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## Environmental Management Procedure (EMP) 4.4.6.7.2

### Subject: Collection, Disposition, and Reporting of Solid Waste and Recyclable Materials

1. Purpose: This EMP establishes the procedures for the Post collection of Solid Wastes (SW) and Recyclable Materials (RM) and the reporting of SW and RM management from:
  - A. Offices and Admin Areas.
  - B. Individual use.
  - C. Maintenance operations.
  - D. Construction and Demolition (C & D) Wastes.
  - E. Activities not using the Solid Waste, Recycling, and Pollution Prevention Center (SWRC).
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. 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. CED/CEO will:
    - (1). Program resource requirements to manage the collection of Solid Waste and recyclables.
    - (2). Operate a centralized Solid Waste Recycling Center (SWRC) IAW EMP 4.4.6.7.
    - (3). The SWRC executes through contract the collection, diversion, and disposition of solid wastes and the collection and disposition of recyclable materials.
    - (4). Inspect storage and accumulation areas on a periodic basis to ensure proper container management.
    - (5). Track and collect Solid Waste and recycling program data.
    - (6). Ensure Solid Waste and recycling accumulation sites are included in inspection by the Safety Office, Fire and Emergencies Services, and Preventive Medicine and Industrial Hygiene.
  - B. Civil Engineer Directorate (CED); Environmental (CEIE) will:
    - (1). Periodically inspect the Solid Waste and recycling collection operations for compliance with environmental regulations.

- (2). Develop and deliver Solid Waste and recycling awareness training for all installation personnel.
- (3). Conduct Solid Waste and recycling program analysis for effectiveness and efficiency and to identify new commodities for diversion for the waste stream.
- (4). Provide technical oversight and assistance to the Solid Waste and Recycling programs.
- (5). Conduct Solid Waste and recycling information outreach using all appropriate media.

C. The Solid Waste and Recycling Contractor:

- (1). Operate the SWRC in accordance with the contract.
- (2). Notify the COR or CED/CEO of safety and operational issues for resolution.
- (3). Partner with CED/CEO to continually improve SWRC operations.

D. Activities will:

- (1). Ensure all non-routine Solid Waste and recycle services offered by the SWRC are scheduled and coordinated a minimum of 2 working days in advance.
- (2). Ensure all Solid Waste and recycling accumulation areas meet applicable health, safety, and fire regulations.
- (3). Ensure Solid Waste and recycling accumulation areas are listed on the on Activity's Facilities and Operations inventory (EMP 4.5.2.3. Tab 2).
- (4). Ensure all personnel are aware that wastes from off Post or Family Housing should not be disposed in Post dumpsters, roll off boxes, or other waste accumulation areas. Recyclable materials such as, paper, magazines, cardboard, metal, may be brought to the SWRC.
- (5). Ensure Building BREMs coordinate with the SWRC and take a tour of the facility. During the facility visit, the BREMS will:
  - (a). Have their appointments signed by the SWRC Manager.
  - (b). Determine the dates of pickups for
    - i. Cardboard containers
    - ii. Dumpsters.
- (6). Continually remind activity personnel through announcements, signage, and area checks to actively recycle and place commodities in the proper containers.
- (7). Activities and individuals must make every effort to divert nonhazardous Solid Waste from the waste stream.
- (8). Ensure that Recycling Toter, Cardboard container, dumpster, and roll off box locations are free of obstructions that would prevent pickup or emptying.

6. Procedures:

- A. The EMP 4.4.6.7 Tab 1 Solid Waste & Recycling Disposition Guide should be utilized as a reference guide to determine the correct category for solid wastes and recyclable materials for containment, transport and proper disposal. The guide also states any special handling and/or breakdown procedures that might be necessary. You may need to refer to specific EMPs on additional special handling instructions.

B. Activity Recycling Accumulation areas:

- (1). Activities should establish “Recycling Accumulation Areas” in locations to promote recycling and ease of use.
- (2). “Recycling Accumulation Areas: should be established in the following areas:
  - (a). Each office, admin building, or floor where personnel work or conduct operations.
  - (b). Each class room or centralized break areas for students.
  - (c). Barracks buildings and floors.
  - (d). Motor pools.
  - (e). Near copiers and printers.
- (3). “Recycling Accumulation Areas” should have sufficient number of bins for volume/weight of recyclables expected and to accumulate commodities not collected weekly by the SWRC.

