

## Environmental Management Procedure (EMP) 4.4.6.7

### Subject: Solid Waste and Recycling Management (SWRM)

1. Purpose and Policy:
  - A. Purpose: This EMP establishes the procedures to implement policy for managing Solid Wastes and Recyclables that are generated or managed by tenant activities and operations on JBLE-Eustis.
  - B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural, for managing solid waste, including generation, collection, storage, and disposal of Solid Wastes by efficiently and effectively managing the generation, collection, storage, and disposal of non-hazardous Solid Wastes to meet or exceed established metrics through continuously examining new methodologies.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EM Dictionary
  - C. JBLE 32-7, 633 ABW Pollution Prevention Plan
  - D. JBLE 32-70, JBLE Solid Waste Management Plan
  - E. EMP Dictionary
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
  - A. Civil Engineer Division (CED):
    - (1). Provides personnel and funding for management and operation of the solid waste and recycling program.
    - (2). Manages the Solid Waste and Recycling Program.
    - (3). Operates the Solid Waste and Recycle Center (SWRC).
    - (4). Maintains statistical data on the Recycling and Solid Waste operations.
  - B. Activities:

- (1). Provide personnel and resources for Solid Waste diversion and recycling from Activity operations and facilities.
- (2). Maximize Recycling and Solid Waste diversion to prevent pollution.

6. Procedures:

A. The Operations and Maintenance Division (OMD) will:

- (1). Perform quality assurance over the contract operation of the Solid Waste and Recycle Center (SWRC). The Contractor will operate in accordance with the JBLE Refuse and Recycling contract.
- (2). Act as the Contracting Officer's Representative (COR) for the installation Solid Waste Contract.
- (3). Maintain solid waste and recycling data and submit as required to meet Air Force reporting requirements.
- (4). Participate in the Environmental Management System, Procurement Functional Area Team.
- (5). Develop a dumpster inspection program to examine all dumpsters each quarter.

B. The Environmental Division (EE) will:

- (1). Annually develop, in conjunction with OMD, plans and metrics to meet or exceed established goals for Solid Waste diversion and recycling.
- (2). Prepare and submit solid waste reports to meet AF requirements.
- (3). Conduct dumpster inspections to determine the effectiveness of recycling programs.
- (4). Conduct Pollution Prevention Opportunity Assessments as necessary to evaluate specific commodities or all or part of the recycling program for improvements to increase effectiveness or efficiency.
- (5). Conduct annual inspections of installation Activity Solid Waste and recycling programs to ensure compliance and to improve the program.

C. Installation Solid Waste contractor will:

- (1). Operate the SWRPPC in accordance with the existing contract. Environmental Management Procedures will document specific Refuse Collection and Recycling procedures developed by the Contractor under the terms of the contract.
- (2). Provide Solid Waste and recycling technical support, analysis, and provide recommendations in accordance with the contract.
- (3). Maintain certification and required licenses for transportation of Solid Wastes and recyclables in accordance with the requirements of Department of Transportation, Environmental Protection Agency, and Virginia Department of Environmental Quality regulations.

D. Activities will:

- (1). Appoint and train Building Recycling and Energy Monitors (BREM) IAW EMP 4.4.6.5.2 Energy and Resource Conservation Program.

- (a). Each occupied building will have a primary and alternate BREM.
  - (b). Depending on size and complexity of the occupied building and operations, Recycling Coordinators (RC) may be appointed to assist the BREM.
  - (c). Non-permanently occupied buildings or facilities will have an assigned BREM to ensure wastes properly managed when generated. The BREM can be assigned more than one of these buildings or facilities.
  - (d). AECs will maintain a list of all BREMs and ensure their training.
- (2). Will use EMP 4.4.6.7 Tab 1 Solid Waste & Recycling Disposition Guide to help determine the correct disposition of Solid Wastes, Hazardous Wastes, Non-Hazardous Wastes, Universal Wastes, Recyclables, and other materials.
- (3). Develop a Solid Waste Minimization & Recycling (SWMR) Plan to actively manage the Activity's Solid Waste and Recyclables.
- (a). SWMR Plan must be:
    - i. Reviewed and updated at least annually by the AEC.
    - ii. Signed by the Commander or Director having AEC appointment authority.
    - iii. A copy will be maintained at each appropriate Functional Area (FA) with the Functional Area Continuity Book (FACB).
  - (b). The purpose of the SWMR Plan is to:
    - i. Maximize diversion of Solid Wastes.
    - ii. Maximize recycling.
    - iii. Prevent incorrect disposal of Hazardous Materials.
    - iv. Prevent incorrect disposal of Hazardous Wastes.
    - v. Properly maintain collection Solid Waste and recycling storage areas.
    - vi. Prevent pollution.
  - (c). The SWMR Plan will include:
    - i. Measures to champion recycling and diversion efforts through command information channels such as:
      - a. Command guidance.
      - b. Bulletin boards.
      - c. Posters.
    - ii. Efforts to ensure maximum participation by all Activity personnel.
    - iii. Identify and list by building or facility all:

- a. Solid Wastes
  - b. Recyclables
  - iv. Analyze the Activity waste streams to determine if other Solid Wastes can be recycled or diverted.
  - v. Appointing and training of Building Recycling and Energy Monitors (BREM).
  - vi. Building BREM duties include, but are not limited to:
    - a. Serves as the POC for all building or facility recycling and solid waste issues.
    - b. Keep building occupants and AEC informed on all recycling and solid waste matters.
    - c. Coordinate communications between his/her building or facility and the AEC.
    - d. Ensure that recyclables and Solid Wastes are:
      - 1. Properly managed.
      - 2. Ready for pickup.
    - e. Ensure that recycling and Solid Waste areas are neat and orderly.
    - f. Coordinate with the Solid Waste, Recycle, and Pollution Prevention Center (SWRPPC) for specific procedures
    - g. Maintains and coordinates a copy of the SWMR Plan with the AEC.
  - vii. Schedules of pickups for buildings or facilities:
    - a. Solid Waste dumpsters
    - b. Cardboard containers
    - c. Recycling mobile totes
    - d. Roll-off boxes
- (4). Establish accumulation areas for Solid Wastes and recyclable materials as appropriate in accordance with:
- (a). EMP 4.4.6.7.2 Collection, Disposition, and Reporting of Solid Waste and Recyclable Materials.
  - (b). EMP 4.4.6.7.2 Tab 1 Solid Waste and Recycling from Maintenance Operations.
- (5). Transportation of Solid Waste and recyclable materials to the SWRPPC as required. Transportation requirements are:
- (a). Government or licensed contractor vehicles should be used.
  - (b). Safety equipment as required.
  - (c). Secure loads.

- (6). Post Dumpsters are for government generated Solid Wastes only. Housing areas, to include off Post wastes, are NOT government generated Solid Wastes. On Post disposition:
  - (a). Is considered misappropriation of government funds.
  - (b). Depending on the materials, Hazardous Waste violations may occur.