a usable product containing that material.

c. The RRRP may directly sell materials generated by nonappropriated or personal funds (e.g., post-consumer waste from base

housing, private homes, and installation concessions, etc.) without DLA approval. Proceeds from these sales are considered the same as proceeds from sales of materials generated from appropriated fund sources.

6. Management of Proceeds from Recycled Materials

a. Reimbursement. With an established QRP, the Base is entitled to 100 percent reimbursement of proceeds from sales of recyclable materials only when the designated account number appears on the Disposal Turn-In Document (DTID). Proceeds shall be deposited into Budget Clearing Account (Suspense) 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004 as instructed by reference (b). The accumulation of funds in the account is not affected by fiscal year end, so proceeds acquired during one fiscal year may be carried forward and merged with proceeds of subsequent fiscal years.

b. Distribution of Proceeds. All projects recommended for funding with proceeds from Budget Clearing Account will be reviewed by the CMC prior to distribution of funds.

(1) Proceeds shall first be withdrawn to cover costs of operations, maintenance, and overhead for processing and handling recyclable materials, including the cost of any equipment purchases for recycling purposes. Military personnel shall not be reimbursed from this account.

(2) If a balance remains, not more than 50 percent of that balance may be used at this Base for projects for pollution abatement, energy conservation, and occupational safety and health activities. Construction project funding is limited to 50 percent of minor construction authority. Pollution abatement, energy conservation, and occupational safety and health projects shall not be included in the normal minor construction program if sufficient recycling proceeds are available.

(3) Any remaining balance may be transferred to the nonappropriated MWR account at this Base.

(4) If the balance of this Installation's proceeds remaining in the account exceeds \$2 million at the end of a fiscal year, the amount in excess of \$2 million shall be deposited into the U.S. Treasury as miscellaneous receipts.

c. The RRRP will be executed on an unfunded reimbursable basis and will be coordinated with the CMC (LFF). Reimbursement will be made from proceeds in the Budget Clearing Account and will be credited to the Operations and Maintenance, Marine Corps (O&M,MC) appropriation at the HQMC level. The unfunded reimbursable authority will be the amount required for RRRP operations plus the amount authorized from 50 percent of the remaining balance. Obligation authority will be included in the O&M,MC operating budget issued by HQMC. Recycling

proceeds authorized for investment-type equipment will be issued by HQMC as Procurement, Marine Corps funds via an allotment (NAVCOMPT Form 372). Actual transfer of proceeds to the Base nonappropriated MWR account will be processed by HQMC. The amount(s) issued will be footnoted on the operating budget as not being available for any other purpose (e.g., recycling, MWR, etc.).

7. Records. Records shall be maintained to provide for:

a. Fiscal accountability for all Budget Clearing Account (Suspense) 17F3875.27RM 007 00264 funds received and disbursed.

b. Preparation of the Solid Waste Annual Report (SWAR) as well as surveys/reports required by state/local authorities. The SWAR shall be submitted to the Commanding Officer, Naval Facilities Engineering Service Center. A copy will be provided to the Engineering Field Activity, Chesapeake, Naval Facilities Engineering Command and the CMC (LFF/LFL). At a minimum, the following records will be maintained for the RRRP:

(1) Extent of measures taken at this Base for source reduction.

(2) Quantities of products purchased per EPA Affirmative Procurement Program guidelines.

(3) Quantities and types of materials recycled and revenues from the sale of recyclable materials.

(4) Avoided disposal costs.

(5) Recycling program costs.

8. Action

a. Director, Facilities Division

(1) Supervise the implementation of this Order and advise the CG MCB in all matters relevant to the RRRP.

(2) Serve as Chairman, Committee for Recycling-Funded Projects/Activities.

