

Environmental Standard Operating Procedures (ESOP)

TITLE: ESOP 17.1 | RECYCLING AND THE QUALIFIED RECYCLING PROGRAM (QRP)

PURPOSE: This SOP provides information, and identifies procedures and responsibilities associated with the collection and disposal of recyclable materials aboard MCB Camp Lejeune (MCBCL) and MCAS New River (MCASNR).

APPLICABILITY: This SOP applies to all MCBCL and MCASNR commands, tenant commands, contractors working aboard Camp Lejeune, Reserve Units and any other command that disposes of solid waste (trash) and recyclable materials as part of their daily operations.

RESPONSIBILITY: All Personnel.

PROCEDURE:

1. General Information

a. MCBCL and MCASNR landfills approximately 44,000 tons of solid waste per year. Approximately 24,000 to 29,000 tons of solid waste material are either recycled or treated for reuse aboard the base. This results in a landfill diversion rate of approximately 35 to 39% per year.

b. Solid Waste "diversion" can be met in a number of ways. Diversion can be broken down into three categories:

i. Reduce - Carefully review command 'needs' and ensure procurement is limited to only the amounts required for operations. A good portion of solid waste is disposed of because it either goes bad (food) or reaches its shelf-life (hazardous materials) prior to use.

ii. Reuse - Make an effort to find homes for good material you no longer need/want. The Marine, Sailor, Coast Guardsman in the other barracks may appreciate the item. For personal items, look at the option of donating to the Thrift Store (451-5591) or other donation center. Hazardous Material can be turned in at Building 908 for re-issue.

iii. Recycle - Obtain and maintain recycling collection receptacles for specific commodities with the intention that items will be marketed by the Qualified Recycling Program (QRP). Just about every commodity has a "market" for sale. Currently MCB CamLej and MCASNR sell the following commodities through direct sales and the Defense Reutilization and Marketing Office: metals (aluminum, copper,

steel, stainless steel, light metal, etc.), cardboard, mixed paper, used oil, batteries.

2. Recycling Challenges.

a. The following are challenges associated with recycling:

i. Contamination of waste streams. By throwing other wastes into recycling containers, we create additional work for the Material Recovery Facility (MRF) personnel during baling. The contaminants reduce the value of the commodity for sale and in some cases, prevent it from being sold. If recycling containers are continually contaminated, units will be required to remove items, and can potentially lose their recycling containers.

ii. Scavenging. It is illegal to remove recyclable material being collected in support of the QRP for personal gain.

iii. Vector/Pest control. Recycling collection bins, whether inside or out, are attractive to pests if not policed. Ensure metal or plastic containers that are suitable for recycling are rinsed prior to placement in the recycling collection bin.

3. Unit/Building Specific Practices.

a. Identify recyclable solid waste streams associated with your unit activities and daily routine, and determine if you actively collect these materials.

b. Compare your waste streams to those currently being recycled aboard the Base. See paragraph 1.b.(iii) above. Contact the Base Landfill and Recycling Coordinator to increase your participation.

i. Utilize one of the four Base Drop-Off locations for materials other than HazMat:

1. Piney Green Rd, Public Works, 451-2946.
2. Courthouse Bay, Engineer School Support Services, 450-7360.
3. Camp Johnson, Combat Service Support Schools, S-4, 450-0839.
4. MCASNR, Environmental Affairs Dept, 449-5997.

ii. Utilize a bin located at an adjacent command.

iii. Coordinate with the Base Landfill to arrange for a bin to be located at your command cluster.

c. Obtain office recycling bins for paper, plastic, and aluminum cans from the Base Landfill, Base Recycling Coordinator or ServMart. Obtain metal hoppers or other dumpsters through the Base Landfill (451-2946) or DLA Disposition Services Lejeune Property Disposal Specialist (451-0963).

d. Utilize clear plastic garbage bags to line office recycling containers. Waste streams are easily identifiable when disposed of in this manner and require much less work on the back end by material handlers for baling. Clear plastic bags are available through ServMart.

e. Elevate unresolved recycling issues thorough the command Environmental Compliance Officer/Environmental Compliance Coordinator (ECO/ECC).

