



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

IN REPLY REFER TO:

DepO 6280.1A  
4A  
MAR 30 2001

DEPOT ORDER 6280.1A

From: Commanding General  
To: Distribution List

Subj: SOLID WASTE (NONHAZARDOUS) RECYCLABLE MATERIALS PROGRAM/  
QUALIFIED RECYCLING PROGRAM (QRP)

Ref: (a) Executive Order 13101, Greening the Government  
through Waste Prevention, Recycling and Federal Acquisition  
(b) DepSec Memo Sales of Recyclable Materials (10 U.S.C. 2577)  
(c) DoD Instruction 4715.4 (NOTAL)  
(d) Qualified Recycling Program (QRP), Jul 00  
(e) MCO P5090.2A, Environmental Compliance and Protection  
Manual 10 Jul 1998  
(f) CMC ltr 11350 LFF-1 of 16 Jun 1998  
(g) BnO 11103.1D Standard Operating Procedures for  
Bachelor Enlisted Quarters

Encl: (1) MCRD Recycling Procedures and Commodities Guide  
(2) Recycling Advisory Board Guidelines  
(3) Recycling Campaign Plan  
(4) Recruit Recycle Program Standard Operating Procedures

1. Situation. To set forth guidelines for Marine Corps Recruit Depot, San Diego (MCRD) Qualified Recycling Program (QRP) in accordance with references (a) through (g).

2. Cancellation. DepO 6280.1.

3. Mission. Every unit, organization and agency operating aboard MCRD, San Diego will recycle solid waste, to the greatest extent practical.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order will be the guiding influence for all MCRD personnel and tenant activities recycling efforts.

(b) MCRD will attain a 40% reduction in solid waste disposal by FY2005 in accordance with reference (a).

(2) Concept of Operations

(a) Establish and maintain a QRP, as described in references (d) and (e), that:

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- 1 Complies with Marine Corps orders.
- 2 Complies with Federal, State and local regulations.
- 3 Avoids excessive costs for disposal of solid waste.
- 4 Reduces the volume of waste disposed of in landfills, and its concomitant pollution prevention.
- 5 Improves operational efficiency and cost effectiveness by reusing resources.
- 6 Obtains proceeds from the sale of recyclable materials.
- 7 Provides training to MCRD personnel and recruits on the merits of waste minimization, resource reuse and recycling.

(b) Definitions

1 Qualified Recycling Program (QRP). An organized operation to divert or recover materials from waste streams. A QRP delineates methods to identify, segregate, and maintain the marketability of recyclable materials.

2 Recyclable Materials. Materials normally discarded (i.e., scrap and waste) which may be reused after physical and chemical processing.

3 Affirmative Procurement. Mandatory Federal program to plan, promote and track procurement of recovered/recycled products in accordance with reference (a).

4 Recycling Advisory Board. Previously named the "Recycling Materials Selection and Review Board", the Recycling Advisory Board is a management committee with the purpose of overseeing the recycling program, assigning responsibilities, assessing goal attainment, deciding on program funding disbursements, and advising the Commanding General. The Recycling Advisory Board is described in greater detail in enclosure (2).

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-4. In liaison with MCRD's Recycling Program Manager, supervise the implementation of MCRD's Recycling Program as follows:

- (a) Advise the Commanding General on all matters relevant to the management of the QRP.
- (b) Supervise the implementation of this Order.
- (c) Serve as Chairman of the Recycling Advisory Board.
- (d) Maintain an up-to-date Recycling Campaign Plan, enclosure (3).

(2) Commanding Officers, H&S and RTR. In liaison with MCRD's Recycling Program Manager, supervise the implementation of the MCRD Recycling Program, as follows:

(a) Enforce MCRD policy in the establishment of source reduction, recycling and affirmative procurement programs.

(b) Designate an environmental point-of-contact, in writing, to the Recycling Program Manager, for coordination of QRP implementation, reporting and awards information.

