



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION

PO BOX 19001

PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 4010.1A
NREAO

19 JUL 1999

DEPOT ORDER 4010.1A

From: Commanding General
To: Distribution List

Subj: SOLID WASTE REDUCTION - QUALIFIED RECYCLING PROGRAM

Ref: (a) DODI 4715.4 (NOTAL)
(b) MCO P5090.2A
(c) Combined Services Guide for Qualified Recycling Programs (NOTAL)
(d) 10 United States Code 2577 (NOTAL)
(e) Deputy Secretary of Defense Memo, Sales of Recyclable Materials of 28 Jan 83 (NOTAL)

Encl: (1) Sample Letter of Appointment for, Ammunition, Explosives and Dangerous Articles (AEDA) Inspectors

1. Purpose. Implements policy, procedures, assigns responsibility and provides guidance for the management of the Qualified Recycling Program (QRP). To publish revised responsibilities and procedures for the operation of the QRP which implements comprehensive solid waste reduction, recycling and pollution prevention aboard Parris Island.

2. Cancellation. DepO P4010.1.

3. Background

a. As part of the Pollution Prevention Act of 1990, Congress established a national environmental management hierarchy stating that pollution which cannot be prevented should be recycled in an environmentally safe manner. Reference (a) states that each installation shall operate a QRP to identify, recover and collect those materials that can be recycled. Reference (b) sets forth Marine Corps requirements for solid waste management to reduce reliance on landfill disposal. Reference (c) provides DoD guidance for an Integrated Solid Waste Management Program coordinating recycling and solid waste disposal and also establishes procedures and policies for the preparation, coordination and oversight of the management of the QRP.

b. Under the provisions of reference (d), military installations are allowed to accumulate proceeds from the sale of recyclable materials. Funds realized from the sale of these materials must be used first to cover the costs of operations, maintenance and overhead for processing the materials, including

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the cost of any equipment purchased for recycling purposes. The remaining funds may be used for pollution abatement, energy conservation, occupational safety and health or MCCS projects. The purpose of this law is to provide an economic incentive to encourage the recycling of materials which had previously been discarded into landfills, rivers, and streams. Reference (e) defines the responsibilities of the Defense Logistics Agency (DLA) for market research and sales of recyclable materials.

4. Information. The provisions in this Order apply to the following materials: cardboard, all mixed paper, aluminum and steel cans, fluorescent tubes, wood pallets, paint cans, brass, used compact discs (CDs), textiles, printer cartridges, and scrap metal.

5. Scope

a. This Order addresses the mandatory requirements of reference (b) for solid waste reduction, pollution prevention, and management of recyclable materials. It establishes procedures, provides guidelines and assigns responsibilities for operating the QRP, solid waste reduction, and pollution prevention programs.

b. All organizations at MCRD Parris Island that generate solid waste shall comply with all Federal and state laws and regulations and Marine Corps and Depot Orders pertaining to the management, reduction and recycling of solid waste, and with the specific responsibilities, requirements and provisions of this Order.

6. Action

a. Assistant Chief of Staff, Installation and Logistics (AC/S, I&L). Exercise staff cognizance for the management of solid waste and recycling activities aboard Parris Island. Develop and implement alternative solutions to eliminate or reduce pollution. Appoint a QRP manager to achieve this end. Maintain a firm commitment to and support the recycle center through an active, continuous, and visible display of command interest. Serve as chairman of the QRP Committee and coordinate project funding requests for pollution abatement, energy conservation, occupational health and safety, and MCCS projects proposed for funding from QRP net proceeds. Ensure that costs of operations, maintenance, and overhead for processing and handling QRP materials are recovered before funds are disbursed for other purposes.

(1) Facilities Maintenance Engineer Officer. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. Ensure that recyclable materials observed in dumpsters, are reported to the recycling program manager. Operate the inert disposal area on Horse Island. Report the costs

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attributable to solid waste disposal to the recycling program manager. For the purpose of recycling, recover used paint cans, freon, antifreeze, oil filters, used motor oil and fluorescent lights. Ensure that, to as great an extent as practicable, materials having recycled content are procured to support your mission.

(2) Resident Officer in Charge of Construction and Public Works Officer. Prior to the start of work, advise all contractors of Parris Island's commitment towards recycling. Furnish appropriate base recycling contacts to assist them in their disposal of discarded materials. Incorporate recycling into all new contracts, to include the recycling of construction and demolition debris and affirmative procurement through the use of recycled-content materials. Provide the QRP manager with invoices of all materials disposed of through contracts and all data supporting affirmative procurement.