(3) Provide permanent staffing of a RRRP Manager and an appropriate staff to execute a comprehensive recycling program. As recycling program coordinator, the RRRP Manager is the point of contact in all matters pertaining to recycling aboard the Base. The RRRP Manager will keep the Director, Facilities Division informed of RRRP status on a continuing basis. Coordinate preparation and submission of the RRRP budget for approval by the CG MCB.

(4) Ensure projects/activities to be funded from the Budget Clearing Account, as approved by the CG MCB, are not included in

normal O&M,MC or military construction project programs. Ensure projects are consistent with a comprehensive command master plan. Coordinate preparation and submission of funding requests for RRRP operations and/or approved projects/activities via the CG MCB (C 18), as directed by budget guidance.

(5) Head, Support Branch. Designated as the manager for the RRRP. As such, provide management, administrative, fiscal, and logistical support to the RRRP. Accumulate and report under reimbursable order number (RON) RMD, cost account code 9231, expenses incurred against O&M,MC.

(6) Head, Bachelor Housing Branch. Make occupants of bachelor quarters, including transient personnel, aware of the contents of this Order and ensure that the policies and procedures governing recycling in bachelor quarters are followed.

(7) Head, Family Housing Branch. Make occupants of family quarters aware of the contents of this Order and ensure that the policies and procedures governing recycling in family housing areas are followed. Publish curb-side recycling collection schedules per contractual agreements.

b. Director, Logistics Division

(1) Issue guidance and instructions for the Affirmative Procurement Program per higher headquarters directives.

(2) Property Control Officer. Prepare NAVCOMPT Form 2277, Voucher for Disbursement and/or Collection, to deposit any funds (proceed checks) received from recycling sales. On the NAVCOMPT Form 2277, Block 9C, insert "Proceeds from recycling sales" along with other pertinent information from documents that accompany checks (e.g., Standard Forms 1080, invoices, DRMS vouchers, etc.). In Block 11, cite accounting classification 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004. Forward NAVCOMPT Form 2277, with check(s), to the Defense Finance and Accounting Service (DFAS), Financial Section for deposit into Budget Clearing Account (Suspense) 17F3875.27RM 007 00264. Retain one copy for files and provide one copy (including accompanying documentation) to the RRRP Manager, Support Branch, Facilities Division (C 043-RRRP).

c. Director, MWR Division. Accumulate and report under RON RMS, cost account code 9970, for expenses incurred against unfunded obligation authority (from Budget Clearing Account) received for nonappropriated MWR.

d. Defense Accounting Officer, DFAS. Forward one copy of each NAVCOMPT Form 2277 for proceeds from sales of recyclable materials to HQMC (LFF-1), HQMC (RFL), and the RRRP Manager, Support Branch, Facilities Division (C 043-RRRP). Maintain file copies per applicable directives.

e. Public Affairs Officer. Provide appropriate publicity for the RRRP.

f. Commanding Officers, Division Directors, and Heads of Tenant Activities. Assign an individual, by name, as recycling coordinator - - for each building assigned to your activity -- whose duties will be to implement this Order and coordinate recycling activities within the building, serving as principal liaison among building occupants, the RRRP Manager, the Property Control Office (PCO), DRMO, and other cognizant offices. Where practicable, recycling coordinator assignments should be limited to one per building, even when the building is occupied by more than one activity. Notify the CG MCB (C 043-RRRP) of selected coordinators, in writing (see enclosure (7)), within 30 days from adoption of this Order. Notification of changes in coordinator assignments should be accomplished no more than 30 days after the effective date of change.

(1) Implement a sound program to promote optimum waste prevention and recycling, and ensure that recyclable materials are not improperly disposed of.

(2) Establish a training program, as necessary, for all personnel involved in source segregation of recyclable materials at their place of work. Properly segregate and containerize recyclable materials per this Order and other applicable directives.

(3) Engage in affirmative procurement to the maximum extent practicable.

(4) Rotate stock internally or circulate among other using units to prevent material waste.