(c) Ensure that segregation of recyclable materials is done in accordance with Recycling Center specifications. All deliveries of scrap to a landfill or Defense Reutilization and Marketing Office (DRMO) will be pre-screened at the MCRD Recycling Center.

(d) Establish procedures for documenting and reporting progress in recycling and affirmative procurement.

(e) Provide recruit working teams to assist in operation of the Recycling Center.

(f) Ensure MCRD personnel use recycling bins or deliver recyclable materials to the Recycling Center for processing.

(g) Conduct frequent inspections of recycling and solid waste bins to ensure compliance with this Order.

(3) Assistant Chief of Staff, Comptroller. In accordance with applicable laws and regulations, and as directed by the Commanding General or his designated representative, promote the MCRD Recycling Program, as follows:

(a) Accept reimbursements from direct sales and DRMO for qualified recyclable materials; ensure funds are credited to the proper account.

(b) Establish and maintain financial accounting records, procedures, and supporting documents for funds received and disbursed from sale of recyclable materials.

(c) On a monthly basis, provide the Recyclable Materials Fund Status Report to the Recycling Program Manager; report operating costs, revenues received, and funds disbursed.

(d) Validate, quarterly, the costs of operations, maintenance and overhead.

(e) Notify the Commanding General and the Recycling Advisory Board if the projected balance of funds from sale of recyclable materials will exceed \$500K at the end of the fiscal year.

(4) Assistant Chief of Staff, Marine Corps Community Services (MCCS). In liaison with the MCRD Recycling Program Manager, supervise the implementation of the recycling program, as follows:

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(a) Ensure that MCCS activities participate in the recycling program.

(b) Direct Non-Appropriated Fund (NAF) employees to segregate recyclable materials and deliver them to the Recycling Center for processing.

(5) Director, Service and Supply Division. Ensure that materials manufactured with recycled materials are procured, to the fullest extent possible, in accordance with reference (a).

(6) Director, Facilities Division. Implement the MCRD Recycling Program, as follows:

(a) Ensure the Recycling Center is adequately staffed to handle fluctuations of recycled commodities.

(b) Ensure adequate and appropriate equipment is provided and maintained.

(c) Provide the Public Works Branch Environmental Officer with general guidance for the recycling program.

(d) Forward reports required under the QRP.

(e) Review all Recycling Program reports.

(f) Act as the QRP Sales Contracting Authority; oversee recycling contracts with prospective vendors to ensure that proceeds on recyclable materials are appropriate and are providing results consistent with other military installations within the local market area.

(g) Provide promotion/publicity for the recycling program through the Chevron newspaper, periodicals, etc.

(h) Annually, coordinate a recycling market assessment.

(i) Annually, report Recycling Program cost effectiveness to the Recycling Advisory Board.

(j) Ensure pollution prevention projects recommended by the Recycling Advisory Board are consistent with the MCRD Master Plan.

(k) Coordinate design and construction of pollution prevention projects, as recommended by the Recycling Advisory Board.

(7) Recycling Program Manager. Manage the MCRD Recycling Program as follows:

(a) Implement Solid Waste Management plans and a recycling business plan to meet compliance and cost objectives.

(b) Track source reduction, recycling and affirmative procurement data, to ensure compliance and meet quarterly reporting requirements of the Public Works Officer.

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(c) Assist the Public Works/Environmental Officer with program development and information gathering.

(d) Manage overall Recycling Center operations, including supervision of personnel, environmental concerns, budgeting, public relations, marketing and enforcement.

(e) Maintain detailed records, to verify quantities and proceeds from the sale of recyclable materials.

(f) Provide on-site assistance to all units, departments and activities, for the implementation of source segregation and materials recycling; ensure that sufficient recycling containers are provided throughout MCRD.

(g) Establish a safety program within the Recycling Center for the proper handling and use of equipment.

(h) Establish a comprehensive equipment maintenance and vehicle operator-licensing plan.

