



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 5090.17
CO0001

JUL 03 2017

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5090.17

From: Commanding Officer
To: Distribution List

Subj: SOLID WASTE REDUCTION AND QUALIFIED RECYCLING PROGRAM

Ref: (a) MCO P5090.2A
(b) MCO 7300.21B
(c) Marine Corps Logistics Base Albany Commanding Officer
Policy 3-04
(d) DOD FMR 7000.14R Volume 5

Encl: (1) Solid Waste and Recyclable Material Environmental
Standard Operating Procedures (ESOP)

1. Situation

a. Per references (a) and (b), federal facilities are encouraged to implement recycling efforts as an avenue for solid waste reduction and landfill solid waste diversion. The Department of Defense (DoD) has established guidelines for the management and implementation of a Qualified Recycling Program (QRP). QRP is defined by DoD as an organized recycling operation at an installation that requires concerted efforts to divert or recover scrap or waste from the solid waste stream, as well as efforts to identify, segregate and maintain the integrity of the recyclable materials in order to maintain or enhance the marketability of the materials. Proceeds from the sales of authorized recyclable materials are credited to the Installation QRP account. Compared to other Pollution Prevention (P2) programs, the QRP helps sustain Marine Corps Logistics Base (MCLB) Albany's recycling program by generating monies from the sale of recyclable materials.

b. These requirements are applicable to all organizations aboard MCLB Albany; to include: tenant commands, active, or reserve component; contractors; and staff organization and supporting agencies which are affiliated with the United States Marine Corps (USMC), Department of Navy (DON) or DoD. This Order also applies to all organic or tenant organizations aboard

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

the Installation, and those units in transit or otherwise temporarily resident because of training or mobilization commitments.

2. Mission. This Order outlines uniform procedures that support MCLB Albany recycling and solid waste reduction efforts.

3. Execution

a. Executive Officer. Serve as the chairman of the Committee for Recycling-Funded Projects/Activities.

b. Installation and Environment (I&E) Division

(1) Oversee the implementation and operation of MCLB Albany Recycling Program.

(2) Ensure that the sale of any QRP commodity is either accomplished through appropriate direct sale or contract service.

(3) As part of the Management Review, review Solid Waste objectives and targets to ensure solid waste diversion and recycling goals are aligned and meet the Installation Commanders' intent.

(4) Provide assistance and guidance to the Environmental Compliance Coordinators (ECC) as necessary via the EMS Management Review Board (MRB).

c. Office of Comptroller

(1) Oversee all financial management functions.

(2) Ensure all proceeds from the QRP are deposited into account number 17F3875.27RM.

(3) Conduct periodic financial management audits and/or fiscal assist visits on the QRP and its financial management status.

d. Logistics Support Division

(1) Whenever practicable, procure materials made from recyclable materials and/or low toxicity chemicals.

(2) Provide solid waste disposal data (typically in tons) and tipping fees to the Base QRP Manager.

e. Operations and Training Division

(1) Inform the Recycling Program Manager in advance of events generating large volumes of recyclable materials (Independence Day Celebration, Employee Recognition Day, organizational parties, etc.).

f. Public Works Branch

(1) Operate and manage facilities, equipment, labor and contract services required that are not exclusively purchased or used by the QRP program to support transportation, processing, and disposal of recyclables collected within installation military training, industrial, maintenance, and administrative functional areas.

(2) Operate, manage, maintain, and repair the Recycling Center and facilitate replacement of associated equipment with applicable QRP funds in a manner which supports and promotes the goals and objectives of references (a) and (b).

(3) Incorporate provisions in contracts requiring contactors to meet the diversion for solid waste and construction and demolition products and/or debris to the maximum extent practicable per reference (a).

(4) If applicable, incorporate and promote Leadership in Energy and Environmental Design (LEED) recycling requirements in new and retrofit construction projects in order to obtain project accreditation and promote the MCLB Albany recycling efforts to increase QRP proceeds for recycling program growth and development.

(5) Provide solid waste diversion and recycling data (typically in tons) to the Base QRP Manager for all construction, demolition and renovation projects. Data shall include, but is not limited to, the type of waste, recycling material and amount diverted.

g. Resident Officer in Charge of Construction (ROICC)

(1) The ROICC reviews materials maintained by the contractor to ensure ordering and disposal practices are

conducted in a manner that is compliant with Federal and State regulations, and assists in contractor LEED accreditation.

(2) ROICC will provide solid waste diversion data (typically in tons) to the P2/QRP Program Manager and/or the Base Recycling Coordinator, for all construction demolition and renovation projects. Data shall include, but is not limited to, the type of waste and amount diverted. Contact the P2/QRP Program Manager and/or the Base Recycling Coordinator for additional data requirements by commodity.

(3) Ensure contractors properly sort materials and transport the materials to the Base Recycling Center and/or recycling efforts coordinated through the Base Recycling Office.

h. Environmental Branch (EB)

(1) Ensure that the Installation meets all applicable regulatory requirements related to pollution prevention and recycling.