(5) Notify the PCO of materials to be turned-in to DRMO per PCO guidance. As applicable, PCO will schedule an appointment for turn-in to DRMO. Activities will prepare a DTID (DD Form 1348-1) for all materials to be transferred either custodially or administratively to DRMO via the PCO; an example is provided in enclosure (8). Provide a statement in the remarks portion of the DD Form 1348-1 that reads "Credit RRR proceeds to: Budget Clearing Account (Suspense) 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004."

(6) Make personnel covered by this Order aware of its contents and ensure that the policies and procedures governing the RRRP are followed.

g. Committee for Recycling-Funded Projects/Activities

(1) The following principal members, or their representatives, constitute the Committee for Recycling-Funded Projects/Activities:

Director, Facilities Division, Chairperson

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Director, MWR Division
Director, Public Safety Division

(2) Convene at the call of the Director, Facilities Division, for the purpose of reviewing and prioritizing eligible projects/activities to be funded with net recycling proceeds whenever the balance remaining in Budget Clearing Account (Suspense) 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004 at the end of a fiscal year exceeds the amount required/projected to execute the RRRP during the next fiscal year.

(3) Review all projects/activities submitted for potential funding from net recycling proceeds to determine eligibility. Commensurate with the amount available, submit enclosure (9) to the CG MCB along with recommended priorities for funding eligible projects/activities.

(4) Submit requests for funding of the projects/activities approved by the CG MCB to the CMC (LFF-1). When practicable, submit project/activity funding requests concurrent with requests for RRRP funding.

10. Applicability. This Order is applicable to all military and civilian personnel working and/or residing aboard this Base.

M. C. BUNTON
By direction

DISTRIBUTION: A

Copy to: 1, 2, 32, 33, 34, 35, 36, 40

TERMS AND DEFINITIONS

1. The following terms and definitions (in alphabetical order) are applicable to this Order:

a. **Affirmative Procurement.** Preferential acquisition of products containing recycled materials and for products that are more easily recycled, and for environmentally preferable products and services. Currently designated EPA guideline items include: 1) concrete and cement containing fly ash; 2) recycled paper products; 3) re-refined lubricating oil; 4) retread tires; and 5) building insulation containing recovered materials.

b. **Environmentally Preferable.** As defined in Executive Order 12873, "... means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service."

c. **Managing Activity.** As defined in MCO P5090.2, "An administrative element assigned to manage the recycling program including personnel, funds, and equipment."

d. **Old Corrugated Containers (OCC).** Commonly referred to as cardboard, OCC is constructed from corrugated cardboard, normally manufactured with kraft paper, which consists of a corrugated (fluted) layer of paper sandwiched between two flat layers of paper, glued together forming a single wall; strength is increased with multiple wall construction.

e. **Post-consumer Waste (Material).** As defined in Executive Order 12873, "... means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. 'Postconsumer material' is a part of the broader category of 'recovered material'."

f. **Qualifying Recycling Program.** As defined in MCO P5090.2, "An organized operation that requires concerted efforts to divert or recover scrap or waste streams, as well as efforts to identify, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance the marketability of the materials."

g. **Recovered Materials.** As defined in Executive Order 12873, "... means waste materials and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from, and commonly used within, an original manufacturing process (42 U.S.C. 6903 (19))."

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h. **Recyclable Materials.** As defined in MCO P5090.2, "Materials that normally have been, or would be, discarded (e.g., scrap and waste) and that may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include precious metal-bearing scrap and those items that may be used again for their original purposes or functions without any special processing (e.g., used vehicles, vehicle or machine parts, bottles (not scrap glass), electrical components, unopened containers of unused oil/solvent). Recyclable materials also do not include boats, planes, weapons, or any discarded material that must undergo demilitarization or mutilation prior to sale. Finally, materials that are normally disposed of through other higher priority programs, such as reutilization, transfer, donation, foreign military sales, strategic and critical materials stockpile, etc., are also excluded."