C. House Keeping: Solid Waste and recycling collection areas and will be kept in a clean and orderly fashion.

D. Single Stream Recycling from Offices, Admin Areas, and Individual use:

- (1). 90-gallon Recycling Toters will be used as shown below:

- (a). Activity employees are required to transfer recyclable materials from workplace collection bins to the toters.
- (b). Activity are required to move the toters to a location, coordinated with the SWRC contractor, outside the building (i.e. curbside, driveway, or doorway) by close of business each Monday.



- (c). The SWRC contractor will collect recyclables from toters each Wednesday.

- (2). The following materials can be combined (co-mingled) in the same Recycling Toter:

Office Paper	Fiber Board (Cereal Boxes)	Magazines
Envelopes	Wrapping Paper	Phone Books
Writing Paper	Paper Bags	Newspapers
Forms	Unwanted Mail	Catalogs
Invoices	Glass Bottles (Tops Removed)	*Aluminum Cans
Plastic Bottles (No. 1 and No. 2, only) Empty & Tops Removed, Tops can go in Totes		
Steel/Tin Cans (Small Food types less than 1 gallon) – Should be rinsed to remove food residues		

- (3). The following materials **CANNOT** be placed in the toters:

Hazardous/Universal/Non-Hazardous Waste (HW, UW, NHW) or Hazardous Materials  
Containers of Liquids or other Chemical Products (Motor Oil, Aerosol Cans, Paint Cans, etc)

Trash, Garbage, Refuse	Plastic Bags	Diapers
Wood Products	Yard Waste	Batteries
Shredded Paper	Fluorescent or Projector bulbs	Cardboard Boxes
E – Wastes (CD/DVDs, Magnetic Media, etc.)		MREs

- (a). Shredded Paper must be bagged in clear plastic bags and will be collected every Tuesday.
  - i. **DO NOT** shred metal staples, CDs, DVDs etc. in office shredders!

- ii. Shredded paper mixed with shredded CDs, DVDs or other objects can not be recycled and has to be disposed.

(b). All other materials not suitable for the 90-gallon toters must be delivered to the SWRC by Activities.

E. Cardboard Recycling Containers:

- (1). Containers will free are all materials except cardboard.
- (2). Cardboard Recycling Containers will be located by the contractor to promote ease of use by Activity personnel.
- (3). Containers will be closed at all times.
- (4). Lids that are damaged or the sliding side doors are not welded or bolted closed will be reported to the SWRC for repair.
- (5). Cardboard boxes must be flattened.
- (6). Cardboard Recycling Containers will not be emptied if they contain anything other than cardboard.



F. Electronic items can be recycled and must be delivered to the SWRC (Consult EMP 4.4.6.7.2 E - Wastes & E – Recycling for detailed instructions):

- (1). Hard drives
- (2). Circuit boards – These are separated or deconstructed from other electronic equipment (some of these may be controlled items and must be cleared through ISD).
- (3). CDS/DVDs
- (4). Magnetic storage items

G. Hazardous/Universal/Non-Hazardous Waste (HW, UW, NHW):

- (1). Hazardous and Non Hazardous Wastes will be managed IAW EMP 4.4.6.8 Hazardous Waste Management (HWM)
- (2). Universal Wastes:
  - (a). Universal Wastes (UW) Batteries can be recycled and must be delivered to the Hazardous Waste Accumulation Facility (HWAF). Consult EMP 4.4.6.8.5 Battery Recycling and Disposal Management for detailed instructions.
  - (b). Universal Wastes (UW) Lamps can be recycled and must be delivered to the HWAF. Consult EMP 4.4.6.8.4 Universal Waste (UW) Lamps for detailed instructions.

