

**HEADQUARTERS
633D AIR BASE WING (633 ABW)
JOINT BASE LANGLEY-EUSTIS, VA**



Appendix D-2 to the Integrated Solid Waste Management Plan

**JOINT BASE LANGLEY-EUSTIS QUALIFIED
RECYCLING PROGRAM BUSINESS PLAN
FORT EUSTIS EDITION**

[22 Aug 22]

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Prepared For:
General Services Administration
819 Taylor Street
Fort Worth, Texas 76102
ATTN: Anthony Brown
and
Air Force Civil Engineer Center
114 Thompson Street, Suite 213
Building 586
Joint Base Langley-Eustis, Virginia 23665
ATTN: J.P. Smith

and

Joint Base Langley Eustis - Eustis
1407 Washington Boulevard
Fort Eustis, VA 23604

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Prepared By:



3460 Rockefeller Ct.
Waldorf, MD 20602
1-301-932-0994 • www.haztrain.com

In Association with:



1608 13th Avenue South, Suite 300
Birmingham, Alabama 35205
1-800-806-4001 • www.bhate.com

About This Plan

This installation-specific Environmental Management Plan (EMP) is based on the U.S. Air Force's (AF) standardized Qualified Recycling Program (QRP) Business Plan template. This plan is not an exhaustive inventory of all solid waste (SW) and recycling requirements and practices. Where applicable, external resources, including Air Force Instructions (AFIs); AF Playbooks; federal, state, local and Final Governing Standards (FGS); and permit requirements, as applicable, are referenced.

Certain sections of this QRP Business Plan begins with standardized, AF-wide "common text" language that addresses AF and Department of Defense (DoD) policy and federal requirements. This common text language is restricted from editing to ensure that it remains standard throughout all plans. The common text language is maintained and updated by the designated Office of Primary Responsibility (OPR) with assistance from the Office of Collateral Responsibility (OCR), as appropriate. Immediately following the AF-wide common text sections, are Installation sections. The Installation sections contain installation-specific content to address state, local and installation-specific requirements. Installation sections are unrestricted and are maintained and updated by AF environmental Installation Support Teams (ISTs) and/or installation personnel.

This document is optimized to be accessed and viewed electronically. The eDASH website at <https://usaf.dps.mil/teams/eDASH/wpp/homepage/home.aspx> is the primary communication tool for AF EMPs.

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DOCUMENT CONTROL

Record of Updates – The QRP Business Plan is updated as changes to waste generation, waste management practices, recycling activities or installation mission occur, including those driven by changes in applicable regulations.

Record of Updates

Change No.	Nature of Change	Date of Change	Approved By:
1	Admin Changes	16 Jun 2020	Working Group
2	Admin Changes	22 Jul 2021	Working Group
3	Admin Changes	16 Jun 2022	Working Group
4	Admin Changes	July 2022	Working Group/CFT

Record of Annual Review – In accordance with (IAW) AFMAN 32-7002, Environmental Compliance & Pollution Prevention, and the QRP Business Plan is reviewed annually, updated as appropriate, and approved by the installation Environmental Safety and Occupational Health Council (ESOHC) to ensure that it is consistent with program objectives. Formatting and administrative changes do not require ESOHC review.

Record of ESOHC Annual Review

Review Date	Review Participants	Notes/Remarks	Result in Plan Update? (Yes or No)
10 Aug 2020	ESOHC Members	No Remarks; Approved by COL Vedder	Yes
20 Sep 2021	ESOHC Members	No Remarks; Approved by COL Hung	Yes
23 Feb 2022	ESOHC Members	No Remarks; Approved by COL Hung	Yes
22 Aug 2022	ESOHC Members	No Remarks; Approved by COL Hung	Yes

1. EXECUTIVE SUMMARY

The installation operates its recycling efforts as a Qualified Recycling Program (QRP) in accordance with 10 U.S.C. §2577, *Disposal of Recyclables Materials*, 32 CFR §172 (b), *Disposition of Proceeds from DOD Sales of Surplus Personal Property* and DoD QRP policies. The information provided in this Plan is intended to allow program managers to make informed decisions regarding QRP operations and to support the installation’s waste diversion efforts. AFMAN 32-7002, Environmental Compliance & Pollution Prevention, acts as the main driver for the QRP Business Plan. The ISWM Playbook serves as supplemental guidance to this plan. This Plan is included as an appendix to the installation’s Integrated Solid Waste Management (ISWM) Plan.

Installation Supplement – Executive Summary

The purpose of the JBLE-Eustis QRP Business Plan is to serve as a guide for operating the JBLE- Eustis QRP and to assist the program managers in making informed decisions regarding program efficiency and economics. This business plan describes JBLE-Eustis QRP procedures to include operations, roles and responsibilities, recycling practices and procedures, financial management, records management, and reporting requirements, as well as education, awareness, and outreach programs. This plan should be reviewed and approved annually by the ESOHC and updated as needed by the QRP manager.

2. INSTALLATION PROFILE

Scope of Plan	This plan is applicable to all commercial and industrial areas of the JBLE-Eustis installation. This includes all active duty and civilian operations, as well as tenant organizations such as the Defense Commissary Agency (DeCA), the Army Air Force Exchange Service (AAFES), and the Army Corps of Engineers. However, this ISWMP is not applicable to privatized businesses (e.g. private restaurants) and privatized housing located on JBLE-Eustis.
Office of Primary Responsibility (OPR)	733d Civil Engineer Squadron/ Environmental Element (733 CES/CEIE) has overall responsibility for implementing the QRP and is the lead organization for monitoring compliance with applicable federal, state and local regulations
QRP Manager	Name: Joanna Bateman Office Symbol: 733 CES/CEIE Phone: (757) 878-7378 Email: joanna.bateman@us.af.mil
Alternate QRP Manager	Name: Thomas L. Gunther Office Symbol: 733 CES/CEO Phone: (757) 878-1387 Email: thomas.gunther@us.af.mil
QRP Contracting Officer Representative (COR)	Name: Thomas L. Gunther Phone: (757) 878-1387 Email: thomas.gunther@us.af.mil
Budget Clearing Suspense Account (i.e., No-Year O&M Account)	0570003400000572822XXD F18AJ 574405 254.2211 01010000011Z 387700 103000000 0570003400000572822XXD #NA
DoDAAC corresponding to identified account	JBLE-EUSTIS RCCC=574405 OC=254.2211

3. GENERAL ROLES AND RESPONSIBILITIES

Detailed information about typical roles and responsibilities are in the ISWM Playbook. Installation-specific roles and responsibilities are described in the table below.

Roles and Responsibilities

Office/Organization/Job Title	Installation Role/Responsibility Description
Wing/Installation Commander	<p>The Wing/Installation Commander maintains overall responsibility for the ISWM Program, establishing a QRP and ensuring it complies with 10 United States Code (USC) 2577, <i>Disposal of Recyclable Materials</i>; Department of Defense Instruction (DoDI) 4715.23, <i>Integrated Recycling and Solid Waste Management</i>; and AFMAN 32-7002. The Installation Commander establishes management controls to ensure designated personnel conduct sales of recyclable materials per the law. Management controls for a QRP include the following:</p> <ul style="list-style-type: none"> • Establishing and operating an efficient and cost-effective QRP that meets legal and policy requirements. • Designating, in writing, a QRP Manager. • Promoting recycling and encouraging participation through policy, memos, and presentations. • Directing internal and external QRP audits from United States AF Audit Agency. • Responding to AF Audit Agency findings. • Requesting staff assistance visits from the appropriate Major Command (MAJCOM) and Air Force Civil Engineer Center (AFCEC). • Investigating complaints and, if appropriate, alerting the investigative organization to pursue allegations of fraud, corruption, or theft of services.
ESOHC	<p>IAW AFI 90-801, <i>Environmental, Safety, and Occupational Health Councils</i>, each installation establishes an ESOHC. Per AFI 90-801, the ESOHC is the executive level steering group that reviews policies and programs, establishes goals, monitors progress, and advises leadership. The Installation Commander chairs the installation’s ESOHC, or may delegate to the vice commander.</p> <p>The ESOHC is responsible for:</p> <ul style="list-style-type: none"> • Overseeing ESOH Management Systems (ESOHMS) implementation and ESOH performance to ensure continual

	<p>improvement consistent with AF ESOH goals and objectives.</p> <ul style="list-style-type: none"> • Providing senior leadership support and guidance to sustain the ESOHMS and conducting annual assessments of the impacts of ESOH risk and cost on mission performance. • Acting as the primary steering group for environmental and waste management. • Reviewing and approving the ISWM Plan. • Reviewing and approving the QRP.
<p>QRP Subcommittee (A Listing of QRP Subcommittee Members is maintained in Appendix A)</p>	<p>The QRP Subcommittee ensures compliance with all applicable laws and regulations relating to the QRP. It accomplishes these objectives by conducting open meetings to exchange information between organizations by the following:</p> <ul style="list-style-type: none"> • Conducting open meetings to exchange information between organizations. • Implementing, sustaining, and improving the ISWM Plan and QRP at the installation to meet the diversion goals in a cost-effective manner. • Discussing SW and recycling issues Base-wide as well as at individual units. • Serving as a focal point for disseminating and retrieving information. • Identifying opportunities to improve diversion practices, facility enhancements, and equipment purchases. • Providing recommendations for continuous development of the program.
<p>QRP Manager/Alternate (The QRP Manager Appointment Letter is maintained in Appendix B)</p>	<p>The ISW Manager is responsible for:</p> <ul style="list-style-type: none"> • Managing, monitoring, and implementing the entire QRP operation to ensure compliance with all federal, state, local, and AF requirements. • Monitoring operations of the Eustis Solid Waste and Recycling Center (SWRC). • Identifying opportunities to reduce SW stream volumes, enhance P2 measures, and conserve natural resources through source reduction and resource recovery. • Maintaining and executing the QRP Business Plan. • Conducting economic analysis and monitoring the market for recyclable commodities. • Ensuring direct sales are conducted in the most cost-effective manner, unless otherwise noted. This includes establishing standardized commodity sales business practices, reviewing paperwork to confirm invoices and proceeds correlate appropriately, and ensuring proceeds are