(i) Maintain a fully functional and effective Recruit Recycling Program, per enclosure (4).

(8) Officer-in-Charge, Provost Marshall Office. In liaison with the Recycling Program Manager, enforce security of recyclable materials from theft.

(9) Billeting/Housing Officer. In liaison with the Recycling Program Manager, supervise the implementation of the recycling program, as follows:

(a) Ensure that residents and guests of the Bachelor Enlisted Quarters (BEQ) and Transient Officer Quarters (TOQ) are made aware of the recycling program, and that they receive a copy of enclosure (1) prior to occupancy.

(b) Ensure BEQ and TOQ residents receive/have access to and use recycling collection containers.

(10) Recycling Advisory Board. In accordance with applicable laws and regulations, promote recycling program as follows:

(a) Meet annually.

(b) Review fund balances, program budget and year-to-date costs.

(c) Compile and review a list of projects or initiatives eligible for funding under QRP proceeds; establish and review project funding priorities; delete, add or realign projects, as needed.

(d) Recommend changes to this Order.

## 5. Administration and Logistics

a. Concept of Support. While under the aegis of the AC/S, G-4, the QRP is both an individual and collective responsibility.

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b. Coordinating Instructions. Points of contact for each aspect of the QRP are provided in the enclosures.

6. Command and Signal

a. Signal. This order is effective on the date signed.

b. Command. This Order is applicable to all tenant units, activities, and organizations located and operating aboard MCRD, San Diego.

  
J. R. MORRIS  
CHIEF OF STAFF

DISTRIBUTION: A

Copy to: CO, TACLET  
Dir, MECEP  
MCNAFAS  
Fed Fire  
Navy-Marine Corps Relief Society

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## MCRD Recycling Procedures and Commodities Guide

1. Policy. Every unit, organization and agency operating aboard MCRD, San Diego will recycle solid waste, to the greatest extent practicable.

2. Operations. The Recycling Center is located in building 146, on Belleau Ave. The Center, accessible via the North gates, is located in the alleyway one block northeast of Belleau Ave. Hours of operation are Monday through Friday, 0730 to 1630. Units that are archiving, moving or cleaning out their area will transport recyclable materials to the Recycle Center for processing.

3. Points of Contact

Recycle and Solid Waste Manager	(619)524-6575	DSN 524-6575	fax (619) 524-8246
Environmental Office/HazMat	(619)524-4382	DSN 524-4382	fax (619) 524-4361
PMO	(619)524-4202	DSN 524-4202	
HAZMAT/HAZWASTE Handler	(619)294-5148	(Pager)	

4. Procedures

a. Collection

(1) Drop-off Sites. The main drop-off site is located in front of building 146. This site is available 24 hours a day, 7 days a week.

(2) Site Specific. Recycle bins, placed throughout the Depot, are serviced regularly by the Recycle Center. In the event of excessive use, contact the Recycle Center; provide name, phone number, building number and type of bin. Bins will be emptied within 4 hours during normal working hours. If a request is received after 1530, bins will be emptied the next business day.

b. Sorting Recyclable Material. Please sort carefully. Never place trash, hazardous materials or medical waste in recycle bins. Materials cannot be recycled unless properly sorted.

(1) Cardboard. Flatten cardboard and place in a designated cardboard container. If a container is not available, transport cardboard to the Recycle Center. Dispose of food/oil-contaminated cardboard in solid waste dumpsters.

(2) Paper

(a) Recycle all paper, i.e., letterhead, computer-printed, photocopies, stationery, tablets and forms, carbon, books, magazines, newsprint and scrap paper. **[Do not recycle blueprints or film]**.

(b) Authorized items may be placed in designated paper bins or cardboard bins. Office areas may use Tube-N-Totes or security bins to collect paper internally; Tube-N-Totes are available from the Recycle Center, and are reusable.