H. Hazardous Materials will be managed IAW EMP 4.4.6.6 Hazardous Materials Management (HMM).

I. Fire Extinguishers:

- (1). The Ability One – Base Supply Center (BSC) will accept most Fire Extinguishers authorized for use on the Installation at no cost.
  - (a). 1607 Patch Road

- (b). 757- 847-3110
  - (2). The BSC offers reduced pricing for the purchase of Fire Extinguishers on a one for one basis at the time of turn-in.
  - (3). Activities will use EMP 4.4.6.7.2 Tab 2 Fire Extinguisher Turn-in Document for all turn-ins and must follow the instructions attached.
  - (4). If a Fire Extinguisher is not acceptable for turn-in at the BSC, the Turn-in document must show that the item was rejected by the BSC. Turn-in will then be IAW EMP 4.4.6.8.1 Hazardous Waste Accumulation Facility (HWAF) Operations.
  - (5). The BSC will report on a quarterly basis by the 10<sup>th</sup> of the following month, the total number and weight of Fire Extinguishers turned-in.
- J. Aerosol Can Management: Establishes procedures for managing Aerosol Cans that are empty, non-empty, non-functional, used, or otherwise no longer needed by an Activity.
- (1). Requirements for Aerosol Can accumulation areas:
    - (a). Must be correctly sited where a spill or leak of aerosol can contents would not constitute a discharge of wastes to surface waters, storm drains, or the sanitary sewage system.
    - (b). Containers must be protected from the environment (rain, snow, etc.).
    - (c). Ensure each location will be identified on the on Activity's Facilities and Operations inventory (EMP 4.5.2.3. Tab 2).
    - (d). Good housekeeping will be maintained at all times.
  - (2). Requirements for Aerosol Can Containers:
    - (a). All containers of aerosol cans must be properly labeled at all times. A standardized label will be used and must state the following "Aerosol Cans – Only".

<b>AEROSOL CANS ONLY</b>
Activity: _____ Cont. No: _____
Must be turned in 30 days from initial accumulation or if number of cans exceed 25.
<b>GENERATOR INFORMATION:</b> Joint Base Langley-Eustis (JBLE) 733d Mission Support Group (MSG) Civil Engineer Division (CED) 1407 Washington Blvd. Fort Eustis, VA 23604 – 5332 EPA ID. NO: VA8213720321 757-878-3915

- (b). Labels and markings must be replaced if they become damaged or lost.
  - (c). If a container is not in good condition (signs of bulges, damage, or corrosion, etc) or begins to leak, the contents will be transferred to an approved serviceable container immediately.
  - (d). A container must always be closed during storage except when it is necessary to add or remove aerosol cans.
  - (e). Aerosol cans must be handled to prevent release of their contents, e.g., plastic caps to remain on cans or if cap is missing the push nozzle will be removed.
  - (f). Containers will be used to hold aerosol cans only and will not be reused for other purposes.
  - (g). Aerosol cans must not be disposed of in "Dumpsters", recyclable containers, or other trash containers.
- (3). Acquisition of aerosol can containers and labels:
- (a). The HWAF will provide pre-labeled containers for aerosol cans. The HWAF will also issue a partially completed Container Contents Log (CCL) for each container. See EMP 4.4.6.8.1 TAB 2.
  - (b). A CCL must be kept for each container of aerosol cans. The HWAF will issue all container numbers.
- (4). Aerosol container turn-ins:
- (a). Aerosol can containers will be turned-in at the HWAF.
  - (b). Must be turned-in within 30 days of the date of initial accumulation as indicated on the CCL or if the number of cans exceeds 25.

- (c). The Container Contents Log (CCL) will be used as the turn-in document.
- (d). The AEC, HWC, or UEC must sign the certification (Block 31 on the CCL) that the contents are true and accurate when ready to be turned-in.