	<p>deposited and dispersed appropriately IAW the United States Code of Federal Regulations (CFR).</p> <ul style="list-style-type: none"> • Maintaining updated records and spreadsheets for QRP expenditures, sales proceeds, disbursements, and commodity tonnage diverted and landfilled. • Maintaining all records and supporting documentation pertaining to all QRP expenditures, sales proceeds, disbursements, and commodity sales. • Providing SW and diversion data through semiannual data calls using the Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS). • Performing as chairperson to the ESOHC QRP Subcommittees and providing updates to the ESOHC Recycling Subcommittees. • Coordinating with the Unit Environmental Coordinators (UECs) and Facility Managers to identify recycling opportunities. • Promoting and publicizing the QRP. • Advising organizations on collection and disposal requirements of the ISWMP and QRP. • Investigating complaints and reporting them to the Commander or designated representative.
<p>Comptroller</p>	<p>The Comptroller is responsible for:</p> <ul style="list-style-type: none"> • Providing financial assistance to the QRP Manager and Civil Engineer, Financial Management Element (CEIAR). • Receiving QRP direct sales payments from the QRP Manager. • Transferring QRP direct sales payments to the NO-YEAR O&M Budget Clearing Account (suspense) utilizing Department of Defense (DD) Form 1131, <i>Cash Collection Voucher</i>. • Providing copies of all completed DD Forms 1131 to the QRP Manager. • Retaining a copy of approved QRP fiscal year (FY) budget. • Upon request from the QRP Manager, providing a NO-YEAR O&M Budget Clearing Account (suspense) summary.

<p>Recycling Center Manager</p>	<p>The Recycling Center Manager is responsible for:</p> <ul style="list-style-type: none"> • Managing the Eustis Solid Waste and Recycling Center (SWRC) IAW the JBLE SW contract and QRP contract. • Supervising Recycling Center activities and staff. • Advising and assisting the QRP Manager. • Maintaining collection schedules. • Quantifying and tracking commodities received at the Recycling Center that are diverted from landfills. • Coordinating with Facility Recycling Managers and Squadron Recycling Managers to identify unit requirements for recycling, such as type and size of container. • Conducting overall management of the Recycling Center. • Ensuring all equipment and commodities are secured. • Establishing routine maintenance schedules for equipment and vehicles. • Identifying equipment, vehicle, and supply requirements necessary to operate the facility.
<p>Recycling Center Staff</p>	<p>The Recycling Center staff report directly to the Recycling Center Manager and are responsible for:</p> <ul style="list-style-type: none"> • Collecting recyclables from throughout the installation for processing at the Recycling Center. • Operating forklifts, vehicles, and processing machinery. • Performing operator maintenance and inspections on all forklifts, vehicles, and processing machinery. • Maintaining necessary licenses and training to operate equipment/vehicles. • Preparing recyclable commodities for processing, storage, and transport. • Complying with all policies regarding the handling of secure, official-use only, and Privacy Act documents. • Conducting daily Recycling Center housekeeping. • Assisting and guiding Base personnel with recyclables. • Assisting the Recycling Center Manager as necessary.

<p>Building/Facility Mangers</p>	<p>Building Facility Managers are responsible for:</p> <ul style="list-style-type: none"> • Implementing the QRP within their building/facility by establishing recycling collection points throughout the building/facility. • Assisting building/facility staff with proper reuse and diversion procedures. • Monitoring recycling containers and central collection areas. • Performing periodic walk-through compliance inspections within the building/facility. • Transporting collected recyclables to a central collection area. • Ensuring the recycled products are free of contaminants. • Ensuring dumpster areas and recycling collection points are kept clean.
<p>Unit Environmental Coordinators (UECs) or Activity Environmental Coordinators (AECs)</p>	<p>UECs/AECs are responsible for:</p> <ul style="list-style-type: none"> • Serving as recycling points of contact (POCs) for their unit. • Assisting unit personnel with proper reuse and diversion procedures. • Assisting Building/Facility Managers with reuse and diversion procedures. • Serving as a member on the QRP Subcommittee to the ESOHC. • Implementing the QRP within their building/facility by establishing recycling collection points throughout the building/facility. • Assisting building/facility staff with proper reuse and diversion procedures. • Monitoring recycling containers and central collection areas. • Performing periodic walk-through compliance inspections within the building/facility.
<p>Contracting Officer</p>	<p>Contracting Officers are responsible for:</p> <ul style="list-style-type: none"> • Ensuring clauses are included that direct the contractor to participate in the JBLE QRP (for government-owned, contractor-operated contracts). • Ensuring all project and services contracts include clauses for management, diversion, and minimization of project-related recyclables. • Ensuring contracts include clauses to report recycled weights and sales proceeds amounts to the QRP Manager monthly.
<p>EMS Cross-Functional Team</p>	<p>The Environmental Management System (EMS) Cross-Functional Team (CFT) is responsible for reviewing and approving the QRP budget prior to each FY.</p>
<p>Budget Analyst</p>	<p>The Budget Analyst provides record maintenance and guidance to the COR and QRP Manager in regard to the QRP FY budget.</p>

Staff Judge Advocate/Legal Officer	The Staff Judge Advocate/Legal Officer provides legal guidance, regulatory interpretation, and representation, as needed.
Public Affairs	N/A
Defense Logistics Agency (DLA) Disposition Services	DLA Disposition Services (DS) is responsible for: <ul style="list-style-type: none"> • Providing disposal and recycling services to the installation. • Providing screening of property to promote maximum reuse, transfer, or donation of property. • Turning in DD Form 1348s (indicating quantity, type, and Disposal Turn-In Document [DTID] number) to the QRP Manager for QRP-eligible commodities diverted through DLA.
Defense Commissary Agency (DeCA)	DeCA provides data on weights of diverted commodities.
Army Air Force Exchange Service (AAFES)	AAFES provides data on weights of diverted commodities.
Tenant Organizations	Tenants other than AAFES and DeCA must participate in the QRP. AAFES and DeCA must provide monthly data regarding the weights of recyclable materials sold.

4. ORP PLANNING

4.1 Waste Stream Characterization and Analysis

- Appendix C, JBLE-Eustis does not have a Solid Waste Characterization Study/Waste Analysis available.

4.2 Commodity Market and Economic Feasibility Analysis

The QRP Manager conducts a commodity market and economic feasibility analysis at least annually to determine the viability of recycling of specific materials and to ensure that optimum pricing is obtained for QRP-eligible commodities. The results of the evaluation are documented in the installation’s Commodity Market Analysis (CMA). The CMA is maintained in Appendix D.

Date of Latest Analysis	July 2022
Responsible Personnel	QRP Manager
Results of Analysis	<p>JBLE-Eustis uses an on-site SW contractor to collect most commodities and to operate the JBLE-Eustis Solid Waste Recycling Center (SWRC). Many of the Base’s recyclable materials are collected, transported, and stored at the SWRC prior to being transported off-site to a recycling facility, where it is then sold to third party vendors. These materials include cardboard, office paper, aluminum and tin cans, plastics and ink/toner cartridges.</p> <p>Local vendors collect scrap metal, used oil, antifreeze, vehicle tires and cooking oil from locations around Base for recycling.</p> <p>Expend Small Arms Cartridge Casings (ESACC) are recycled through a partnership using other DoD installations using required equipment and then sold to a local vendor.</p>

	<p>Additional commodities that are recycled include computers/electronics, fire extinguishers, and construction and demolition (C&D) debris.</p> <p>Operating costs associated with the current JBLE-Eustis QRP are projected to be between \$157K and \$162K for FY22 through FY24. Over the same time period, the QRP’s sales proceeds are expected to average \$62K to \$75K annually.</p> <p>These values do not include the projected cost avoidance of \$66K to \$72K per year over FY22 through FY24 if the materials currently recycled were to be disposed of as refuse using the \$48.00 price per ton disposal cost.</p> <p>The following calculation was used for determining the potential FY22 profitability of the JBLE-Eustis QRP as currently operated:</p> $(\text{Proceeds Generated} + \text{Associated Cost Avoidance}) - \text{QRP Expenses} = \text{Net Cost/Benefit}$ <p>The JBLE-Eustis projected FY22 QRP Net Cost/Benefit as it is currently run (Option 1) is as follows:</p> $(\$97,241 + \$65,637) - \$161,694 = \$1,184 \text{ Net Benefit}$ <p>The current method of contracting out SWRC Support, including collection, sorting, and processing, is currently the most beneficial management of the QRP if no consideration of changes in the operations of both JBLE-Langley and JBLE-Eustis occur.</p>
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4.3 Diversion Required by Regulatory Requirement

The Waste Stream Analysis identifies the QRP-eligibility status for most waste streams generated at the installation. This table is consulted when evaluating inclusion of specific waste streams by the QRP. All AF installations are required to recycle materials listed in the Diversion Required by Regulatory Requirement Table, if certain thresholds are met. Justification should be provided in the following table if any of these waste streams are not diverted.