4. Special Case Activities.

a. Unit Deployment.

i. Unit deployments place a strain on trash and recycling dumpsters located at unit barracks. Units clearing out barracks should request a roll-off container from the Base Landfill for temporary large quantity solid waste disposal. Only unserviceable materials should be disposed of at the Base Landfill.

ii. Do NOT render an item unserviceable in order to dispose of it at the Base Landfill. Such action may be punishable under the UCMJ.

b. Serviceable White Goods (ovens, microwaves etc), Furniture, Electronics.

i. These items require significant space for storage prior to sale and are not necessarily sold as 'recycled' products.

ii. Reuse is the preferred option for disposition. Utilize local and community Thrift/Donation centers for items not belonging on a managed account.

iii. Items listed on a Property Account are required to be disposed of via Base Property or DLA Disposition Services Lejeune, accordingly.

c. Hazardous Material Containers (aerosol cans, oil cans etc) and used oil.

i. Turn in containers in accordance with MCIEAST-MCB CAMLEJO 5090.9 - Hazardous Material/Waste Management.

ii. Turn in used oil/fuel in accordance with MCIEAST-MCB CAMLEJO 5090.91 - Used Oil/Used Fuel and Pollution Abatement Facility Management.

d. Field Training.

i. MRE boxes are recyclable. Identified as 'boxboard' or 'paperboard', the large boxes contain resins for strength. Boxboard cannot be sold with regular corrugated cardboard, therefore, MRE boxes need to be collected separately from standard corrugated cardboard. Collect all large and smaller MRE boxboard in a separate container. Containers can be requested from the Base Landfill.

ii. Other recyclables are generated during field activities. Coordinate with the Base Landfill and Recycling Program Manager to discuss options for segregation and collection.

e. Demolition, Renovation and Construction.

i. Comply with reuse and recycling requirements outlined in the contract.

ii. Forward type and weight of recycled materials to the Pollution Prevention Program Manager via the contracting representative.

iii. Review "MCB CamLej Contractor Environmental Guide" for additional best management practices associated with recycling. Handbooks will be provided by the appropriate Contracting Representative or can be obtained from the EMD website: <http://www.lejeune.usmc.mil/emd/>

f. Personally Identifying Information (PII) and For Official Use Only (FOUO).

i. Comply with SECNAVINST 5211.5E and MARADMIN 491/08.

ii. After cross-shredding PII and FOUO may be placed in the recycling containers. Military and civilian personnel may use the large industrial shredder located at the Landfill for bulk shredding. For appointments contact the Recycling Coordinator (910- 451-4214).

5. Environmental Management System (EMS), Solid Waste Working Group.

a. The EMS Solid Waste Working Group addresses solid waste and recycling issues encountered aboard MCBCL and MCASNR. The working Group meets quarterly to address landfill and treatment facility objectives, targets, and to address recycling program issues and/or concerns.

b. ECCs and ECOs with specific unit level concerns are highly encouraged to become a member of the Working Group. Contact the Solid Waste Working Group Leader via the Lejeune Environmental Management Portal for inclusion on the Working Group roster. <https://intranet.emportal.usmc.mil/sites/le/default.aspx>. Click on the EMS link at the top left of the page, and follow to the Solid Waste Working Group.

c. Contact the Environmental Management System Program Manager for additional information at 451-5003.