(c) **No used paper towels, paper plates, napkins, diapers, or cups will be placed in recycle bins.**

(3) Metal

(a) Cans. Aluminum, steel and tin cans must be rinsed prior to placing in a recycle bin. All cans may be placed in the same collection bin.

(b) Scrap. Scrap aluminum, steel, copper, brass, bronze and tin may be combined in scrap metal bins located throughout MCRD. Wire, pipe and fittings need not be stripped prior to placing in bins.

(4) Glass

(a) All colors and types of glass bottles and jars may be combined in the same collection bin; bottles and jars must be rinsed before placing in bins.

(b) **Fluorescent Lamp Tubes are classified as hazardous, and may not be discarded in the trash.** They may be dropped off at the Recycle Center during normal working hours, or taken to Bldg 224 Environmental Office, Hazardous Waste Handler.

(c) **No china, baking dishes, windows, windshields, light bulbs, fish tanks or mirrors may be placed in recycle bins.**

(5) Plastic

(a) All PET #1 and HDPE #2 plastic containers may be recycled; note bottom of container for recycling code. Containers must be rinsed before placing in bin.

(b) **No Styrofoam, plastic bags, stretch wrap or diapers may be placed in recycle bins.**

(6) Textiles/Rags. Clothing, shoes and textiles from the recruit barracks should be placed in designated recycle bins located in the recruit barracks area. **Do not throw reusable or recyclable textiles in the solid waste dumpster.** Personnel outside of the recruit barracks area who desire to donate items should use the bins located at the permanent personnel barracks and the main Recycle Center drop-off site.

(7) **Toner Cartridges are classified as hazardous, and may not be discarded in the trash.** Place them in original packaging and drop them off at the Recycle Center during normal working hours. A recycle bin, marked "Toner Cartridges" is located in front of Bldg 146 for proper disposal.

(8) Oil/Fuel Filters. **Drained** oil and fuel filters are collected for recycling at:

(a) Auto Hobby Shop, Bldg 142

(b) MCCS Service Station, Bldg 514

(9) Wood

(a) Unpainted/untreated wood shall be placed in the wood collection boxes marked "Free Wood" located at the rear of the Recycling Center.

**MAN**

(b) Painted/treated wood may be discarded in the regular trash, preferably in the 40CY roll-off dumpster located south of the Marina/Boathouse.

(c) Pallets. Place serviceable wood pallets in designated area at the rear of the Recycling Center. Plastic and pressed-wood pallets should be discarded as regular trash.

(10) Greenwaste. Deliver tree trimmings, grass clippings and leaves to the mulch pile located south of the Marina/Boathouse.

(11) Miscellaneous Items. If you have an item that may be recyclable, but is not covered by the above categories, please contact the Recycle and Solid Waste Manager.

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## Recycling Advisory Board Guidelines

1. Purpose. The Recycling Advisory Board is established to make recommendations to the Commanding General, Marine Corps Recruit Depot, San Diego, regarding the disposition of revenue generated from the recycling program.

2. Membership. The Recycling Advisory Board shall be composed of the following individuals, or their designated representative:

a. Chairman: Assistant Chief of Staff, G-4

b. Members List:

(1) Assistant Chief of Staff, Comptroller

(2) Assistant Chief of Staff, Marine Corps Community Services (MCCS)

(3) Commanding Officer, H&S Battalion

(4) Commanding Officer, Recruit Training Regiment

(5) Director of Facilities

(6) Environmental Officer

(7) Recycle Program Manager

c. The Assistant Chief of Staff, Staff Judge Advocate, or a designated representative, shall serve as counsel to the Board.

d. Project sponsors, technical staff and advisors may be invited to attend Recycling Advisory Board meetings, at the discretion of the Chairman, or upon the request of any team member.

3. Duties and Responsibilities. Meetings shall be held annually. The Chairperson will present recommendations consistent with the purpose of this Charter and applicable laws, regulations, and federal agency directives. The Chair will be guided in the Chair's recommendation primarily by paragraph 17104.5.b.(1)(g) of reference (e), the Marine Corps Environmental Compliance and Protection Manual. Recommendations approved by the Recycling Advisory Board shall be forwarded to the Commanding General, Marine Corps Recruit Depot, San Diego, or a designated representative, for consideration and final action.