Diversion Required by Regulatory Requirement

Waste Stream	Currently Diverted? (Yes or No)	Description of Diversion Efforts/Justification
High-grade paper (from facilities with more than 100 office workers)	Yes	The SW and Recycling Contractor picks up high-grade paper from various buildings across the Base and at the

		SWRC and transports it off site to the TFC Recycling Center.
Newspaper (non-privatized military family housing with 500 or more families)	No	Housing is privatized at JBLE.
Corrugated cardboard (10 or more tons per month)	Yes	The SW and Recycling Contractor picks up cardboard from various dumpsters across the Base and the SWRC and transports it off site to the TFC Recycling Center.

4.4 QRP Goals and Objectives

Goal	Objective	Installation Plan	Timeline to Complete
The goal is to facilitate combining JBLE SW diversion and recycling programs.	The objective is to gain efficiencies and utilize effective practices from each program.	The installation plan is to exhibit sound budgeting skills to acquire equipment or storage facilities and follow AFCEC guidance to identify cost effective recycling options.	FY24
The goal is to increase the diversion rate.	The objective is to increase interest in the Base recycling program.	The installation plan is to evaluate the JBLE refuse streams to continuously improve the diversion rate and to implement Base contests and awards.	Annually
The goal is to coordinate an internal audit to verify costs, revenues, cost avoidance, and cost effectiveness of the QRP and to review QRP financial records.	The audit should verify recycling program costs, cost avoidance, and income and evaluate QRP cost effectiveness.	The audit should verify that each withdrawal from the NO-YEAR O&M Budget Clearing Account (suspense) has been approved by the ESOHC.	Annually

5.0 ORP OPERATIONS

5.1 Installation Material Recovery Facility Description

Name	JBLE-Eustis Solid Waste and Recycling Center
Location/Description of Facility (include acreage/square feet)	<p>The SWRC is located in Building 1209, Taylor Avenue, JBLE-Eustis, Virginia and covers approximately 14164 square feet.</p> <p>It includes semi-trailers, concrete walled areas, and one fabricated building providing additional storage. The entire SWRC compound is surrounded by chain link fence along with lockable gates, which provide security for equipment and materials housed within the fenced area.</p>

Operating Schedule	<p>The hours of operation for the SWRC are 7:30 a.m. to 3:30 p.m., Mondays, Wednesdays and Fridays; customer hours are 7:30 a.m. to 3 p.m. on Mondays, Wednesdays and Fridays.</p> <p>Cardboard, “single stream” recyclables, and shredded paper are collected by the SW contractor IAW the SW contract. “Single Stream” recyclables are sorted at the off-Base recycling facility (TFC) that the SW and Recycling Contractor delivers the recyclables to. All other recyclables and diverted material must be delivered by JBLE-Eustis tenants and activities during normal business hours.</p>
Slogan, Logo, Mascot	N/A
Type of Labor	Labor is provided by the SW and Recycling Contractor.
Number of Employees	The center has four full-time SW and Recycling Contractor employees, including the Team Lead.
Number of Supervisors	The SW and Recycling Contractor Team Lead and QRP Manager are the Supervisors of the SWRC.
Historical Background (i.e., establishment, annual diversion, annual operating costs, etc.)	<p>JBLE became a Joint Base in 2010. The JBLE-Eustis SW contract reflected this change in 2011. The SWRC operation went from a separating facility to a staging facility. Source separating stopped and operating hours were reduced in order to save money as instructed by the AF. Therefore, JBLE-Eustis no longer performs as many operations as it was able to prior to becoming a Joint Base.</p> <p>The FY historical diversion data are:</p> <p>FY21: 1,562 tons diverted from the landfill. FY20: 1,475 tons diverted from the landfill. FY19: 1,728 tons diverted from the landfill. FY18: 1,623 tons diverted from the landfill. FY17: 1,546 tons diverted from the landfill.</p>

5.2 QRP Commodity Collection, Handling and Processing

- Appendix E, *QRP Commodity List*, identifies QRP-eligible recyclable commodities that are managed and sold through the QRP and buyer requirements for packaging, storage, processing and transportation.
- Appendix F, *Collection Schedule*, describes collection routes and schedules that have been established to ensure that recyclables are routinely collected.
- Appendix G, *Equipment Inventory*, a comprehensive list of equipment related to QRP operations.

5.3 QRP Prohibited Commodities

The following commodities **MAY NOT** be recycled or directly sold by a QRP.

- Hazardous wastes (including household hazardous waste)
- Ozone depleting substances
- Universal wastes
- Hazardous incinerator ash
- Radioactive waste
- Precious metal bearing scrap
- Sanitary sewage
- Treatment Plant Wastewater
- Installation Restoration Program (IRP) wastes
- Infectious Medical wastes
- Electrical components
- Material that can be sold (as is) as a usable item
- Repairable items that may be used again for their original purposes or functions; e.g. used

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|--|--|---|
| <p>vehicles, vehicle or machine parts, etc.</p> <ul style="list-style-type: none"> • Items that can be reused for their original purpose without special processing; e.g. electrical components, unopened containers of oil, paints, or solvents • Government-furnished material • Types of surplus personal property whose sales proceeds must be deposited to accounts other than a QRP, such as the Defense Working Capital Fund (DWCF) • DWCF generated scrap • DWCF purchased usable personal property • Property purchased with commissary surcharge funds • Automatic data processing equipment owned by the | <p>General Services Administration</p> <ul style="list-style-type: none"> • Property purchased for the Military Assistance Program or purchased with Foreign Military Sales Administrative funds • Coast Guard property • Property owned by Exchange and Non-Appropriated funded (NAF) activities • Property owned by a country or international organization • Unopened containers of solvents, paints, or oil • Commissary-generated bones, fats and meat trimmings • Fuel • Used aircraft tires • Items that must be demilitarized at any time during its life cycle | <ul style="list-style-type: none"> • Scrap metal from demilitarization • Ships, aircraft, weapons, and other material required to be demilitarized or mutilated • Privately-owned personal property; lost, abandoned or unclaimed • Munitions List Items (MLI) & Commerce Control List Items (CCLI) except for Expedited Small Arms Cartridge Cases (ESACCs) • (Overseas installations only) Other materials as specified in country-specific Final Governing Standards (FGS) or, where no FGS exist, the Overseas Environmental Baseline Governing Document (OEBGD) |
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5.4 Commodity Buyer/Broker/Bidder List

A list of current commodity buyers, brokers and bidders is maintained in Appendix H.

5.5 QRP Operation Interruption Contingency Plan

In the event that the QRP’s operations are interrupted, the QRP Operation Interruption Contingency Plan, maintained in Appendix I, describes the installation’s contingency operations.

6.0 FINANCIAL MANAGEMENT

The following tools are used to plan and track QRP finances:

- Appendix J, QRP Budget (for current fiscal year) – Planning tool to project operational cost and sales proceeds.
- Appendix K, QRP Costs – Cost tracking tool to record actual QRP costs and expenditures.
- Appendix L, QRP Sales Proceeds – Sales tracking tool to record actual proceeds from QRP sales.

6.1 Sales Management

For each commodity sale conducted by the QRP, the QRP Manager performs market research to determine a fair market value for the commodity and determine the type of commodity sale that will be the most beneficial to the AF. The QRP Manager ensures that the following requirements are met for each type of sale:

- DLA Disposition Services Sales – QRP Manager contacts DLA Disposition Services to obtain instructions for sale of recyclable materials through DLA Disposition Services. QRP Manager provides NO-YEAR O&M Budget Clearing Account number to DLA Disposition Services.
- Direct Sales more than \$15,000 (Competitive Sales) – The QRP Manager will:
 - Create a bid invitation for the commodity and transmits to at least three buyers/brokers
 - Publically advertise the invitation to increase number of respondents
 - Coordinate a commodity viewing for potential bidders
 - Choose the bid that is determined to be most advantageous to the AF, execute a sales agreement, arrange for pick-up and the document sale
- Direct Sales less than \$15,000 (Negotiated Sales) – The QRP Manager should:
 - Contact no less than three buyers/brokers determine interest in sales negotiations
 - Enter into negotiations with interested buyers/brokers to determine final commodity sale price
 - Choose the price that is determined to be most advantageous to the AF, execute a sales agreement, arrange for pick-up and document sale

The Sales Mechanisms and Installation Plan table below describes the installation’s approach to perform each type of sale.

Sales Mechanisms and Installation Plan

Sales Mechanism	Installation Plan (Identify sales mechanism that are used. Describe: Sales Payment Procedures/Invoicing; Sales Agreement Terms and Conditions; RFP/Invitation to Bid details, etc.)
DLA Disposition Services Sales	QRP-eligible items turned in to DLA must annotate the NO-YEAR O&M number in Block 27 of DD Form 1348, <i>Issue Release/Receipt Document</i> . Once processed by DLA, a copy of each DD Form 1348 is provided to the QRP Manager.
Direct Sales – Competitive Sales more than \$15k (e.g., spot, sealed bid, auction)	The COR requests bids from interested vendors. The QRP Manager and COR determine the most advantageous sales agreement and arrange the details for commodity pickup and a sales agreement.
Direct Sales – Negotiated Sales less than \$15k	The COR requests bids from interested vendors. The QRP Manager and COR determine the most advantageous sales agreement and arrange the details for commodity pickup and a sales agreement.
Sales through contractors or partners	The SW and Recycling Contractor provides payment records to the COR and/or the QRP Manager.

6.2 Sales Payment Management and Tracking

Payment Management	The COR receives sales receipts and payment checks. These are logged into an electronic spreadsheet, which is kept in the computer documents folder, and a hardcopy form for proper tracking of weights and payments.
QRP NO-YEAR O&M Budget Clearing Account	All proceeds from recyclable sales will be deposited into the NO-YEAR O&M account. The QRP Manager verifies that payments for recyclable commodity sales are properly deposited into this account.