6. Recycling Container Support.

a. Exterior Dumpsters: Units/Commands may submit a work request via their S-4 office to the Public Works Division, Work Reception Bldg 1005. The request should include unit name, building number, number of containers requested and where the containers will be physically located.

b. Interior/Common Area Containers: Units/Commands may submit a request to the Base Recycling Coordinator at 910-451-4214 (DSN:751-4214) for container support. Interior bins are issued on a first-come, first-served basis. Units/Commands may also purchase interior bins from ServMart as needed.

c. Pick-up Support: Exterior recycling dumpsters that have been formally requested through the Public Works Division and issued via the Landfill, are emptied on an as-needed/requested basis. It is the responsibility of the generating unit/command to transport recyclables collected from interior containers to one of the consolidated recycle locations located throughout MCB Camp Lejeune. Contact the Base Recycling Coordinator at 910-451-4214 (DSN: 751-4214) to confirm locations.

d. Contamination: Contamination of recycling containers is a common problem aboard the installations. The Base Landfill/Recycling Office's only avenue to curb such contamination levels is to remove a recycling container from a unit that habitually increases landfill workload, decreases the generation of a marketable material and exhausts valuable landfill space. Units that contaminate recycling dumpsters will be initially warned of the offense. Further unsuccessful attempts to eliminate contamination will result in removal of the recycling container until contamination concerns have been addressed.

7. Common Recyclable Materials.

a. The Landfill/Recycling Office collects, bales, stages and/or stores comingled paper, corrugated cardboard, plastics (#1-#7) and clear/colored glass. Scrap metals such as light and heavy steel, brass, aluminum and stainless steel are disposed of through the servicing DLA Disposition Services Lejeune via an electronic turn in

document (ETID). For MCASNR commands, ensure that the proper MCAS recycling accounting number is entered on each scrap metal turn-in document (DD Form 1348-1A) by including the following statement "Proceeds for the sale of recyclable material are to go to the financial account- 17F3875 27RM 00767001 0 000027 3C 000000".

REFERENCES:

- DOD Inst 4715.4, Pollution Prevention
- MCO P5090.2A, Environmental Compliance and Protection Manual
- MCO P10150.1, Garrison Property Policy Manual
- MCIEAST-MCB CAMLEJO 5090.9, Hazardous Material/Waste Management
- BO 5090.17, Recycling, Qualified Recycling Program
- BO 5090.91, Used Oil/Used Fuel and Pollution Abatement Facility Management
- BO 11350.2D, Refuse Disposal Procedures
- BO P11014.1J, Base Maintenance Manual

TRAINING:

- Formal training courses are located on the Environmental Management Portal, as part of the Learning Management System (LMS). The web site is: <https://intranet.emportal.usmc.mil/lms>. One Pollution Prevention (P2) and four Solid Waste/Recycling courses exist for review/completion.

•Recommended Recycling Resources are:

- <http://www.re3.org/>
- <http://www.p2sustainabilitylibrary.mil/>
- <http://www.p2pays.org/>

DEFINITIONS:

- Material Recovery Facility (MRF) - A facility designed, constructed and operated to process recyclable materials into forms which meet end-user specifications and are to be transported to the end-user.

- Pollution Prevention (P2) - The use of materials, processes or practices that reduce or eliminate the creation of pollutants or wastes at the source, including practices that reduce the use of hazardous materials, energy, water or other resources, and practices that protect natural resources through conservation or more efficient use.
- Qualified Recycling Program (QRP) - An organized program established under Public Law 97- 214 which requires concerted efforts in recycling, recovering, identifying, segregating, and enhancing the marketability of materials for the purpose of returning the proceeds from the sale of recyclable materials to the generating military installation.
- Solid Waste - Any unwanted or discarded material that is not a liquid or gas. Includes organic wastes, paper products, metals, glass, plastics, cloth, brick, rock, soil, leather, rubber, yard wastes, and wood, but does not include sewage and hazardous materials.
- Solid Waste Working Group - One of the six Environmental Management System (EMS) working groups established under BO 5090.2 to address solid waste and source reduction initiatives in order to reduce risk to human health and the environment.

DOCUMENT OWNER: _____

Record of Revision

Revision Number	Date	Summary of Change	Signature
UPDATE	06012014	UPDATE FORMATTING AND CONTENT	<i>S.J. AZOR.</i> ECB/EMD