i. **Recycling.** As defined in Executive Order 12873, "... means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion."

j. **Solid Waste.** As defined in MCO P5090.2, "Any garbage, refuse, trash, rubbish, sludge, or waste from commercial, agricultural, industrial, or residential activities. Does not include any of those materials that are defined as hazardous waste (HW)."

k. **Source Reduction.** As defined by MCO P5090.2, "Reducing at the point of production or generation (or extending their useful life), the volume or toxicity of materials before they are purchased, used, or discarded. Includes the reuse of materials, items, or products prior to recycling."

l. **Source Segregation.** The terms segregation and separation are somewhat interchangeable, but in this Order, they have specific meanings. In this context, source segregation is defined as the placement of like materials in appropriate containers or locations at or near the job site while reflecting no significant change in manpower requirements. Separation, however, denotes the act of moving materials from existing containers holding mixed materials, thereby requiring multiple handling and increased manpower requirements. Reducing mixed wastes by maintaining segregation avoids additional labor costs. In this regard, source segregation shall be construed as fulfilling the requirements of MCO P5090.2 for implementing source separation.

m. **Used Beverage Containers (UBC).** For the purpose of this Order, UBC refers to used beverage and food cans constructed of either aluminum, bi-metal (aluminum and tin or steel composite), steel, or tin.

ENCLOSURE (1)

n. **Waste Office Paper.** As defined by MCO P5090.2, "Includes letterhead, copy paper, miscellaneous business forms, stationery, typing paper, tablet sheets, and computer printouts and cards. Classified wastes are explicitly excluded, except when applicable security directives allow their inclusion." At MCCDC, waste office paper recycling is limited to white paper with any color ink (green bar computer printout is acceptable) and manilla computer tabulating cards. Carbon paper, colored paper (including "Post-Its"), glossy paper, newspaper, OCC, paperboard, and trash are strictly prohibited.

o. **Waste Prevention.** See Source Reduction.

p. **Waste Reduction.** As defined by Executive Order 12873, "... means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products."

ENCLOSURE (1)

GUIDELINES FOR SOURCE REDUCTION/WASTE REDUCTION

1. Diligent source reduction and waste reduction will decrease the volume of materials requiring disposal, either in landfills or through recycling, and save money as well, making more funds available for other needs.

2. Recommended methods for source reduction/waste reduction include, but are not limited to, the following:

a. **Composting** to reduce yard waste.

b. **Reducing excessive packaging**, especially where packaging is used for attractive merchandising or convenience functions. Purchasing in bulk can reduce packaging.

c. **Reducing waste generation** at the work place by:

(1) **Reusing** materials (e.g., file folders, three-ring binders, paper clips, interoffice routing envelopes, etc.).

(2) **Duplex copying** (dual-sided). Duplex copying can potentially reduce paper usage and costs by one third or more. Unless single-sided copies are specified for a particular purpose or function (other than convenience), all multi-page documents should be copied using the duplex method.

(3) Using electronic mail (**E-Mail**), where available, instead of paper memos.

(4) **Reducing mail and distribution lists**. By applying the "need to know" principle, mail and distribution lists can be reduced by 50 percent or more; resist the urge to provide "everyone" with a copy.

(5) **Stock** supplies at a reasonable level. Avoid the temptation to "buy-out" the Self Service Center at the beginning or end of a fiscal year. Document material use and establish reorder points. Eliminate semiannual supply cabinet clean-outs, and unnecessary restocking.

(6) **Affirmative Procurement**. Purchase products containing recycled materials, particularly post-consumer, and products that are more easily recycled. Recycling markets will be stimulated which in turn will increase the demand for raw recyclable materials and decrease the need for landfilling.