(3) Housing Officer. Provide new residents with information regarding the household recycling program.

(4) Natural Resources and Environmental Affairs Officer (NREAO). Maintain oversight of the qualified recycling program in order to ensure that the program complies with all applicable regulations. Promote Command awareness of the program and its benefits. Ensure the program manager has the necessary resources to effectively operate. Advise the AC/S, I&L on Command policy regarding solid waste management and recycling.

(5) Qualified Recycling Program Manager. Develop, implement and administer the QRP. Provide guidance regarding waste reduction, pollution prevention, and recycling to all organizations. Ensure the QRP is carried out in compliance with applicable state laws, Department of Defense, Marine Corps, and Depot Orders. Identify potential markets for recyclable materials and maintain records to verify receipt of funds from sales of recyclable materials. Promote continued awareness of solid waste reduction, pollution prevention and recycling program initiatives, procedures and requirements.

b. Assistant Chief of Staff, Supply and Services

(1) Depot Property Control Officer (DPCO). Direct personnel, turning in material to the Defense Reutilization Management Office (DRMO), to stop at the NREAO office to have their turn-in document, DD form 1348, validated.

(2) Depot Clothing Officer. Collect and bale the cardboard produced from clothing issue. Notify the recycle center when there is sufficient cardboard to be transported off-base. Forward all records regarding cardboard production to the recycle center for their maintenance.

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(3) Depot Food Services Officer. Incorporate this Order into your mission, through cost-effective waste prevention and recycling activities. Ensure that food service personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. Specifically, ensure that recyclable materials are collected and stored in accordance with this Order. Coordinate with the QRP manager and DRMO to maintain the contract for the collection of grease from the chow halls.

c. Assistant Chief of Staff, Marine Corps Community Services (MCCS). Ensure all recyclable materials generated by commercial, maintenance and support activities under your cognizance are collected in a manner consistent with this Order. Coordinate the nomination of MCCS projects for funding by recycling program revenues. Ensure that the oil filter crusher and antifreeze recycler are fully utilized by personnel at the Auto Hobby Shop. Ensure maintenance activities incorporate the principles of waste minimization, source reduction and recycling to include: paint, paint cans, aerosol spray cans, fluorescent light bulbs, freon recovery and procurement of materials having recycled content.

d. Commanding Officer, Recruit Training Regiment. Provide "Team Week" recruits, when available, to support the Depot Recycle Center, as requested by the AC/S, I&L or his designee. Requests for recruit working parties will be forwarded to the S-4, RTR. Ensure that material to be recycled follows guidance as contained in this Order.

(1) Commanding Officers, Recruit Training Battalions. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities.

(2) Commanding Officer, Support Battalion. Incorporate this Order into your mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. When requested and if available, provide "Recruit Separation Platoon" recruits to support the recycle center.

e. Commanding Officer, Weapons and Field Training Battalion.

(1) Ensure that firing range scrap consisting of expended brass is visually inspected to ensure no live rounds or other dangerous or explosive articles are present before it is removed from the Weapons and Field Training Battalion storage site.

(2) Provide the QRP manager a list of personnel authorized to inspect firing range brass.

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(3) Ensure that other recyclable materials are collected during the course of daily operations.

f. Commanding Officer, Headquarters and Service Battalion. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. When prisoners are available, coordinate their employment at the recycle center with the QRP program manager.

g. Commanding Officer, Sixth Marine Corps District. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel, assigned to your headquarters, are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities, particularly the collection of mixed paper generated by your administrative functions.

h. Commanding Officer, Naval Dental Center. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. Ensure that recyclable materials are collected during the course of daily operations. Keep medical wastes and biohazards properly separated from recyclable materials.

i. Director, Branch Medical Clinic. Incorporate this Order into the mission, through cost-effective waste prevention and recycling activities. Ensure that personnel are aware of the requirements of this Order and encourage a commitment toward waste minimization, source reduction and recycling in daily activities. Ensure that recyclable materials are collected during the course of daily operations. Keep medical wastes and biohazards properly separated from recyclable materials.

j. Commissary Manager. Maintain records of all cardboard sales and provide the QRP Manager with appropriate information.

7. Materials to be Recycled. The following guidance designates the types of materials that are recycled aboard Parris Island and assigns responsibility to specific organizations or activities for these materials.

a. Cardboard

(1) All cardboard generated on the Depot will be recycled through the Depot recycle center. Cardboard must not be placed in any of the base dumpsters.