RECYCLING CAMPAIGN PLAN

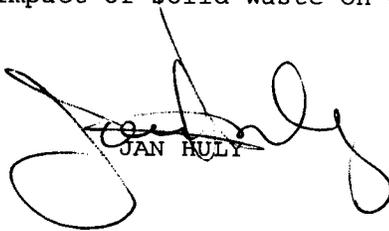


**UNITED STATES MARINE CORPS**  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue, Suite 238  
MCRD San Diego, California 92140-5001

IN REPLY REFER TO:  
6280  
4A

From: Commanding General  
To: Distribution List  
  
Subj: EFFECTIVE WASTE MANAGEMENT  
  
Encl: (1) Recycle Campaign Plan

1. Presidential Executive Order 13101 directs the entire Department of Defense to attain a **40% reduction in solid waste disposal by FY2005**. Therefore, I direct all MCRD personnel and tenant activities to comply with this order. You must immediately intensify your recycling effort, and consequently reduce your solid waste disposal.
2. The enclosed Recycle Campaign Plan will help us focus on our solid waste diversion efforts. Designed by MCRD's Recycle Program Manager, it contains pertinent suggestions, milestones and training opportunities to help us comply with the Presidential Order.
3. We are off to an impressive start, with a 25% reduction in our solid waste disposal. Yet, the more difficult task--achieving the balance of our reduction effort--lies ahead. We must continue to work together in a concentrated, Depot-wide effort to realize this significant goal. I am confident that, just as we have collectively set the standard for recruiting and making Marines, we can lead the charge in minimizing the impact of solid waste on our environment.

  
JAN HULY

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**UNITED STATES MARINE CORPS**  
Marine Corps Recruit Depot/Western Recruiting Region  
Facilities Maintenance Division  
4600 Belleau Avenue  
MCRD San Diego, California 92140-5396

IN REPLY REFER TO:  
6280  
RCP/jfm  
16 Oct 00

From: Assistant Chief of Staff, G-4  
To: Distribution List

Subj: RECYCLING CAMPAIGN PLAN

1. Background. Presidential Executive Order 13101, "Greening the Government through Recycling, Waste Prevention and Federal Acquisition" directs the Department of Defense (DoD) to divert 40% of the solid waste stream to recycling and composting by FY2005. MCRD faces many challenges in nonhazardous solid waste management. Given the present day financial climate of budget cuts and reduced operating funds, coupled with more stringent regulations, directives, and "goals", it has become more important to develop a strategy for cost effective and environmentally sound solid waste management that will meet or exceed DoD and Marine Corps long-term goals. The purpose of this plan is to focus attention where a concentrated effort will be most productive, and to establish priorities for activity-specific recycling initiatives.

There are three key concerns of this plan relative to MCRD's nonhazardous solid waste management plan:

- Solid waste at MCRD has decreased noticeably over the past five years, but will continue to decrease only if an aggressive recycling approach is taken.
- Affirmative procurement of recycled products needs to increase.
- Recycle program staffing requirements must be met.

This plan provides 11 strategic initiatives that further the achievement of long-term DoD and Marine Corps goals. When implemented with existing solid waste management techniques, outlined in the installation Solid Waste Management Plan (SWMP) and Pollution Prevention (P2) Plan, we will be able to lessen the generation and disposal of solid waste, and meet or exceed DoD and Navy solid waste reduction goals.