K. Meals Ready to Eat (MREs) turn-ins:

- (1). Unused MRE Heaters are a reactive Hazardous Waste and must be handled IAW EMP 4.4.6.8 Hazardous Waste Management (HWM). Heaters must be separated from the rest of the MRE package prior to turn-in at the HWAF.
- (2). The Unused or Unopened non-hazardous portion of the MRE must be turned-in at the SWRC:
  - (a). All cardboard and other recyclable packaging must be separated from the packaged food stuffs and recycled.
  - (b). All unopened food packages will only be turned-in at the SWRC to prevent scavenging or misuse.
  - (c). The SWRC requires prior coordination for quantities equivalent to 5 cases of MREs or more.
- (3). Prior to turning-in MREs at the HWAF or SWRC:
  - (a). A copy of the MEDCOM Form 817 must be obtained from the Public Health Command District (PHCD), Preventive Medicine Vet Services stating that the MREs have been condemned and can be destroyed.
  - (b). This form needs to be presented at the HWAF or SWRC at the time of turn-in. Staff at the HWAF/SWRC do not need to sign this form, however, you must keep it for your records.

L. All furniture disposition must be approved by the Installation Property Book Office (IPBO), B1608 (878-3381 or 878-4115).

- (1). Prior coordination is required for turn-ins of great than 15 items. Large turn-ins from office renovations, relocations, etc. must be accomplished at least 60 days in advanced.
- (2). Furniture items that cannot be turned in to the IPBO must be delivered to the SWRC for recycling and disposal:
  - (a). Activities must have an IPBO signed turn-in documents before turning materials at the SWRC.
  - (b). Activities must disassemble furniture items and separated by type of construction material (i.e. wood, metal, plastic, and cloth).
  - (c). Activities must deliver furniture items to the SWRC for recycling or disposal.

M. Post Dumpsters and Roll Off Boxes:

- (1). Dumpsters. These are generally 8 cubic yard dumpsters with 2 flip-open lids and brown in color.
  - (a). They should also have the Blue “No Recyclables” and the Yellow “No Hazardous Waste Labels”. If labels are damaged or missing report to this to the SWRC.
  - (b). These are for Post TRASH only and not TRASH from off Post or Family Housing. Illegal disposal should be reported to the MPs.



- (c). These are located throughout the installation and there may be more than one any location.
  - (d). Collection of Solid Waste occurs from dumpsters on a set schedule but at least weekly.
  - (e). Activities that require additional dumpsters for special projects or events must notify the SWRC at least 5 days in advance. Site location of the waste container and a collection schedule will be coordinated.
  - (f). Dumpsters will be closed at all times.
  - (g). Damaged or missing lids should be reported to the SWRC for repair.
  - (h). Dumpsters will not be emptied that contain recyclables or other prohibited items:
    - i. Hazardous Wastes
    - ii. Universal Wastes – Batteries, Lamps
    - iii. Non-Hazardous Waste (Motor Oil, Aerosol Cans, Paint Cans, etc)
    - iv. Hazardous Materials
    - v. Containers of Liquids or other Chemical Products
    - vi. Yard Waste
    - vii. Recyclables: Shredded Paper, Cardboard Boxes, metal, white paper, newspaper, manuals, etc.
    - viii. E – Wastes (CD/DVDs, Magnetic Media, etc.)
    - ix. MREs or MRE Heaters
- (2). Roll-Off Boxes. These are larger containers from 10 to 40 cubic yards.
- (a). Roll Off Boxes in Maintenance Areas:
    - i. They are meant for specific uses, such as scrap metal, which is being recycled; wood pieces generally larger than 3 feet; pallettes, used or broken wooden furniture; etc.
    - ii. Each roll off box should have a sign indicating what can be put in it.
    - iii. Do Not Put Something Other Than What’s Indicated.
    - iv. Roll-Off Boxes will not be emptied that contain materials other than the ones for its intended purpose (See (1). (h) above).
  - (b). Roll-Off Boxes in other locations: These roll off boxes are usually found at construction sites.
    - i. They are there for contractor use only and are being paid by the contractor.
    - ii. Do Not Use, unless you are the contractor.
    - iii. Sometimes, roll offs are positioned at various locations and requested by an Activity for a specific project. Do Not Use if you aren’t part of that project or Activity.
    - iv. Activities that require a roll-off box for special projects or events must notify the SWRC at least 5 days in advance. Site location of the waste container and a collection schedule will be coordinated.
    - v. Roll-Off Boxes will not be emptied that contain materials other than the ones for its intended purpose (See (1). (h) above).
- N. Containers and transportation of Solid Wastes (SW) and Recyclable Materials (RM) containers. The following applies to all containers. Some containers have more restrictive requirements such as HMs, HW, UW, NHW, etc. as listed above:
- (1). Containers are generally defined as any portable or movable device which accumulates, stores, or is



used to move materials.