Payment Forms Accepted	The Base accepts checks and money orders as methods of payment.
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6.3 QRP Proceeds Management

QRP Budget/Operation Costs	The QRP Manager prepares a QRP FY budget prior to the start of each FY and submits it to the QRP Subcommittee and ESOHC for approval. Sales proceeds are dispersed IAW 10 USC 2577.32, CFR 172, and the JBLE QRP FY budget approved by the ESOHC. The recyclable sales proceeds will be utilized for these JBLE QRP expenses, including the purchase, maintenance, and repair costs of equipment, cost of conducting direct sales, training courses, conferences and equipment (computer, software) for recycling personnel, applied overhead costs, awards, incentives, and advertising.
QRP Cost Recovery	If QRP revenue is less than the cost to operate the recycling contract, all revenues must be used to cover processing costs. If not, first the revenue must be used to cover all processing costs before it can be used for any other purpose.
Proceeds Allocation	The Eustis QRP Manager and/or COR maintain records to document the types and quantities of commodities recycled, income generated by the sale of such commodities, and the sales proceeds and operating costs. In addition, the QRP Manager maintains other documentation associated with the recycling program. The QRP Managers verify that withdrawals from the NO-YEAR O&M account are used IAW applicable regulations, instructions, and the QRP FY budget. They maintain an electronic spreadsheet workbook that identifies the date, dollar value, intended use of funds, and fund recipient. The QRP Managers maintain documentation demonstrating the ESOHC’s approval of each withdrawal from the NO-YEAR O&M account, invoices, and quotes, as necessary. Finally, the QRP Managers maintain copies of completed Standard Form 1081, <i>Voucher and Schedule of Withdrawal and Credits</i> , that are used to extract funds from the NO-YEAR O&M account.
Financial Performance Calculation	The QRP Managers maintain records regarding the operating costs associated with the QRP. Such records include the contracts for each recycling vendor and copies of invoices associated with promotion of the recycling program, equipment maintenance projects, and equipment purchases. These records are organized by FY.

7.0 RECORDKEEPING AND REPORTING

Records are maintained IAW Air Force Manual 33-363, *Management of Records*, and the Air Force Records Management System (AFRIMS) records disposition schedule (RDS). The QRP Records Disposition Table is maintained in Appendix M. The following table summarizes key reporting requirements.

Reporting

Reporting Requirement	Installation Plan (Describe how requirement is met)
Report SW diversion and required QRP-related information (e.g., actual/potential disposal costs, cost avoidance, gross recyclable sales, QRP sales revenues, etc.) to AFCEC using EESOH-MIS reporting system as required for each FY	The QRP Manager consolidates quarterly data in a spreadsheet and provides it on a semiannual basis to the Environmental Protection Specialist for input into the EESOH-MIS.

8.0 AUDITS

Internal self-audits, external audits and solid waste opportunity assessments are performed, as described in the table below, to verify compliance and identify opportunities for improvement.

Audit Plan

Internal Self-Audits	Operations Support/Service Contracts (733 CES/CEO) is responsible for overseeing and inspecting the work of the refuse/recycling contractor to ensure that all requirements of the disposal contract are being achieved. JBLE service contracts conduct random inspections of on-site SW contractor storage areas to ensure the adequacy of the equipment being used and that the areas are maintained in a manner that does not represent a threat to public health or the environment. Facility Managers are responsible for inspecting work daily and reporting unsatisfactory work to service contracts.
External Audits	The last external audit was conducted in 2013, and the QRP Manager maintains the documentation record.
Solid Waste Opportunity Assessments	The SW program includes scheduled and unscheduled inspections of SW and recycling collection, transfer and disposal facilities, vehicles, and equipment. Internal and external audits are performed IAW AFI 32-7001, <i>Environmental Management</i> . Inspection findings are documented and corrective actions are promptly implemented.

9.0 EDUCATION, AWARENESS AND OUTREACH

9.1 Education, Awareness and Outreach

Training records are maintained IAW the Recordkeeping and Reporting section of this plan. The following tools are used to identify, communicate and track QRP education, awareness and outreach efforts:

- eDASH Training Matrix, available from the eDASH Integrated Solid Waste Home Page, identifies AF solid waste and recycling training requirements and training courses.
- Appendix N, QRP Training Plan, identifies personnel that receive QRP training and a description of training provided.
- Appendix O, Education, Awareness and Outreach Methods, identifies methods that are used to communicate solid waste minimization, waste diversion, recycling and proper waste disposal to installation personnel and the public.

9.2 Award Program

Appendix P, QRP Award Program, identifies installation award/incentive efforts that are utilized to promote the QRP and to reward positive results and efforts.

10.0 REFERENCES

Standard References (Applicable to all AF Installations)

- [AFI 32-7001, Environmental Management](#) (Includes UEC Role)
- AFMAN 32-7002, *Environmental Compliance & Pollution Prevention*
- [eDASH Integrated Solid Waste Home Page](#)
- [Integrated Solid Waste Management Playbook](#)

Installation References

- [JBLE Environmental Information Website](#)

11.0 ACRONYMS

Standard Acronyms (Applicable to all AF Installations)

- [eDASH Acronym Library](#)
- [Integrated Solid Waste Management Playbook – Acronym Section](#)
- [U.S. EPA Terms & Acronyms](#)

Installation Acronyms

- 633 CES/CEIE 633d Civil Engineer Squadron/Environmental Element (JBLE-Langley)
- 733 CES/CEIE 733d Civil Engineer Squadron/Environmental Element (JBLE-Eustis)
- AAFES Army and Air Force Exchange Service
- AEC Activity Environmental Coordinator
- AEM Activity Environmental Management
- AFCEC Air Force Civil Engineer Center
- AF Air Force
- AFIs Air Force Instructions
- AFIT Air Force Institute of Technology
- C&D Construction & Demolition
- CEIAR CE Installation Management Flight Resources Section
- CEOES CE Operations
- CFR Code of Federal Regulations
- CFT Cross Functional Team
- COR Contract Officer Representative
- DoD/DD Department of Defense
- DoDI Department of Defense Instruction
- DeCA Defense Commissary Agency
- DLA Defense Logistics Agency
- DS Disposition Services
- DTID Disposal Turn-In Document
- EM Environmental Management
- EMAC Environmental Management Awareness and Competency
- EMP Environmental Management Plan
- EMS Environmental Management System
- ESACC Expedited Small Arms Brass Cartridge Casings
- ESOHC Environmental Safety and Occupational Health Council

QRP BUSINESS PLAN

- ESOHMS Environmental, Safety and Occupational Health Management System
- EESOH-MIS Enterprise Environmental, Safety, and Occupational Health Management Information System
- FGS Final Governing Standards
- FY Fiscal Year
- GPC Green Procurement Card
- HW Hazardous Waste
- HWC Hazardous Waste Coordinator
- IAW In Accordance With
- ISWMP Integrated Solid Waste Management Plan
- JBLE Joint Base Langley-Eustis
- MAJCOM Major Command
- OCC Old Corrugated Containers (cardboard)
- ODS Ozone Depleting Substances
- P2 Pollution Prevention
- POC Point of Contact
- QRP Qualified Recycling Program
- SW Solid Waste
- SWRC Solid Waste and Recycling Center
- UEC Unit Environmental Coordinator
- USC United States Code

12.0 DEFINITIONS

Standard Definitions (Applicable to all AF Installations)

- [Integrated Solid Waste Management Playbook – Definitions Section](#)

Installation Definitions

- N/A

13.0 INSTALLATION-SPECIFIC CONTENT

APPENDICES

Appendix A – Listing of QRP Subcommittee Members

733 CES/CEI

733 CES/CEIE

733 CES/CEO

733 CES/CEN

DECA

AAFES

TRADOC

MEDDAC

BOS Contractor

LRS

7th Trans BDE

Installation Bldg. Recycling Managers



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 633D AIR BASE WING

JOINT BASE LANGLEY-EUSTIS VA

MEMORANDUM FOR 633 CES/CC
733 CES/DIR

FROM: 633 ABW/CV

SUBJECT: Appointment of Qualified Recycling Program (QRP) Manager

1. In accordance with *Memorandum on QRP Guidance*, ADUSD (E), 24 Apr 03, AFMAN 32-7002 and DoDI 4715.23, the 633 ABW has established a Qualified Recycling Program (QRP). A QRP is an installation recycling program that is qualified to retain the direct sales proceeds of certain recyclable materials. The 633 ABW must operate a QRP in accordance with specific requirements to retain proceeds for use at the base.

2. I hereby appoint the following personnel as QRP Managers:

Ms. Joanna Bateman	JBLE-Eustis	Primary
Mr. Tom Gunther	JBLE-Eustis	Alternate
Mr. Shaunell Lattimore	JBLE-Langley	Primary
Ms. Sherry Johnson	JBLE-Langley	Alternate

The QRP Managers will receive payments from recycle broker/buyers and maintain records of financial transactions associated with the JBLE QRP. The QRP Managers will provide semi-annual reports on QRP expenses and income revenues to the Environmental, Safety and Occupational Health Council (ESOHC). The QRP Managers will prepare and maintain a QRP business plan to ensure JBLE maximizes revenues from recycling at the lowest possible cost to the government. The QRP Managers will validate and report progress to the Air Force Civil Engineer Center on Air Force and DoD goals related to solid waste diversion.

Digitally signed by COL
HUNG
Date: 2022.08.26 16:57:39
-04'00'

COL HUNG
HARRY D. HUNG, Colonel, USA
Vice Commander, 633d Air Base Wing

cc:
633 MSG/CC
733 MSG/CC

Appendix C – Waste Stream Analysis and Solid Waste Diversion Tables

JBLE-Eustis does not have a Solid Waste Characterization Study/Waste Analysis available.