2. Purpose. The purpose of this plan is to minimize the sourcing of solid waste; promote reuse, recycling, affirmative procurement, and public awareness for proper waste management; and minimize MCRD's operational impact on the environment. The following functions are prerequisites for the initial and sustained operation of an effective waste-reduction program.

a. Planning. The AC/S, G-4 is responsible for supervision of MCRD's recycle program. Specific responsibilities are outlined in Depot Order 6280.1A, Solid Waste (Non-hazardous) Recyclable Material Program/Qualified Recycling Program (QRP).

b. Baselining. Organization and unit Commanders are responsible for meeting solid waste reduction and recycling goals. To monitor progress, the

Enclosure (3)

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Recycle Center will track, by building location, the volume/weight of recyclable materials processed at the Recycle Center, and conduct a waste-stream analysis of discarded material. Organizations that share a building will work together to accomplish waste reduction and increased recycling efforts.

c. Training. Recycle Center staff will conduct regular training sessions as follows: quarterly, per the environmental training schedule and the Drill Instructor graduating class final brief; monthly, at the CG's Welcome Aboard brief and the Smooth Move class; and weekly, during the Drill Instructor Platoon pick-up brief and the Recruit Mess/Maintenance pick-up brief.

d. Staffing. Continued operation of an effective recycle program requires adequate staffing. With declining resources, increased permanent staffing is unlikely. More innovative use of existing manpower and more active participation at the command and organizational level is required.

3. Plan of action and milestones. During FY1999, MCRD generated 1,970 tons of refuse, and recycled 650 tons of material, equating to a 25% diversion rate. To achieve a diversion rate of at least 40% by FY2005, continuous efforts must be made to reduce the amount of solid waste generated and to increase the amount of material recycled. To incrementally move toward this objective, the following initiatives will be undertaken:

Initiative	Date	Action
I	FY 00	Increase environmental awareness during Team Week
II	FY 00	Implement composting program
III	FY 00	Implement recycling program for permanent personnel BEQ
IV	FY 01	Promote recycling of bottles and cans in visitor areas
V	FY 01	Implement Affirmative Procurement Program
VI	FY 01	Implement Hazardous Minimization Center operations
VII	FY 01	Budget for waste management personnel
VIII	FY 01	Recycle 100% of office paper
IX	FY 02	Maximize recycling on all construction/demolition contracts
X	FY 02	Review solid waste disposal contract
XI	FY 02	Upgrade the Recycle Center
Endstate	FY 03	40% solid waste diversion achieved 2 yrs ahead of schedule

a. Initiative I - Increase environmental awareness during Team Week. Develop a partnership with RTR to incorporate environmental awareness training in the Recruit training cycle during Team Week. This will assist MCRD in meeting its training, education, communication and outreach requirements. Introductory environmental training and education for all Marines is essential, to ensure that the Marine Corps meets its environmental quality goals and objectives. In addition to introductory awareness training, recruits will receive hands-on training in recycling, Material Safety Data Sheets and hazardous material minimization. MCRD will begin the process of systematically establishing environmental requirements, as the way Marines conduct business.

b. Initiative II - Implement composting program. The Messhalls aboard MCRD generate 21% of all solid waste disposal costs. Messhall 569 currently processes food waste through the SO-MAT machine attached to the sewer system. The food waste is chopped, strained and compressed, forcing out the liquids. The compressed food particles are bagged and disposed of as solid waste. MCRD has partnered with the City of San Diego, Environmental Services Department, in a food-composting program. With MCRD's controlled environment, the City is

Enclosure (3)

evaluating the feasibility of such a program for university campuses. The City is providing collection bins and managing the pick-up and delivery of food waste to the Miramar Landfill Composting Section. The City's results will help determine the feasibility of such a program for the permanent personnel messhall and the Bayview restaurant.