(7) Make your purchases **environmentally preferable**. Attempt to incorporate recycling or direct product exchange concurrent to acquisition. Some examples are:

ENCLOSURE (2)

(a) Laser printer **toner cartridges**. Purchase reconditioned cartridges, turn in spent cartridges for core exchange. Reconditioning extends the useful life of the product and delays disposal. Reconditioned cartridges often cost 50 percent less than new ones, reducing overall acquisition costs. Contact the Self-Service Center at 784-2876 for details.

(b) **Cleaning solvent**; a contract is in place to provide for cleaning solvent recycling at Base activities. Activities are furnished parts washers and cleaning solvent. The solvent is exchanged at a frequency determined by usage. Solvent disposal as a **hazardous waste** is virtually eliminated. Organizations having a recurrent need for cleaning solvent should contact the Natural Resources and Environmental Affairs Branch at 784-4030 for details about this service.

(8) Return **pallets** to suppliers when possible; some charge a core fee for pallets not returned. Others, such as the General Services Administration have a recurrent need for standard-size pallets in good condition; receiving units should prearrange return shipments of pallets concurrent with delivery of supplies whenever possible.

ENCLOSURE (2)

1. Administrative Work Spaces. Recycling is currently limited to waste office paper and used beverage containers (UBC). Deposit recyclable materials as follows:

a. Waste Office Paper. Deposit waste office paper into labeled recycling containers provided by the RRRP. DO NOT use plastic bags in waste office paper recycling containers; they are unmanageable, unnecessary, and wasteful. Desktop/deskside containers make recycling participation convenient and efficient. Adhere to labeled instructions on recycling containers; the terms acceptable and unacceptable refer to "white" office paper recycling only. For example, newspaper and cardboard are recyclable items, but may not be commingled with waste office paper. All acceptable waste office paper (see enclosure (1)) may be commingled as indicated on box instructions except under the following circumstances:

(1) Activities which generate a high volume of computer printout shall segregate it from other waste office paper. Additional containers will be provided as needed by the RRRP for this purpose.

(2) Activities which generate a high volume of computer tabulating cards (e.g., civilian timecards, DD Forms 1348, etc.) shall segregate them from other waste office paper. Additional recycling boxes will be provided upon request by the RRRP for this purpose.

(3) RRRP handling of waste office paper is in compliance with the Privacy Act of 1974; shredding of unclassified documents at the work place is unnecessary to ensure privacy. To avoid contamination of marketable waste office paper, consumer-shredded paper will not be commingled with non-shredded waste office paper collected by the RRRP. Consumer-shredded paper may be delivered to the Recycling Center and will be accepted only if free of contaminants (e.g., carbon, plastic, trash, etc.).

(4) Classified documents are strictly prohibited from recycling containers. Shredded classified documents may be recycled after all destruction requirements have been satisfied, and when approved by the Security Manager or other authorized official(s); the RRRP cannot assume liability for improper disposal of classified materials. Acceptance of destroyed classified documents (or any finely shredded paper) for recycling is contingent upon market availability and assurance that contaminants are not present. Contact the RRRP Manager at extension 3121 for details.

b. UBC. Boxes provided by the RRRP, labeled "RECYCLE aluminum cans," are primarily intended to capture used aluminum cans, however, clean bimetal and steel cans may be deposited as well. The following instructions for can recycling must be strictly adhered to:

ENCLOSURE (3)

(1) Beverage cans should be rinsed whenever practicable, but at a minimum, completely empty before being deposited for recycling.

(2) Food cans, such as soup cans, must be rinsed before being deposited for recycling. Labels need not be removed.

(3) Trash is strictly prohibited.

(4) Except in emergencies, use only bags provided by the RRRP to minimize leakage. Periodically ensure bags are properly positioned in boxes; DO NOT deposit cans into boxes without bags.