Appendix D – Commodity Market Analysis

JBLE-Eustis uses an on-site SW and Recycling Contractor to collect most commodities and to operate the JBLE-Eustis Solid Waste and Recycling Center. Many of the Base's recyclable materials are collected, transported to, and stored at the Recycling Center prior to being transported off-site by the SW and Recycling Contractor to a recycling center. These materials include cardboard, office paper, aluminum and tin cans, plastics, and ink/toner cartridges.

Local vendors collect scrap metal, used oil, antifreeze, vehicle tires, and cooking oil from locations around the Base for recycling.

ESACC and other metals recovered in range operations that require demilitarization are recycled using a DoD partnership with US Army Garrison Fort Lee. After the demilitarization process, the material is sold to a vendor.

Additional commodities that are recycled include computers/electronics and C&D debris.

Operating costs associated with the current JBLE-Eustis QRP are projected to be between \$162K and \$158K per year FY22 through FY24. FY22 – FY24 Over the same time period, the QRP's sales proceeds are expected to average \$annually.

These values do not include a projected cost avoidance of \$66K to \$72K per year over FY22 through FY24 if the materials currently recycled were to be disposed of as refuse using the \$48 price per ton disposal cost.

Optional Recycling Methods

Option 1: This is the current method JBLE-Eustis utilizes for the QRP. JBLE-Eustis has a facility and a contractor in place for the separation, storage, and processing for transport of recycling commodities, which makes it ideal to retain 100% of the recycling proceeds to put back into the program costs.

Option 2: An option of single-stream recycling exists at JBLE-Eustis. Three recyclers were found. Two of the recyclers, Waste Management – Chesapeake and TFC, offer pickup service. One single-stream recycler, Jones Creek Recycling Center, only allows drop off service. Fees are charged for the services that offer pickup from the Base, and proceeds are not given to the Base for the sale of the commodities. Fees are assessed on a per-ton, per-pickup, and per-container basis. As such, individual cost estimating from the Base is required to fully assess the overall costs.

Option 3: Another option of utilizing the Recycling Center is to provide four NAF full-time employees (FTEs) to and use government-owned equipment for the processing of the commodities for buyer pickup. The Option 3 Table in Appendix J outlines the estimated costs of this option.

Option 4: JBLE-Langley and JBLE-Eustis may consider combining the effort of utilizing the JBLE-Eustis Recycling Facility. JBLE-Langley may require an additional storage area for this, which is calculated in the combined JBLE-Eustis and JBLE-Langley table below. Also, additional personnel will be required to assist the four people already manning the SWRC. These are also considered in the Option 4 Table in Appendix J. Were this option to be considered, an operational and administrative process to keep the recycling totals separate for reporting purposes may be required.

Recommendations

The current method of contracting out the Recycling Center support, including collection, sorting, and processing, is currently the most beneficial management of the QRP if no consideration of changes in the operations of both JBLE-Langley and JBLE-Eustis occur.

Appendix E – QRP Commodity List

Commodity Type	Collection Method and Frequency	Buyer’s Requirements for Packing, Storage and Processing	Buyer’s Transportation Specifications
White paper	White paper is collected weekly from all facilities recycling totes at buildings and at the SWRC.		
Cardboard	Cardboard is collected weekly from beige cardboard dumpsters.		
Mixed recyclables – mixed plastics, aluminum cans, glass, mixed paper	Mixed recyclables are collected weekly from all facilities recycling totes at buildings and at the SWRC.		
Scrap metal	Scrap metal is delivered to the SWRC by tenants and separated into designated roll-offs. The SW and Recycling Contractor transports to the TFC Recycling Center as needed.		
ESACC	ESACC are securely stored at the Firing Range until they can be transported to the DLA Recycling Center as needed.	ESACC are deformed at the Firing Ranges and stored in 55-gallon drums before being transported.	
Toner cartridges	Toner cartridges are dropped off at the SWRC as needed by tenant activities and stored on-site until a large amount is collected.	They are packaged in boxes until sold via direct sale.	
Used oil	Used oil is collected weekly from above-ground storage tanks outside vehicle maintenance buildings.		
Vehicle batteries	Lead acid batteries are sent to the SWRC by the generators as needed.	They are stored on pallets until sold via direct sale.	
Tires	Tires are brought to the SWRC by the generator and stored in a semi-trailer until full.	Tires are stored in a semi-trailer to avoid water collection.	
Scrap wood	Scrap wood is transported as necessary from roll-offs around the Base to the SWRC.		
Cooking grease	Cooking grease is stored in plastic storage tanks. It is transported as needed when the tanks fill up.		

Appendix F – Collection Schedule

Collection Site Name and Location	Day(s)/Time Serviced	Materials Collected	Special Instructions
JBLE-Eustis SWRC	Hours of Operation: 7:30 a.m. – 3:30 p.m., Mondays, Wednesdays, Fridays Customer drop-off hours: 7:30 a.m. – 3:30 p.m., Mondays, Wednesdays, and Fridays. Mixed recyclables are collected weekly. Metals, wood, batteries, toner cartridges, and tires are collected as needed.	Mixed recyclables Metals, wood, batteries, toner cartridges, tires	
Various buildings across the Base	Materials are picked up weekly and taken to the SWRC.	Single Stream	
Various tenants across the Base	Materials are picked up as needed.	Used oil	
Various food generating tenants	Materials are picked up as needed.	Cooking grease	

Appendix G – Equipment Inventory

Item and Manufacturer	Location	Status (In-use or out- of- service & date)	Purchase Funding Type (O&M, QRP Proceeds, Services)	Projected Service Life	Estimated Replacement Cost	Date Purchased or Acquired
Bobcat Loader	SWRC	In-use	O&M	Unknown	\$65,000.00	1997
Vehicle Weight Scale	SWRC	In-use	O&M	15 Years	\$120,000.00	2016
2 - 5,000 pound Scales	SWRC	In-use	O&M	30 years	\$2900.00	2002
Marathon Baler (OCC, paper, plastics)	SWRC	In-use	O&M	30 Years	\$17500.00	2002
Marathon Ram TR-8 Baler (Cardboard)	SWRC	In-use	O&M	Unknown	\$137,000.00	2002
EPCO Down-stroke Baler	SWRC	In-use	O&M	Unknown	\$18,000.00	1991
C&M Down-stroke Baler, Model 80 MD	SWRC	In-use	O&M	Unknown	\$19500.00	1990
Hustler Conveyor Belt	SWRC	In-use	O&M	Unknown	\$26,000.00	2002
Clark Truck Forklift 4K lb	SWRC	In-use	O&M	Unknown	\$47,000.00	Unknown
Clark Truck Forklift 10K lb	SWRC	In-use	O&M	Unknown	\$32,000.00	Unknown
OBERG Filter Crusher/Container	SWRC	In-use	O&M	Unknown	\$9,100.00	1995
55-gallon Drum Crusher	SWRC	In-use	O&M	Unknown	\$10,000.00	1995
						Unknown
GMC Flatbed Truck	SWRC	Turned in	O&M	Unknown	Unknown	Unknown
John Deere Wheeled Loader	SWRC	In-use	O&M	30 years	\$145,000.00	1997
CD/DVD Shredder	SWRC	In-use	O&M	20 years	\$32,000.00	Unknown
Paper Shredder	SWRC	In-use	O&M	20 years	\$57,000.00	2002
Pallet Chipper	SWRC	Not used	O&M	Unknown	\$17,000.00	2002
1-cubic yard movable containers (5)	SWRC	In-use	O&M	20 years	\$1100.00 EA	2002

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4-cubic yard movable containers (6)	SWRC	In-use	O&M	20 years	\$2,500.00 EA	2002
Hard Drive Demagnetizer	SWRC	In-use	O&M	15 years	\$55,000.00	2002

Appendix H – Commodity Buyer/Broker/Bidder List

Buyer/Broker Name	Commodities	Contact Information	Notes/Comments
Allied Paper Providence, Forge, VA	Pallets	John Cones (804) 966-5597	N/A
Atlantic Paper Stock Norfolk, VA	Cardboard Paper	Chris or Paul (757) 625-6211 (757) 625-4927	N/A
Butler Paper Suffolk, VA	Paper	John Case (757) 539-2351 (ext. 308)	Used to have a contract with Eustis, including sorting and transport. Contract ended after budget cuts.
Battery Outlet Yorktown, VA	Lead Batteries	Dick Uyhelyi (757) 867-8280	N/A
Bock Drum Company Richmond, VA	Drums	John or Ronald Bock (757) 855-0549	N/A
Centralized Off Sup Tennessee	Toner Cartridges	Jan Brackett 1 (800) 848-0617	N/A
Lazer Sharp Virginia Beach, VA	Toner Cartridges	Chris Ramsey (757) 671-7033	N/A
EMPIRE SERVICES INC Williamsburg, VA	Metals	Chris Archer (757) 566-0774	N/A
Winters Metal Chesapeake, VA	Metals	E.B.Stanley (757) 545-1500	N/A
Generated Materials New York, NY	Plastic	Arthur Buyanovskiy (212) 292-5712	N/A
Old Dominion Metal Hampton, VA	Metals	Mr.Limey (757) 723-0757	FY16 Vendor
SPSA Norfolk, VA	Commingled	Debbie Devine (757) 548-2256	N/A
Tidewater Fibre Corp. Newport News, VA	Commingled	Sam Nolder (757) 247-5766	N/A
Vulcan Newport News, VA	Concrete	Ken Wolfe (757) 888-2985	N/A
Noble Oil Services Sanford, NC	Used oil	Bishop Hilton (757) 409-4429	N/A
C&M Waste Oil Company Chesapeake, VA	Wastewater	(757) 543-7665	N/A

