

Environmental Standard Operating Procedures (ESOP)

TITLE: ESOP 15.1 | RECYCLING EXCESS MATERIAL INVENTORY / REISSUE PROCEDURES

PURPOSE: This ESOP procedure provides documentation for the reissue of usable material that is destined for disposal at the landfill. The Qualified Recycling Program (QRP) personnel screen vehicle-accessible loads of material to be disposed of at the landfill. When serviceable property is identified, the material is removed from the vehicle and placed in the warehouse - waiting for reissue.

BACKGROUND: Units/Commands collect solid waste and certain types of recyclable materials for disposal at Base Property, DLADs and the Landfill. Unit personnel are required to dispose of these types of material/property through the Base Property Control Division (BPCD) and Installation's Defense Logistics Agency Disposition Services (DLADS) before disposing the material/property at the Landfill. These types of material/scrap include but are not limited to garrison property, materials potentially possessing an explosive hazard (MPPEH), items requiring demilitarization such as armor, material used for evasion/detection, communications, encryption and other such material, property or excess purchased with appropriated funds.

APPLICABILITY: This ESOP is applicable to all organizations aboard Marine Corps Base Camp Lejeune: any command, activity, reserve component, or any organization organic to or otherwise tenanted or in transition or otherwise temporarily resident due to training or mobilization.

RESPONSIBILITY: All organizations/personnel involved in the use, distribution, management or control of material destined for disposal.

PROCEDURE:

1. Units requiring turn-in of material/property must complete an electronic turn-in document (ETID) 1348.1a. An ETID 1348.1a can be completed on-line at <http://www.drms.dla.mil/etid.html>
2. Unit takes the material/property to BPCD (Bldg 1211) and BPCD determines if they can use the material/property. If not, they downgrade the material/property as scrap. BPCD will stamp the ETID with the following information "BPCD Inspected/Rejected" and the BPCD Inspector signs the line underneath the stamp.
3. The unit then takes the material/property to DLADS (Bldg 906) and DLADS determines if they can sell the property, if DMIL is required or if it is scrap. DLADS stamps the ETID 1348.1a with the following "DSR

Downgraded to Scrap" and the DLADS inspector signs the received box on the ETID 1348.1a.

4. The unit then transports the material/scrap to the Landfill/Recycling offices, Bldg 982, where it is then weighed and inspected by Recycling office personnel who ensure all appropriate paperwork is complete. Material/property will not be accepted at the Landfill/Recycling office without the proper stamped ETID 1348.1a documentation.

5. After the ETID 1348.1a had been verified as containing the proper stamps and signatures, the recycling personnel will screen the contents. If the property has been found to be destroyed, unserviceable, non-recyclable, or otherwise irreparable, the truck is allowed to proceed to the Landfill and the corresponding documentation is stamped "Landfilled" for final disposition.

6. If the Recycling Office personnel determine that the material(s)/ item(s) is serviceable, has a marketable scrap commodity value, or the item(s) have the potential for unit-to-unit transfer, it is removed from the truck, inventoried and placed in the secure warehouse (Bldg 978) for reutilization, reissue or recycling.

7. Once inventoried, the material/property will be labeled with the appropriate ETID 1348-1a containing the signature of the unit disposing of the items and stamps/signatures from Base Property and DLADS. The corresponding ETID 1348 is secured to the pallet or shipping box that contains the material and inventoried with date of receipt, the amount, and unit turning in the material.

Usable/Serviceable Material/Property Determined by the Recycling Office:

1. Units are contacted on an as needed basis to notify them that usable property exists at the Material Recovery Facility. If the unit decides that it can utilize the property, an email will be sent to the unit's point-of-contact describing the following:

- a. The approximate weight of the material,
- b. Type and quantity of the material,
- c. National stock number or item nomenclature of the material, property or excess.

2. If the unit decides it has use for the material/property, the units must pick up material/property and sign the original ETID 1348.1a posted with the material/property. Once the unit has returned to their home location, the unit will send an email confirmation of receipt of this material to the Recycling Office. The email

confirmation and ETID 1348 will be retained by the Recycling office for annual reporting requirements and proof of final disposition.

3. If the Recycling office cannot find a home for the material after six months, the material will be landfilled and the ETID 1348 will be stamped for final disposition.

4. The Recycling office will update the inventory on as need basis as material is removed by units and/or landfilled.

5. AUDIT: At any given time an audit can be performed on supporting documentation. It is recommended that audit be performed at least yearly and results forwarded up the chain of command.

a. The recycling office personnel will collect and maintain all documentation on items/material reissued/diverted for two years. Documentation should include:

- i. Unit's DLADS Approved 1348-1a/Disposal Documentation
- ii. Item NSN or Nomenclature
- iii. Unit POC & Phone Number
- iv. DLADS and/or BPCD Stamps/Signatures
- v. Quantity and/or Weight

b. Audits should ensure:

- i. Inventory spreadsheet is up-to-date and accurate.
- ii. Proper approved ETID 1348.1a documentation is attached to items stored in the warehouse.
- iii. The approved ETID 1348.1a is filled out with the date/unit/DLADS and/or BPCD signatures/item nomenclature.
- iv. Items or scrap material deemed as serviceable and staged for reissue or reutilization have the approved ETID 1348.1a stamped, signed and dated along w/ quantities of only those items deemed serviceable or diverted (i.e. one of four, eight of sixteen, etc)
- v. All listed inventory documentation and corresponding diverted material/scrap property on site are equivalent/auditable and identifies the unit in receipt of material/scrap property.

- vi. All material/scrap property deemed serviceable but has not been able to be reissued, reutilized or otherwise diverted by recycling office personnel must undergo a final screening. If the material/scrap property cannot be reissued or reutilized, recycling office personnel will landfill, denote "landfill" on the approved ETID 1348.1a document and sign/date document, update the material/property inventory and retain for one year.

REFERENCES:

- BO 5090.17, Solid Waste Qualified Recycling Program

TRAINING: All units should be trained on how to fill out and ETID 1348.1a. DLADS provides training on a quarterly basis.

DOCUMENT OWNER: _____
Record of Revision

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

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