2. Nonadministrative Work Spaces. Recycling is currently limited to old corrugated containers (OCC) and UBC. The following instructions apply:

a. OCC. Only corrugated cardboard is acceptable. OCC shall be broken down and stacked neatly in collection containers (e.g., semi-trailers or other containers) provided by the RRRP or in designated areas on pallets per mutual agreements between generators and the RRRP. OCC shall be clean, dry, and free of other paper products and trash; wax-coated OCC is unacceptable. A commodity commonly mistaken as OCC is paperboard (e.g., noncorrugated cartons/boxes used for packaging lightweight supplies) and is unacceptable in OCC recycling. It is the responsibility of the generator to dispose of OCC contaminated by moisture or other properties while stored awaiting collection/pickup by RRRP.

b. UBC. Follow instructions provided in paragraph 1b above.

3. Seasonal and Special Recycling Activities. Some installation recycling efforts occur only on a seasonal basis or are specific to particular activities. They are as follows:

a. Commercial Telephone Directories. Although outdated commercial telephone directories are accepted year-round at the Recycling Center, they are recycled only once per year, usually during the fourth quarter of the calendar year. Official dates for telephone directory recycling will be announced by E-Mail, in the Quantico Sentry, and in a MCCDC bulletin.

b. Used Oil Filters and Motor Oil. Used oil filters and motor oil, generated by Base and tenant activities, are collected under contract for the purpose of recycling. Motor oil must be free of fuel, water, and other contaminants. Oil filters must be drained. Collections are made at several locations throughout the installation; refer to enclosure (6) for current listing.

c. Used Lead-Acid Batteries. Used lead-acid batteries, generated by Base and tenant activities, are collected under contract for the purpose of recycling. This contract is intended to ensure an environmentally acceptable method of disposal for used lead-acid

ENCLOSURE (3)

batteries that cannot be exchanged concurrent to acquisition. Lead-acid batteries are collected at several locations aboard the Base. Refer to enclosure (6) for current listing.

d. Waste Anti-Freeze/Coolant. Waste anti-freeze/coolant, generated by Base and tenant activities, is collected under contract for the purpose of recycling. Anti-freeze/coolant must be free of fuel, oil, and other contaminants. Used anti-freeze/coolant is collected at several locations aboard the Base. Refer to enclosure (6) for current listing.

e. Waste Paint and Paint Thinners. Waste paint and paint thinners are collected under contract for the purpose of recycling. Paint and/or thinners must be free of lead contaminants. Waste paint and/or thinners are collected in drums at the Hazardous Waste Storage Facility, Bldg. 27401, for disposal.

4. Organizational Parties and Picnics. Activity planning for parties and picnics should include recycling. Special outdoor recycling containers for aluminum cans are available at the Recycling Center for use at parties and picnics. Containers may be picked up and returned by using units on short notice, or delivered to a designated site by the RRRP staff when prearranged.

5. Keep Recycling Clean. By depositing unacceptable materials into recycling containers, generators create many problems and a lot of unnecessary work. RRRP personnel must handpick the wrong materials out. The wrong materials may be inadvertently overlooked and sent to market. This can cause an entire load of recyclable materials to be rejected -- even with one wrong item. Many generators believe that by adding an unwanted item into a recycling container it will magically turn into a recyclable item. Unfortunately, that is not the case and these often good intentions only undo the recycling effort. By following the instructions provided in this Order and on recycling containers, wasted efforts and potential load rejections can be eliminated.

ENCLOSURE (3)

PROCEDURES FOR RECYCLING AT QUARTERS

1. Family Housing. Recycling at family occupied quarters aboard the Installation is provided under contracted curb-side collection. Questions, comments, or complaints regarding curb-side recycling should be addressed directly to the Facility Support Contracts Section, Public Works Branch, at 784-3625. Once per week collection of the following commingled recyclable materials is provided:

a. Used Beverage Containers. Cans must be completely empty and rinsed prior to depositing in recycling bins. Labels do not need to be removed. Recommend crushing cans to conserve space in bins.