(2) Cardboard generated at the chow halls or as a result of recruit activities will be broken down and placed in the trailers provided by the recycle center. The cardboard must be clean, dry and free of food scraps. No garbage, metal utensils, plastic, or styrofoam may be placed in the trailers. Permanent personnel will monitor the contents of the recycle trailers to assure the cardboard is in good condition. Recycle trailers containing contaminated cardboard and food debris will be returned for clean-up by those units who are utilizing them to collect recyclable material. All Marine Corps Exchange facilities and dining facilities on the Depot will maintain and dispose of their cardboard in the same manner as directed above.

(3) The Clothing Branch will collect and bale the cardboard produced from their activities. The recycle center will be notified when there is sufficient cardboard to be transported off base. All paperwork pertaining to the cardboard will be forwarded to the recycle center for their records.

(4) The Housing Office will supply new residents with phone numbers to the Depot recycle center. New housing residents should call the recycle center to coordinate the pick-up of moving boxes. Residents are asked to remove all waxy packing material and place cardboard boxes close to the street.

(5) Organizations that have occasional shipments of furniture, appliances, computers, holiday supplies or other items that generate a large supply of cardboard, will contact the recycle center, to make arrangements for the storage and transportation of cardboard.

(6) Organizations that generate a small amount of cardboard will include their cardboard with their weekly paper pick-up.

b. Mixed Paper

(1) The Depot recycle center recycles all mixed paper. Mixed paper is defined as the following: office paper, computer paper, envelopes, memo notes, newspapers, newspaper inserts, pamphlets, magazines, desk calendars, calculator tapes, telephone books and folders. (Paper napkins, plastic wrap, tissues, carbon paper, candy or food wrappers and wet paper cannot be recycled.)

(2) All work areas should have recycle bins to collect mixed paper for recycling. Bins can be obtained by contacting the Depot recycle center. Mixed paper is collected from each building on a weekly basis following a published schedule. Changes to the pick-up schedule or location of the accumulated materials should be made in advance with the recycle center.

(3) Organizations that wish to dispose of their outdated files may call the recycle center to make drop off arrangements. A shredder will be available for organizations to utilize if they

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choose to destroy their files. Shredding will not be performed by recycle personnel.

c. Steel and Aluminum Cans

(1) The Food Service Officer will ensure that the steel food cans generated at the chow halls are collected for recycling. The steel cans must be rinsed thoroughly, be free of food waste and be placed in plastic bags, to be picked up twice a week from the chow halls by employees of the recycle center.

(2) All other facilities that serve meals must follow the same procedures as mentioned above.

(3) Aluminum cans will be placed in designated cardboard containers, located in close proximity to soda machines. These containers will be emptied on an as needed basis.

(4) Any organization hosting a function and serving refreshments in aluminum cans may contact the recycle center to provide containers to collect the empty cans.

d. Fluorescent Tubes. Fluorescent tubes generated throughout the Depot will be transported to the recycle center (Bldg 867) and placed, by the generator, in the protective containers. Every effort should be made to keep the tubes intact so that they can be recycled.

e. Wood Pallets. All wood pallets generated aboard Parris Island will be recycled. Personnel with pallets must call the recycle center to set up an appointment to transport pallets to a designated storage area. Pallets must not be dropped off at the recycle center. Wood pallets must not be placed in dumpsters. Any questions regarding pallets should be addressed to recycle personnel.

f. Paint Cans. Paint cans generated through the FMEO Paint Shop, will be collected on an as-needed basis. Cans must be emptied and allowed to air dry. Aerosol spray cans must be punctured and allowed to dry prior to turn-in. The Paint Shop will call the recycle center to schedule pick-up. Organizations engaged in occasional painting projects must call the recycle center for assistance.

g. Brass

(1) Qualified personnel at Weapons and Field Training Battalion (W&FTBn) will ensure that expended brass removed from the ranges has been: (1) visually inspected and (2) manually sorted to ensure that no live rounds or other dangerous or explosive articles are present.

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(2) Casings must be sorted by caliber and contain no contaminants such as steel clips, wood, excessive dirt or other debris.

(3) W&FTBn will provide the QRP manager a list of personnel authorized to inspect firing range brass utilizing the format contained in the enclosure. In addition, ensure the list is updated, as required, in order to maintain the names of those personnel authorized to inspect firing range brass in a current status.