c. Initiative III - Implement recycling program for permanent personnel BEQ. Recently, the Recycle Center has provided in-room recycling collection containers for the permanent personnel BEQ. The in-room containers are emptied into 60 gallon rolling containers located under the 2<sup>nd</sup> deck ladder wells. Spot checks of the solid waste dumpsters reveal that cans and bottles (plastic and glass) are still being thrown in the general refuse. Often, cans and bottles are bagged separately, yet are still being thrown in the solid waste dumpsters. Due to the large volume of bottles and cans generated from the barracks, it is imperative to capture the material in recycle bins. Bottles and cans have proven to be profitable, with a steady climb in recycle value. A pilot project to increase awareness is currently being conducted by the Recycle Center staff and the Billeting Branch. **If all bottles and cans were to be recycled, the solid waste produced by the BEQ could be reduced by 25% or more.**

d. Initiative IV - Promote recycling of bottles and cans in visitor areas. There are very few recycling collection sites for bottles and cans throughout the visitor high traffic areas. The "Mall", Parade Deck, MCRD Theater, "Receiving" and the Bayview restaurant provide trash receptacles, only. Several different styles of recycling bins are available, but would require daily service to maintain. Providing attractive collection bins would require an initial investment, but would prove profitable in less than 1 year. The State of California offers grants to military installations to cover costs of collection bins and promotion/education material.

e. Initiative V - Implement Affirmative Procurement Program. The goal of this initiative is to maximize the purchase and use of recycled materials through MCRD's procurement of EPA-designated Comprehensive Procurement Guideline (CPG) items. Product areas requiring affirmative procurement actions include: cement and concrete containing flyash, paper and paper products, re-refined lubricating oils, retread tires, and building insulation products. Proposed actions include:

- Maximize the procurement of EPA-designated items, composed of the highest percentage of recovered and post-consumer content materials, that meet or exceed EPA Recovered Materials Advisory Notice (RMAN) standards, unless written justification is provided citing unreasonableness in cost, performance, competition, or availability within a specific timeframe.
- Implement a closed-loop, re-refined oil recycling system, to minimize virgin oil purchases.
- Review and revise specifications for EPA-designated items, to allow procurement of products containing recovered materials.

f. Initiative VI - Implement Hazardous Minimization Center operations. Combine the recycling and hazardous waste minimization efforts by collocating the Hazardous Minimization Center with the Recycling Center. The objective is to consolidate all hazardous materials in one centralized location. Centralizing the supply, distribution, and accounting of hazardous materials onboard MCRD will substantially reduce the amount of hazardous waste generated.

g. Initiative VII - Budget for waste management personnel. Savings from the reduction of solid waste disposal may be used to fund additional manpower for the Recycle Center. As departments recycle larger volumes of material, more time and labor is required to transport and process the material. In addition, as the volume of recyclable material increases, the revenue generated increases. As a result of recent guidance from HQMC, savings from solid waste disposal and revenues generated from the sale of recyclable material can be used to expand qualified recycling programs, to include funding of personnel labor costs.

h. Initiative VIII - Recycle 100% of office paper. Waste office paper is easy to collect and has a relatively high resale value. MCRD currently provides all office spaces with Tube-N-Tote reusable collection containers. Building occupants can bring full Tube-N-Totes to the Recycle Center in exchange for empty reusable totebags. Areas generating a high volume of office paper are also provided with 2-cubic-yard collection bins located near the buildings. Additional 2-cubic-yard bins will be placed outside of each high volume generating building by 4<sup>th</sup> quarter, FY2000. Routine pickups will be scheduled for all buildings throughout MCRD. Replacement containers will be provided at time of pickup.

i. Initiative IX - Maximize recycling on all construction & demolition contracts. Construction and demolition waste recycling is the fastest growing segment of the recycling industry. Recent studies indicate that as much as 25% of the total solid waste-stream is recoverable, marketable material generated from demolition processes. Key elements to any successful deconstruction effort are planning, oversight, and documenting totals. Construction and demolition contracts aboard MCRD will use Construction Specification Institute, specification section 01756, to incorporate reuse and recycling into every aspect of the construction job. Reuse and recycling of construction debris will be conducted through the MCRD's Recycle Center whenever possible.

j. Initiative X - Review solid waste disposal contract. The standard measure of solid waste is by weight. Currently, MCRD **estimates** the tonnage of its disposable solid waste, since obtaining an exact measurement would require a contractor to collect and transport **only MCRD's** refuse to the landfill, which is not cost effective. This initiative will evaluate whether MCRD should manage its own refuse disposal contract or solicit modification to the existing contract with the Public Works Center. Such modification would require the contractor to weigh trucks empty and again after being filled with MCRD's solid waste, on a regular basis. This would more accurately reflect the actual tonnage of solid waste disposed of by MCRD, and better define areas needing improvement in order to reach the FY2005 Measure of Merit.