Emanuel Tire Company Baltimore, MD	Tires	(410) 947-0660	N/A
Air Cycle Corp. Broadview, IL	Fluorescent Lamps	Joe Day 1 (800) 909-9709 (ext. 1032)	N/A
American Materials Hampton, VA	Tub Grinder	(757) 596-4821	N/A
Americart Carnen, NC & Wichita, KS	Mobile Toters	1 (800) 336-5278 1 (800) 533-2475	N/A
Best Pack NC	Dumpsters	Tom Bailey 1 (800) 726-1439	N/A
Carlton Scales Chesapeake, VA	Scales	Ron Cuthins (757) 485-8866	N/A
Interstate Battery Norfolk, VA	Batteries	Clark Strickler (757) 461-3722	N/A
Mid Atlantic Waste Richmond, VA	Equipment	Bob Markwell (301) 865-6840	N/A
Parker Safety Hampton, VA	Safety Items	Liz Parker (757) 827-9557	N/A
Tri State Equipment	Equipment	1 (800) 728-1405	N/A
Recycle Systems Co. Chesapeake, VA	Bins	(757) 465-1011	N/A
Richmond Barrel & Box Richmond, VA	Boxes & Barrels	Allen Harvey 1 (800) 455-3786	N/A
SeaBoard Bandag Newport News, VA	Tires	(757) 874-6336	N/A
The Scales People Newport News, VA	Scales	Rick Hendon (757) 873-1535	N/A
Safety Storage Inc. Hollister, CA	Sheds	Linca Vaccarezza (831) 637-5955 (ext.4057)	N/A
U-Line	Tape, Etc.	1 (800) 295-5510	N/A

Bethel Landfill Hampton, VA	Trash	Debbie Johnson (757) 766-3033	N/A
Hampton Steam Plant Hampton, VA	Burnable Trash	Judy Jordan Wayne Hudson John Austin (757) 865-1314 (757) 865-0010	N/A
Newport News – Landfill Newport News, VA	Compost	David Sinclair (757) 886-7947	N/A
Virginia Recycling Providence Forge, VA	Tires	Chris Koons (804) 966-5159	N/A
York County Landfill Yorktown, VA	Transfer Station	Brian Woodard (757) 890-2785 Frank Miller (757) 728-2062	
Evolve Recycling	Toner Cartridges	(855) 933-8658	N/A
FreeRecycling.com	Toner Cartridges	(949) 529-0896	N/A
Cartridge Man Norfolk, VA	Toner Cartridges	(757) 962-6030	N/A
Jones Creek Recycling Center Carrollton, VA	Commingled	(757) 356-1037	N/A
Recycling & Disposal Solutions Portsmouth, VA	Plastic	(757) 393-4737	N/A
TFC Recycling Center Chesapeake, VA	Commingled	(757) 543-5766	Current Recycling Facility

Appendix I – QRP Operation Interruption Contingency Plan

Interruption to the operation of the recycling program may occur if access to the Base is curtailed, contractual disputes arise with the current recycling vendors, or a delay occurs during the contract renewal process. In the event that the recycling program's operations are interrupted for these or other reasons, the Base will allow the recycling commodities to accumulate until the end of the interruption. If the interruption lasts more than one month, the QRP Manager will assess the quantities of recyclables that have accumulated and make a recommendation to the P2 Subcommittee and JBLE-Eustis leadership as to whether to allow the commodities to continue to accumulate or to dispose of the commodities.

Appendix J – QRP Budget for Current FY

	FY20 Actual	FY21 Actual	FY22 Projected	FY23 Projected
Expenditures	\$164,832	\$165,924	\$161,694	\$156,557
Proceeds Received	\$30,309 *decrease due to COVID-19	\$40,743	\$97,241	\$85,000
Total Loss	-\$134,523	-\$125,181	-\$64,453	-\$71,557

Determining the Net Cost or Net Benefit of the QRP

A profit and loss statement, or income statement, is a method to measure the performance of a business and determine if the business is generating a profit. The income statement reports the revenues less expenses for a specified period of time. The AF operates much differently than a business, but the overall goal is very similar. A business operates to make a profit, whereas the government operates to ensure an economic benefit. The government’s goal is to make wise business choices that ensure an economic benefit at minimal cost to the government.

The following calculation was used for determining the profitability of the QRP:

$$(\text{Proceeds Generated} + \text{Associated Cost Avoidance}) - \text{QRP Expenses} = \text{Net Cost/Benefit Options}$$

1, 3, and 4 will have Net Cost/Benefit estimated determinations for FY22. ***Potential Amortization***

of Government-Furnished Recycling Equipment

The following information is to determine potential government-furnished equipment needs and amortization associated with utilizing government-furnished equipment.

The amortized or capital recovery costs for the Base’s government-furnished recycling equipment is the equivalent uniform annual cost of the capital invested. The annual capital recovery amount includes equipment depreciation and interest on the invested capital. Assuming a 20-year service life for the equipment, no salvage value at the end of the 20-year service life, and an average annual interest rate of 3%, the capital recovery factor (CRF) can be calculated as follows:

$$CRF = \frac{(1 + i)^n}{(1 + i)^n - 1}$$

where:

i = annual interest rate (i.e., 3 percent = 0.03)

n = service life (years)

Using the assumptions and equation above, the CRF for the QRP’s government-furnished recycling equipment was calculated to be 0.067216. The capital recovery costs are calculated by multiplying the CRF by the replacement value of the equipment as follows:

$$\text{Potential with estimated government furnished equipment Capital Recovery Cost} \\ = 0.067216 \times \$349,340 = \$23,481 \text{ per year}$$

Option 3 Table. The Option 3 Table is an estimate of the costs associated with running the Recycling Center with personnel (either NAF or contract support) of four FTEs. Each year has a projected 3% increase.

Option 3 Table.

	Projected Cost Per Year for MRF			
	FY20	FY21	FY22	FY23
<i>Recycling Center Build</i>	\$0	\$0	\$0	\$0
<i>QRP Manager’s salary (estimated)</i>	\$22,855	\$23,540	\$24,246	\$24,973
<i>Recycling Center Personnel (4 FTEs)</i>	\$148,380	\$152,831	\$157,416	\$162,138
*Recycling equipment purchases:				
<i>Recycling containers (dumpsters and roll-off containers) current value estimated at \$230,250</i>	\$230,250	\$0	\$0	\$0
<i>Can Baler</i>	\$11,500	\$0	\$0	\$0
<i>Small Bailer</i>	\$25,000	\$0	\$0	\$0
<i>Pallet Jack</i>	\$300	\$0	\$0	\$0
<i>Forklift</i>	\$25,000	\$0	\$0	\$0
<i>Blue Tippers 2@\$1K</i>	\$2,000	\$0	\$0	\$0
<i>Slotted OCC trailers 2@\$10,500 each</i>	\$21,000	\$0	\$0	\$0
<i>Truck with lift gate</i>	\$35,000	\$0	\$0	\$0
<i>Promotion of the recycling program</i>	\$2,193	\$2,259	\$2,327	\$2,397
<i>Amortization of Government-furnished recycling equipment (average for a baler, forklift and pallet jack)</i>	\$23,481	\$23,481	\$24,181	\$24,906
<i>Utilities (unknown)</i>	\$0	\$0	\$0	\$0
Total Budget	\$546,959	\$202,111	\$208,170	\$214,414

**This is an estimated equipment list.*

QRP BUSINESS PLAN

The following calculation was used for determining the profitability of an Option 3 QRP: (Proceeds Generated + Associated Cost Avoidance) – QRP Expenses = Net Cost/Benefit Option 3: For JBLE-Eustis commodities only: If NAF personnel and government equipment were used, an estimated net benefit of \$908,998 would be realized.

$$(\$30,309 + \$50,226) - \$546,959 = (\$466,424) \text{ Net Cost (Loss)}$$

Option 4 Table. This option includes adding a facility to store JBLE-Langley commodities and employ more than four NAF (or contractor) personnel to handle the JBLE-Langley commodities in addition to JBLE-Eustis commodities.

Option 4 Table.

<i>Description</i>	Projected Cost Per Year for MRF			
	FY20	FY21	FY22	FY23
<i>Projected MRF Costs</i>				
<i>Recycling Center Build (another facility)</i>	\$120,000	\$0	\$0	\$0
<i>QRP Manager’s salary (estimated)</i>	\$22,855	\$23,540	\$24,246	\$24,973
<i>Recycling Center Personnel (8 FTEs)</i>	\$240,000	\$247,200	\$254,616	\$262,254
<i>*Recycling equipment purchases:</i>				
<i>Recycling containers (dumpsters and roll-off containers) current value estimated at \$230,250</i>	\$230,250	\$0	\$0	\$0
<i>Can Baler</i>	\$11,500	\$0	\$0	\$0
<i>Small Bailer</i>	\$25,000	\$0	\$0	\$0
<i>Pallet Jack</i>	\$300	\$0	\$0	\$0
<i>Forklift</i>	\$25,000	\$0	\$0	\$0
<i>Blue Tippers 2@ \$645</i>	\$1,290	\$0	\$0	\$0
<i>Slotted OCC trailers 2@ \$10,500 each</i>	\$21,000	\$0	\$0	\$0
<i>Truck with lift gate</i>	\$35,000	\$0	\$0	\$0
<i>Promotion of the recycling program</i>	\$2,000	\$2,060	\$2,129	\$2,193
<i>Amortization of Government-furnished recycling equipment (average for a baler,</i>	\$23,481	\$23,481	\$23,481	\$23,481
<i>Utilities (unknown)</i>	\$0	\$0	\$0	\$0
<i>Total Budget</i>	\$757,010	\$295,596	\$303,766	\$312,901

**This is an estimated equipment list.*

Option 4: JBLE-Eustis and JBLE-Langley Combined Best Case Proceeds Scenario

Option 4 Potential Proceeds Table. The table below illustrates the best-case scenario in terms of proceeds from local and regional recyclers in the area and includes proceeds from both JBLE-Langley and JBLE-Eustis. Please refer to the buyers located in the CMA Analysis Excel file. These estimates are necessary to determine the potential Net Cost/Benefit of the QRP.