b. Glass Beverage/Food Containers. Consists of brown, clear, and green bottles and jars only. All other glass products are strictly prohibited. Containers must be completely empty and rinsed prior to depositing in recycling bins. Labels do not need to be removed, but lids/caps must be removed. DO NOT CRUSH GLASS.

c. Plastic Beverage/Food Containers. Plastics recycling is limited to clear or transparently tinted "PET or PETE" (has "1" imprinted inside chasing arrows) and natural (noncolored) "HDPE" (has "2" imprinted inside chasing arrows). Bottles, jars, and jugs must be completely empty and rinsed prior to depositing in recycling bins. Labels do not need to be removed, but lids/caps must be removed. Recommend crushing plastic containers to conserve space in bins.

d. Newspaper. Newspapers and supplements are accepted for recycling. Other paper products such as cardboard and paperboard are not accepted.

2. Old Corrugated Containers (OCC). Special collections for OCC, "cardboard," generated from shipments of household effects may be arranged. OCC shall be broken down (flattened) and must be clean, dry and free of other paper products. Call the Recycling Center at 784-3121 or 784-4935 to arrange for pickup or schedule an appointment for do-it-yourself delivery.

3. Bachelor Enlisted Quarters (BEQ)/Bachelor Officer Quarters (BOQ). Recycling at BEQ/BOQ is currently limited to UBC. The instructions provided in paragraph 1b of enclosure (3) apply.

4. Keep Recycling Clean. By depositing unacceptable materials into recycling containers, generators create many problems and a lot of unnecessary work. Recycling personnel must handpick the wrong materials out. The wrong materials may be inadvertently overlooked and sent to market. This can cause an entire load of recyclable materials to be rejected - even with one wrong item. Many generators believe that by adding an unwanted item into a recycling container it

ENCLOSURE (4)

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will magically turn into a recyclable item. Unfortunately, that is not the case and these often good intentions only undo the recycling efforts. By following the instructions provided in this Order and on recycling containers, wasted efforts and potential load rejections can be minimized or eliminated.

ENCLOSURE (4)

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RECYCLABLE MATERIALS COLLECTION PLAN

1. A recyclable materials collection plan is currently in place for the commodities of waste office paper, used beverage containers (UBC), and old corrugated containers (OCC) as follows:

a. Waste Office Paper. Recycling collection services and frequency for removal are prioritized as follows:

(1) Priority 1: Buildings occupied by 100 or more administrative personnel. Recycling collection will be provided by the RRRP on a weekly basis.

(2) Priority 2: Buildings occupied by less than 100 personnel. Recycling collection will be provided by the RRRP on a biweekly basis, or on a weekly basis concurrent with priority 1 collection if generated volume warrants such frequency.

(3) Priority 3: Recycling collection may be provided by the RRRP to other low-volume generators on a call-in basis, if priority 1 and 2 schedules permit.

b. UBC. UBC collection will be performed concurrent with waste office paper collections from administrative areas and from all other high-generation sites at least once per week, normally on Fridays. Collection from low-generation sites will occur on a biweekly or call-in basis, dependent upon generated volume.

c. OCC. OCC will be segregated for recycling at all activities (any single site) generating one ton or more per month. OCC collection will normally occur on Tuesdays at sites without RRRP-provided collection containers. Collection containers or semi-trailers located at or near high-generation sites will be removed on an as-needed basis.

2. RRRP collection schedules will be published annually by MCCDC bulletin.

ENCLOSURE (5)

RECYCLABLE MATERIALS LIST

1. The following tables depict commodities currently recycled at this Base and their applicable areas of coverage.

Table 6-1. Recyclable Materials List

ENCLOSURE (6)

Table 6-2. Used Oil Filter/Motor Oil Collection Points

Table 6-3. Used Lead-Acid Battery Collection Points

Note: Except when indicated otherwise, collection of products designated in Tables 6-2 and 6-3 is restricted to that generated by this Base and tenant activities.