(4) W&FTBn will ensure that a turn-in document (DD form 1348-1) accompanies all brass that has been designated for turn-in and that the signature of a person authorized to inspect the brass has been affixed to the bottom of the document subsequent to the following statement: "I certify that the items listed hereon have been personally inspected by me and, to the best of my knowledge, contain no items of a hazardous nature."

(5) QRP and W&FTBn personnel will coordinate the turn-in of certified brass. Turn-in arrangements will be made when there are not more than 8 hoppers full of brass.

(6) QRP personnel will arrange for the transportation of certified brass from the W&FTBn area to the brass deforming facility.

(7) The QRP will provide hoppers to W&FTBn for the handling and storage of expended brass.

(8) QRP personnel will process all certified brass through the deformer.

(9) QRP personnel will coordinate the sale of deformed brass shell casings, ensuring that the following "Dangerous Property Clause" is included in all contracts:

"Purchasers are cautioned that articles or substances of a dangerous nature may remain in the property regardless of the care exercised to remove same. The Government assumes no liability for damages to property of the purchaser or for personal injury, disability or death of the purchaser, its employees, or to any other person arising from or affiliated with the purchase, use or dispositions of this material. The purchaser shall hold the Government harmless from any and all such demands, suits, actions, or claims arising from or otherwise relating to the purchase of this material."

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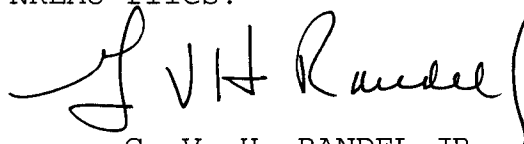
(10) The QRP will provide records of weight tickets resulting from the sale of the brass to W&FTBn. Both W&FTBn and the QRP will maintain records on file.

h. Used CDs. Used CDs and their paper jackets that are no longer serviceable or have become outdated should be guard mailed to the recycle center, building 867.

i. Textiles. A list of textiles that can be recycled are as follows: all types of clothing, shoes, hats, purses, throw rugs, bed sheets, pillow cases, blankets, table cloths, towels and stuffed animals. These items must be clean and dry. The textiles must be placed in plastic bags and may only be dropped off at the recycle center during working hours.

j. Printer Cartridges. Printer toner cartridges must not be disposed of as trash. Printer cartridges purchased through the LCI system should be returned to LCI in their original packaging, as new cartridges are needed. In the event cartridges are purchased through other supply channels, the used cartridge toners should be placed in their original packaging and placed next to the weekly collection of recycled material to be picked up by QRP personnel. Used printer toner cartridges should always be returned in the original packaging.

k. Scrap Metal. Any organization that generates scrap metal must process this material through the DRMO. A turn-in document (DD-1348) is required and must be approved by the DPCO. Once the DD form 1348 is processed through DPCO, it must be stamped at the NREAO office. All six pages of the DD form 1348 must be stamped with the following stamps: (1) an "I&L" stamp and (2) a stamp which has the following financial appropriation data 17F3875.27RM 007 00263 000027 3C 000000 000026398004. The last page of the DD-1348 is to remain in the NREAO files.



G. V. H. RANDEL JR.
Chief of Staff

DISTRIBUTION: A

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SAMPLE LETTER OF APPOINTMENT FOR, AMMUNITION, EXPLOSIVES
AND DANGEROUS ARTICLES (AEDA) INSPECTORS

UNITED STATES MARINE CORPS
Weapons and Field Training Battalion
Marine Corps Recruit Depot
Parris Island, South Carolina 29905

4400
S-4
DATE

From: Commanding Officer
To: Manager, Qualified Recycling Program
Subj: APPOINTMENT OF QUALIFIED AMMUNITION, EXPLOSIVES AND
DANGEROUS ARTICLES (AEDA) INSPECTORS
Ref: (a) DODI 4160.21-M-1

1. In accordance with the reference, the following personnel are designated as authorized/qualified to inspect/reinspect and turn in property containing or suspected of containing live ammunition, explosives and/or dangerous articles.

<u>NAME</u>	<u>GRADE</u>	<u>SAMPLE SIGNATURE</u>
Schultz, B. S.	LCPL	_____
Bino, I. M.	CPL	_____

2. This letter supersedes all previous letters of authorization.
3. Point of contact is GySgt Studds at extension XXXX.

I. M. RESPONSIBLE
By direction

ENCLOSURE (1)