Option 4 Potential Proceeds Table.

<i>Description</i>	Projected Proceeds for QRP			
	FY20	FY21	FY22	FY23
	<i>Toner Cartridges</i>	\$36,307	\$37,396	\$38,518
<i>Steel</i>	\$259,698	\$267,488	\$275,513	\$283,778
<i>Scrap Metal</i>	\$23,851	\$24,567	\$25,304	\$26,063
<i>Copper</i>	\$31,270	\$32,208	\$33,174	\$34,169
<i>Aluminum</i>	\$50,779	\$52,302	\$53,871	\$55,487
<i>Lead Acid Batteries</i>	\$10,788	\$11,109	\$11,442	\$11,785
<i>Cardboard</i>	\$47,186	\$48,601	\$50,059	\$51,561
<i>Mixed Paper</i>	\$12,491	\$12,866	\$13,252	\$13,650
<i>White Paper</i>				
<i>Spent Brass</i>			\$35,539	\$36,605
<i>Total Potential Proceeds</i>	\$472,370	\$486,537	\$536,672	\$552,772

Using these estimates, JBLE may consider different buyers for the commodities currently sold.

Option 4: For JBLE-Eustis and JBLE-Langley commodities combined, if there are additional Recycling Center personnel, a built storage facility for JBLE-Langley commodities, government equipment, and the best-case scenario of commodity buyers/proceeds being utilized, an estimated net benefit of \$ 1,269,326 is projected.

The following calculation was used for determining the profitability of an Option 4 QRP:

$$(\text{Proceeds Generated} + \text{Associated Cost Avoidance}) - \text{QRP Expenses} = \text{Net Cost/Benefit}$$

$$(\$472,370 + \$1,553,966) - \$757,010 = \$269,326 \text{ Net Benefit (Combined JBLE effort)}$$

Recommendation

Option 1: The following calculation was used for determining the potential FY22 profitability of the JBLE-Eustis QRP as currently operated:

$$(\text{Proceeds Generated} + \text{Associated Cost Avoidance}) - \text{QRP Expenses} = \text{Net Cost/Benefit}$$

The JBLE-Eustis projected FY22 QRP Net Cost/Benefit as it is currently run (Option 1) is as follows:

QRP BUSINESS PLAN

$$(\$97,241 + \$65,637) - \$161,694 = \$1,184 \text{ Net Gain}$$

The current method of contracting out the Recycling Center support, including collection, sorting, and processing, is currently the most beneficial management of the QRP if no consideration of changes in the operations of both JBLE-Langley and JBLE-Eustis occur.

The projected net loss is a worst-case scenario versus the projected best-case scenario in Option 4. New sources for revenue will be considered to negate the projected loss. Sales of ESACC will aid in the QRP revenue as well.

Appendix K – QRP Costs

Date	Cost Item/Description	Amount
FY21	The current JBLE-Eustis contract cost includes all aspects of the SW and Recycling Contractor contract (i.e., transport, labor, and SWRC management).	\$ 314,942

Appendix L – QRP Sales Proceeds

Date	Sales Proceed Transaction/Description	Amount
FY21	Single stream commodities	\$-6338.44
FY21	Steel	\$26940.70
FY21	Copper wire	\$3625.00
FY21	Aluminum	\$2378.42
FY21	Cardboard	\$164.80
FY21	Batteries	\$4123.28
FY21	Color paper	\$0
FY21	Mixed paper	\$215.35
FY21	Newspaper	\$0
FY21	Office paper	\$197.20
FY21	Magazines	\$0
FY21	Shredded paper	\$2450.68
FY21	Hard drives	\$425.60
FY21	Brass	\$0
FY21	E-Waste	\$220.50
FY21	Toner Cartridges	\$488.00

Appendix M – QRP Expended Small Arms Cartridge Cases (ESACC) Recycling and Sales

DLA no longer reimburses military installations for ESACC but still accepts shipments. In an effort to collect proceeds from the sale of JBLE-Eustis ESACC, two options were reviewed: 1) a local vendor for direct sales and 2) a partnership with another DoD installation where the receiving installation engages in a direct sale. Since ESACC must be demilitarized before sale, a local vendor was ruled out due to the inability to verify an accurate process. A partnership with a military installation was chosen after an agreed upon percentage between the two parties. The current process to recycle ESACC will be to transport to Fort Lee and process for a direct sale using the receiving installation's vendor. Upon payment, the vendor will pay both installations individually the agreed to percentage.

Any proceeds collected, including ESACC sales, must first cover or reimburse all costs attributed to the originating QRP in the same fiscal year as the proceeds are earned including, but not limited to manpower, facilities, equipment, overhead and other capital investments. If a surplus remains after reimbursing the appropriation, no more than 50% of the remaining QRP profits can be used for installation projects involving pollution abatement, energy conservation, and occupational safety and health activities. The remaining balance will be reviewed and if available, 50% of the total profit from the sale of ESACC attributed to JBLE-Langley, exclusively, will be awarded to the Morale, Welfare, and Recreation Programs at JBLE-Langley. The remaining balance will be kept in the R-Fund Line of Accounting as needed to offset any potential future shortfalls or projects.

See attached MOA between JBLE-Eustis and Fort Lee.

MEMORANDUM OF AGREEMENT FOR DEFORMING SPENT BRASS

BETWEEN

**JOINT BASE LANGLEY-EUSTIS (JBLE) EUSTIS 733d Civil Engineer
Division Installation Environmental Element (CED/CEIE)**

AND

**406th Army Field Support Brigade (AFSB)
Logistics Readiness Center (LRC) JBLE-EUSTIS and FORT LEE**

AND

**FORT LEE Department of Public Works (DPW),
Environmental Management Division (EMD)**

This Memorandum of Agreement (MOA) is made and entered into upon the date of the last installation to sign in agreement IAW 10 USC 2577, DoDI 4715.23 Integrated Recycling and Solid Waste Management, 32 CFR 172, and DoD FMR 7000.14-R. The purpose of this MOA is to set forth the terms, conditions, scope of work and responsibilities of each installation with regards to the collection, shipment, deforming and sale of spent brass as a commodity of the Qualified Recycling Program (QRP). This MOA shall remain in effect until either JBLE-Eustis and/or Fort Lee request termination.

Whereas, the LRC JBLE-Eustis will collect and store spent brass from JBLE-Eustis range operations and collect any spent brass received and stored by the JBLE Solid Waste Recycling Center. Drums will be labeled to identify generator name/location and weight in preparation for transportation, deforming, and recycling. Shipment will be certified safe and transported by the LRC JBLE-Eustis to the LRC Fort Lee for acceptance and processing by the Fort Lee Ammunition Supply Point (ASP), Unit Number 53, contracted personnel located at Building 17159. Shipment will be accompanied by and documented on DD Form 1348-1A, Issue Release/Receipt Document, which includes the total weight per type/caliber of spent ammunition. A copy of the DD Form 1348-1A will be retained by both LRCs. The LRC Fort Lee will process the spent brass by running it through the Safety Certification Unit to verify it is explosive free and deforming it using its Expended Ordnance Deformer (Model 18852), housed at Building 17159. Deforming of spent brass is a contracted operation through LRC and covers both installations, JBLE-Eustis and Fort Lee. JBLE-Eustis LRC is responsible for ensuring all transportation requirements are in accordance with all Federal, State and local regulations.

Whereas, an Event is defined as the LRC JBLE-Eustis transporting spent brass to the LRC Fort Lee for deforming and future sale. LRC JBLE-Eustis shall supply the LRC Fort Lee, Fort Lee QRP Manager and JBLE-Eustis QRP Manager documentation verifying the spent brass is deemed safe by LRC JBLE-Eustis' authorized ammunition specialists.

Whereas, the LRC Fort Lee shall accept and receive JBLE-Eustis spent brass for deforming. The LRC Fort Lee shall deform JBLE-Eustis spent brass by running it through the Safety Certification Unit to verify it is explosive free and deforming it using its Expended Ordnance Deformer (Model 18852). The LRC Fort Lee will retain a copy of the DD1348-1A and provide a copy to the Fort Lee QRP Manager. The LRC JBLE-Eustis will forward a copy of the DD1348-1A to the JBLE-Eustis QRP Manager for their records. The LRC Fort Lee shall store deformed brass in a secured location for a reasonable time prior to the Fort Lee QRP Manager conducting sales.

Whereas, Fort Lee QRP Manager shall conduct sales and instruct the buyer/company to present 40% of the proceeds to JBLE-Eustis' QRP Management per Event for JBLE-Eustis' deformed brass. Fort Lee QRP Management shall retain the remaining 60% of sales proceeds for services rendered per Event to include; unload, monitor, expend, deform, weigh, solicit, and load the brass. Fort Lee shall forward all documentation including sales receipts and weight verification to JBLE-Eustis' QRP Management. Checks shall be written to the Department of Treasury per Event. Fort Lee is responsible for entering all sales in accordance with DODI 4715.23 Instructions per Event. Fort Lee QRP Management will instruct the buyer/company to forward 40% of the sales proceeds per Event to JBLE-Eustis' QRP Manager at the following address:

733 CED/CEIE
ATTN: Donna Haynes
1407 Washington Blvd
Fort Eustis, VA 23604

Whereas, both installations recognize the mutual benefit to their respective Qualified Recycling Programs, have the desire to pursue this agreement and have determined that each brings unique expertise to accomplish the objectives outlined above.