- (a). Small containers are less than 119 gallons and include but not limited to: cans, boxes, buckets, drums, etc.
  - (b). Large containers are greater than 119 gallons and include but not limited to: rail cars, trucks, shipping containers, connex boxes, Milvans, trailers, etc. Large containers on the installation for more than 24 hours will have the following signs or labels:
    - i. Name of owner or local organization.
    - ii. Address of owner or local organization.
    - iii. Individual name or point of contact of owner or local organization.
    - iv. Telephone number of owner or local organization.
    - v. Large containers not properly labeled will be reported to the Military Police as Unknown or Abandoned Containers.
- (2). All containers both large and small must meet the following minimum standards:
- (a). Must be in good condition (no signs of leakage, bulges, damage, excessive rust or corrosion, etc.).
    - i. Must be able to contain any accumulated liquids during storage or movement.
    - ii. Leaking containers will have their contents transferred to serviceable containers or fixed immediately.
    - iii. Container which have leak causing staining including rust of hardstands or other natural resources will be cleaned up at the cost of the owner.
  - (b). Must always be closed except when it is necessary to add or remove materials to:
    - i. Prevent the accumulation of stormwater, or
    - ii. Deter unauthorized usage.
  - (c). Must not be located at or near storm drains or other stormwater Best Management Practices (BMPs).
  - (d). Small containers must be kept on pallets if not using containment pallets.
- (2). All containers have an intended purpose:
- (a). Specifically for the contents specified on the label or sign, and
  - (b). By the owner, supported facility, or group.
    - i. Other personnel and organizations are not allowed to use these containers and will be required to remove the offending materials or reimburse the owner for restoration.
    - ii. Active containers should be visibly inspected daily to ensure misuse.
    - iii. Misuse must be reported to the MPs immediately upon discovery or the offending materials become the responsibility of the owner, supported facility, or group.

(3). Transportation of all materials is required to prevent:

- (a). The unwanted spread of contamination.
- (b). A stormwater illicit discharge

(4). Transport vehicles:

- (a). Trucks and other vehicles for over the road work by bringing materials onto the installation; taking materials off the installation; or moving materials on the installation being used to transport soil/dirt or other materials which:
  - i. Could be blown off the vehicle must be covered.
  - ii. Fall from the transport vehicle during transport must be at least “Broom Clean.”
  - iii. Could leak liquids cannot be transported
- (b). Off road or other material moving equipment being use to move solids on the installation must:
  - i. Immediately recover or clean up any spilled materials to prevent stormwater illicit discharges
  - ii. At the end of shift or by the end of the day clean up spilled materials which didn’t have an immediate impact of stormwater.
  - iii. During rain events, all materials must be clean up immediately to prevent an illicit discharge.
- (c). Clean up operations must prevent fugitive emissions e.g., windblown dust clouds, etc.

O. There are unique solid wastes and recyclable items from Maintenance Operations such as Used Oil, Filters, Tires, and Off-Spec Fuel. Use EMP 4.4.6.7.2 Tab 1 Solid Waste and Recycling from Maintenance Operations for specific instructions. If these materials are not covered in the EMP, then contact the SWRC or CED Operations.

P. Reporting

- (1). Construction and Demolition (C & D) Wastes must be reported to CEIE quarterly by the respective contractor IAW EMP 4.4.6.7.2 Tab 3, Reporting of Construction and Demolition (C & D) Waste Generation and Recycling for specific instructions.
- (2). Activities not using the Solid Waste, Recycling, and Pollution Prevention Center (SWRC) must report tonnages of Solid Waste and recycling quarterly to CEIE IAW EMP 4.4.6.7.2 Tab 4, Solid Waste Generation & Recycling Report FEVA Form 32-676 from Activities not using the Solid Waste, Recycling, Center (SWRC) for specific instructions.