ENCLOSURE (6)

Table 6-4. Waste Anti-Freeze/Coolant Collection Point

Note: Except when indicated otherwise, collection of products designated in Table 6-4 is restricted to that generated by this Base and tenant activities.

ENCLOSURE (6)

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SAMPLE NOTIFICATION OF BUILDING RECYCLING COORDINATOR

(LETTERHEAD)

IN REPLY REFER

TO:

5090

Code

Date

From:

To: Commanding General, Marine Corps Base, Marine Corps Combat Development Command
(C 043-RRRP)

Subj: ASSIGNMENT OF BUILDING RECYCLING COORDINATOR

Ref: (a) MCCDCO 5090.3

1. Per the reference, the following individual(s) has/have been assigned collateral duties as the recycling coordinator(s) as indicated below:

Name Telephone E-Mail Address Building #/Name

//Signature//

ENCLOSURE (7)

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DISPOSAL TURN-IN DOCUMENT (DTID)

1. A DTID (DD Form 1348-1) shall be prepared for all materials to be transferred either custodially or administratively to the Defense Reutilization and Marketing Office (DRMO) via the Property Control Office (PCO), per PCO guidance. Since DRMO is responsible for classifying materials received, either as scrap or otherwise, it is essential that this Command's designated Budget Clearing Account number appears on each DTID, regardless of material type or condition code; this Base is entitled to 100 percent reimbursement from sale of any material classified as "scrap" by DRMO. At a minimum, the following statement must appear in the remarks portion of the DD Form 1348-1: "Credit RRR proceeds to: Budget Clearing Account (Suspense) 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004." It must either be typed or affixed by rubber stamp (available from RRRP). Figure 7-1 is an example of a properly completed DTID.

Figure 8-1. DD Form 1348-1

(Not Actual Size)

ENCLOSURE (8)

**BUDGETED USE OF PROCEEDS FROM
BUDGET CLEARING ACCOUNT (SUSPENSE)**

17F3875.27RM 007 00264 0 000027 3C 000000 000026498004

Activity: Date: _____

POC: Director, Facilities Division Ext: _____

1. Available Balance as of _____: \$ _____

2. FY _____ Estimated Revenues: \$ _____

3. FY _____ RRRP Budget:

a. Labor: \$ _____

b. Operating Costs: _____

c. Investment Equipment: _____

Total \$ _____

4. Estimated Balance Available for Project Accomplishment in FY _____ (1+2-3): \$ _____

5. Projects Recommended for Accomplishment in FY _____ (include title, estimated cost, in-house versus contract).

a. Pollution Abatement: \$ _____

(1)

(2)

(3)

b. Energy Conservation: \$ _____

(1)

(2)

(3)

c. Occupational Safety and Health: \$ _____

(1)

(2)

(3)

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- d. MWR Activities: \$ _____
 - (1)
 - (2)
 - (3)

- 6. FY/BY ___ Estimated Balance to be Carried Forward to FY/BY ___ (4-5): \$ _____

- 7. FY/BY ___ Estimated Revenues: \$ _____

- 8. FY/BY ___ Estimated RRRP Budget:
 - a. Labor: \$ _____
 - b. Operating Costs: _____
 - c. Investment Equipment: _____
 - Total \$ _____

- 9. Estimated Balance Available for Project Accomplishment in FY/BY ___ (6+7-8): \$ _____

- 10. Projects Recommended for Accomplishment in FY/BY ___ (include title, estimated cost, in-house versus contract).
 - a. Pollution Abatement: \$ _____
 - (1)
 - (2)
 - (3)

 - b. Energy Conservation: \$ _____
 - (1)
 - (2)
 - (3)

 - c. Occupational Safety and Health: \$ _____
 - (1)
 - (2)
 - (3)

 - d. MWR Activities: \$ _____
 - (1)
 - (2)
 - (3)

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11. FY/BY___ Estimated Balance to be Carried Forward
to FY/BY___ (9-10):\$_____