TERMS AND CONDITIONS

It is mutually understood and agreed by and between both installations that:

1. Each Installation takes legal and financial responsibility for the actions of its respective employees, officers, agents, representative and volunteers. Each Installation agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the indemnifying Installation's acts or omissions related to its participation under this MOA and each Installation shall bear the proportionate cost of any damages attributable to the fault of such Installation, its officers, agents, employees and independent contractors. It is the intention of the Installations that, where fault is determined to have been contributory, principles of comparative fault will be applied.

2. Each Installation, at its sole cost and expense, shall carry insurance or self-insure to cover its activities in connection with this MOA, and obtain, keep in force and maintain, insurance or equivalent programs or self-insurance, for general liability, workers compensation and business automobile liability to cover its potential liabilities hereunder.
3. This MOA may be amended from time to time by mutual agreement of the Installations in a written modification signed by both installations.
4. This MOA may be terminated by mutual agreement of the Installations.

POINTS OF CONTACT

Donna C. Haynes, QRP Manager, JBLE-Eustis, DSN 826-4123, COMM (757) 878-4123, Email: donna.c.haynes.civ@mail.mil

William O. Hill, LRC Director, JBLE-Eustis, DSN 826-4822, COMM (757) 878-4822, Email: william.o.hill.civ@mail.mil

Carlos J. Gainer, LRC Director, Fort Lee, DSN 687-5017, COMM (804) 734-5017, Email: carlos.j.gainer.civ@mail.mil

John Allen, QRP Manager, Fort Lee, DSN 687-3766, COMM (804) 734-3766, Email: john.r.allen180.civ@mail.mil

EFFECTIVE DATE

This MOA shall be effective upon the date of the last Installation to sign this MOA. The Installations indicate agreement with this MOA by their signatures below.

JBLE 633 ABW Vice Wing Commander
By VEDDER.EDWARD.MATTHEW.10121 28122 Digitally signed by VEDDER.EDWARD.MATTHEW.1012128122 Date: 2020.10.19 12:44:48 -04'00' Date 19 Oct 2020


LRC JBLE-Eustis Director
By HILL.WILLIAM.OTIS.1049851550 Digitally signed by HILL.WILLIAM.OTIS.1049851550 Date: 2020.05.29 12:40:25 -04'00' Date 29 May 2020

JBLE-Eustis 733 CED Director
By AKPAN.LAURENCE.P.1400471998 Digitally signed by AKPAN.LAURENCE.P.1400471998 Date: 2020.05.29 11:27:07 -04'00' Date 29May2020

JBLE-Eustis 733 CED/CEIE Chief
By CALDER.DONALD.W.JR.102184568 6 Digitally signed by CALDER.DONALD.W.JR.1021845686 Date: 2020.05.29 09:41:16 -04'00' Date 29 May 2020

JBLE-Eustis 733 CED/CEIE QRP Manager
By HAYNES.DONNA.CIOLKOSZ.1089 198433 Digitally signed by HAYNES.DONNA.CIOLKOSZ.1089198433 Date: 2020.05.29 08:45:13 -04'00' Date 29 May 2020

Fort Lee Garrison Commander

By  Date 2 Dec 2020

LRC Fort Lee Director

By  Date 11/20/2020


Fort Lee DPW Director

By  Date 12/3/2020

 Fort Lee DPW EMD Chief

By  Date 11/20/2020

Fort Lee DPW/EMD QRP Manager

By  Date 19 NOV 2020

Appendix N – QRP Records Disposition Table

Recordkeeping Requirement	Installation Plan (Describe how requirement is met and where records are maintained)
DLA Disposition Services Sales Records – Collect and maintain auditable records and documents to support sales (e.g., material descriptions, sale price, sale date, weights, payment/funds transfers)	DLA sales records are maintained by the QRP Manager and COR. Electronic and hardcopy versions are maintained in Building 1209.
Direct Sales Records – Collect and maintain auditable records and documents to support sales (e.g., material descriptions, sale price, sale date, weights, list of buyers/bidders/brokers, awarded bid agreement, payment/funds transfers)	The COR receives checks for direct sales and passes the information to the Budget Analyst for recordkeeping. Electronic and hardcopy versions are maintained in Building 1209 by the QRP Budget Analyst.
Collection	The COR receives checks for direct sales. Electronic and hardcopy versions are maintained in Building 1209.
Sales	The COR sends bids to vendors for direct sale awards and also receives checks for payment. Electronic and hardcopy versions are maintained in Building 1209.
Shipment Receipts	The COR receives shipment receipts for direct sales. Electronic and hardcopy versions are maintained in Building 1209.
Payment	The COR receives payment for direct sales. The information is passed to the budget analyst to fill out form DD 1131. The budget analyst makes copies of the checks to keep on file in Building 1209. Cash receipts are assigned a document tracking number and are copied and put into a spreadsheet, which is stored by the Budget Analyst in Building 1209.
Operating and Overhead Costs/Expense Records – Collect and maintain auditable records and documents to support QRP costs and expenses (e.g., program operation, equipment operation/maintenance, utilities, labor, training, awareness/outreach, etc.)	The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Income and Expenditures Records – Collect and maintain auditable records necessary to document annual profit or loss for the QRP	The QRP Manager and COR are responsible for collecting and maintaining records and documents to support QRP income and expenditures. Electronic and hardcopy versions are located in Building 1407.
Appropriated Funding Income – Direct Sales	The COR receives checks for direct sales and passes the information to the Budget Analyst for recordkeeping. Electronic and hardcopy versions are maintained in Building 1209 by the QRP Budget Analyst.

Appropriated Funding Income – DLA	The COR receives payment for direct sales. The information is passed to the Budget Analyst to fill out form DD 1131. The Budget Analyst makes copies of the checks to keep on file in Building 1209. Cash receipts are assigned a document tracking number and are copied and put into a spreadsheet, which is stored by the Budget Analyst in Building 1407.
Expenditures – Labor	N/A. Labor for the SWRC is included in the operating and overhead costs of the QRP contract.
Expenditures – Collection & Transportation	Collection and transportation are included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Expenditures – Equipment Lease	N/A. None of the equipment is leased.
Expenditures – Equipment Maintenance	Equipment maintenance is included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Expenditures – Utility Expenditures	N/A. The QRP does not pay for utility expenditures.
Expenditures – Installation Education and Training	Installation education and training are included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Expenditures – Staff Travel	Staff travel is included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Expenditures – Staff Training	Staff training is included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.

Expenditures – Capital Improvements	Capital improvements are included in the operating costs. The QRP Manager, COR, and the Budget Analyst are responsible for collecting and maintaining records and documents to support QRP costs and expenses. Electronic and hardcopy versions are located in Building 1407.
Cost Avoidance Records – Collect and maintain auditable records necessary to demonstrate cost avoidance that result from operation of the QRP	The QRP Manager and COR are responsible for collecting and maintaining records and documents to demonstrate cost avoidance that result from operation of the QRP. Electronic and hardcopy versions are located in Building 1209.
Records of Profit Distribution – Collect and maintain auditable records necessary to demonstrate distribution of QRP-related profits used to fund environmental, health or safety projects and/or Morale, Welfare and Recreation projects	The Budget Analyst is responsible for collecting and maintaining records necessary to demonstrate distribution of QRP-related profits. This information is maintained in Building 1209.
Add installation-specific recordkeeping requirements, as necessary	N/A

Appendix O – QRP Training Plan

Training Topic	Target Audience	Certifications	Training Timing/Frequency	Records Maintained	Results/Comments
AFIT: Env 160 - QRP	QRP Manager	Certificate	40 hours of training every three years	Yes	QRP Manager stays current
N/A	QRP Sales Agent	N/A	N/A	N/A	N/A
EMAC	Recycling Center workers	Certificate	Initial and Annually there after	Yes	N/A
EMAC	Contracting Officer		Initial and Annually there after	Yes	N/A
AEM	All UECs, AECs and HWCs	Certificate	Annually	Yes, for three years	Able to act as an Activity Environmental Coordinator (AEC), Hazardous Waste Coordinator (HWC), or a UEC
N/A	Add installation-specific personnel, as necessary	N/A	N/A	N/A	N/A

Appendix P – Education, Awareness and Outreach Methods

Education, Awareness or Outreach Event/Method	Frequency	Target Group	Records Maintained	Results/Comments
Publicizing annual SW diversion goals and achievements	Semiannually	AECs	Yes	8-hour class
Base-wide newsletters	Semiannually	Entire installation	No	N/A
Electronic notifications including base-wide email, signs, etc.	Three times per year	Entire installation	No	N/A
Publication and distribution of brochures	Three times per year	Entire installation	No	N/A
Community events, (e.g., Annual Earth Day, Annual America Recycles Day)	Three times per year	Entire installation	No	N/A
Presentations to local schools and community groups	Once a year	Elementary schools	Yes	Empowers children to invest in recycling efforts
Briefings	N/A	N/A	N/A	N/A
Use of the AF education and awareness outreach toolkit	N/A	N/A	N/A	N/A

Appendix Q – QRP Award Program

Award/Incentive Effort	Frequency	Responsible POC	Target Group	Records Maintained	Results/Comments
The installation does not have an awards program in place.	N/A	N/A	N/A	N/A	N/A