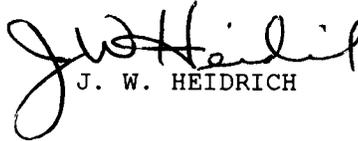
k. Initiative XI - Upgrade the Recycle Center. This FY00 project was authorized as a Pollution Prevention (P2) project by HQMC. Building amenities such as water and toilets are nonexistent in the current location; processing equipment is archaic and labor intensive; and storage space for processed materials is extremely limited. Improvements will include:

- Water utilities inside the building for laundry and toilet.
- Electrical support for modern processing equipment, requiring less labor to process and bale cardboard. Larger bales encourage higher bid prices.
- Expanded enclosed storage capacity to prevent degradation of material due to exposure to natural elements (sun, wind, rain).
- Installation of a fire protection system.

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4. Administration and Logistics. The Recycle campaign plan will be managed and administered by the Assistant Chief of Staff, G-4. To monitor this effort, the Recycle Advisory Board will convene annually, during June. It will review the solid waste/recycle tonnage trend, make recommendations for corrective action and future growth, review the budget/profit report, and make recommendations for promotional projects and recycling awards.

5. Command and Control. While command and control of the Recycle Campaign Plan rests with the Commanding General, the success of this venture, as with all major enterprises, will require the concerted best efforts of every member of this command.

  
J. W. HEIDRICH

DISTRIBUTION: A

## RECRUIT RECYCLING PROGRAM STANDARD OPERATING PROCEDURES

### 1. Dispense Recycle Bins

a. Place recycle bins at the graduating company barracks during the week of recruit graduation. Large companies may have platoons housed in more than one barracks. Coordinate with the Battalion S-4 Chief to ensure that all platoons participate, regardless of which barracks they are using.

b. Pick up all bins the morning of graduation. Inspect the area adjacent to the recycle bins and solid waste dumpsters, ensuring that recyclables are placed in the proper bins. Visually inspect the solid waste dumpsters to ensure that proper recycling is being practiced. Identify expanded recycling opportunities, based on the solid waste stream.

c. Transport bins to Bldg 146.

### 2. Determine solid-waste diversion weight. All recyclables will be weighed and accounted for, as follows:

a. Bin weight. Document the weight of each recycle bin collected from the recruit barracks.

b. Solid-Waste Diversion Weight. Deduct the tare weight from the bin weight.

c. Total Solid-Waste Diversion Weight. Add together the Solid Waste Diversion Weights from all recycle bins.

### 3. Inventory and Redistribution. All material will be sorted, counted, cleaned and processed for reuse and redistribution, as follows:

a. Dump all clothing/textile bins. Separate material by type. Once the material has been sorted, process for cleaning or redistribution.

b. Immediate reuse items will be sorted for redistribution to the platoons (leather dye, polish, "never-dull", spray bottles, "M-Nu", pipe cleaners, "Q-tips", ironing boards etc).

c. Sight-black will be turned over to CRT NCOIC for reuse.

d. Rifle cleaning gear will be turned over to the Armory NCOIC.

e. Remaining material will be made available to other organizations aboard MCRD. All material distributed will be documented in the Reuse Log, with the following information:

(1) Material

(2) Quantity, in pounds

(3) Department or organization

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(4) Name of person receiving gear

(5) Date

f. Personnel who refuse to document reuse items in the log will not be authorized to receive material from the Recycle Center.