(2) Ensure the EMS actively addresses recycling as a solid waste diversion measure during its quarterly meetings.

(3) Ensure Recycling Objectives and Targets are updated semi-annually through the EMS/P2/QRP Program Manager.

(4) Include recycling initiatives as part of the Command's education and outreach plan during annual Earth Day events as well as outreach and education initiatives coordinated by the Installations P2/QRP Manager and Comprehensive Environmental Training and Education Program Manager (CETEP).

i. P2/QRP Program Manager, Environmental Branch (EB)

(1) Serve as the Command's subject matter expert (SME) for all recycling efforts aboard the base.

(2) Assist the GME Supervisor in ensuring recycling container pick-up schedules are efficient based on container loads and pick-up frequency.

(3) Initiate 'Direct Sale' documents for the sale of recyclable materials as necessary. Provide departmental accounting personnel with lists of vendors/buyers appropriate to the commodity.

(4) Continually analyze Installation waste streams for recyclable commodities.

(5) Develop strategies for implementing new recyclable commodities into the Base Recycling Plan.

(6) Recommend to the Head, EB, projects to enhance recycling as P2 initiatives.

(7) Develop and execute an annual QRP budget to include maintenance and repair cost; labor for personnel performing QRP task; equipment purchased by and used exclusively by the QRP; training, courses, conference for recycling personnel; contractual agreements for purchase of equipment and repairs; awards and incentives; advertising; and explore avenues for funding recycling initiatives through P2 initiatives.

(8) Prepare the Solid Waste Annual Data call report and input data into U.S. Navy Environmental Portal (EPR Portal).

(9) Collect all proceeds from sales such as checks, cash or other negotiable instruments and ensure proceeds of sales are provided to the Office of the Comptroller deposit agent within 24 hours of receipt to be deposited within the Command's QRP account.

j. Environmental Compliance Section

(1) Provide technical assistance relating to solid waste and recycling handling procedures.

(2) Manage the used oil/fuel recycling program including: collection, sampling and testing of used oil/fuel; servicing of oil/water separators and grit chambers; and storage and transport of used oil/fuel. Provide collection amounts to the MCLB Albany Recycling Office on a monthly basis.

(3) Provide the MCLB Albany Recycling Office monthly spent battery generation rates to include, but not limited to, rechargeable lithium ion, spent lead acid, nickel-metal hydride, lithium sulfur dioxide, wet-cell and or other related batteries generated from unit level operations.

(4) Provide training on recycling procedures during Environmental Compliance Coordinator (ECC) training, or as requested by the QRP Manager, or Headquarters Marine Corps (HQMC).

(5) Ensure organizations are properly managing solid waste and recycling facilities through the Environmental Compliance Evaluation (ECE) program, document environmental deficiencies and elevate deficiencies to organizational commands.

k. Environmental Compliance Coordinators

(1) Serve as the organizational point of contact for matters involving recycling issues and compliance with this Order. Ensuring adherence to the procedures provided in the enclosure and requests disposal guidance as needed and/or required per enclosure (1).

(2) Conduct monthly inspections of all environmental areas, including recycling storage areas.

l. Resource Manager/Fund Administrator, I&E Division

(1) Manage QRP funds for the I&E Division.

(2) Produce quarterly and annual recycling revenue reports that account for all revenue received, maintained, and disbursed within the fiscal year/quarter.

(3) Provide quarterly and annual recycling revenue reports to the Recycling Program Manager; Base Recycling Coordinator; Director, I&E Division and Director, Office of Comptroller.

m. Tenant Commands

(1) Actively participate in the MCLB Albany Command's QRP.

(2) Ensure all solid waste disposal activities are performed in accordance with references (a) through (c). Solid waste materials, items or scraps that do not appear to be covered in these references can be addressed through the Installation and Environment Division P2 and QRP Manager and/or the Base Recycling Coordinator.

(3) Ensure respective Environmental Compliance Coordinators (ECCs) address organizational recycling concerns by participating as a member of the Environmental Management System

(EMS) as necessary.

(4) Assume responsibility for all recycling containers within the unit's area of responsibility. Develop procedures at the unit level that:

(a) Discourage/prevent the illicit disposal of other solid wastes in recycling containers and actively pursue problematic units, contractors, and other Installation personnel in order to prevent contamination of recyclable containers and materials.

(b) Prevent the scavenging of recyclable commodities. Emphasis should be placed on securing scrap non-ferrous metals to the maximum extent practical.

(5) Annually review unit level practices with the P2/Recycling Program Manager and Base Recycling Coordinator to identify and leverage sole source waste streams for recycling.

(6) Disseminate the recycling ESOP (enclosure 1) to ECC for organizational dissemination and reference.

4. Administration and Logistics.

a. Committee for Recycling-Funded Projects/Activities

(1) The purpose of the Committee is to make recommendations to the Commanding Officer, regarding the disposition of revenue remaining after funding operational expenses. The Director of I&E Division will provide the Committee with the status of funds available for distribution for projects/activities.

(2) The following constitute the Committee for Recycling-Funded Projects/Activities. No substitutions are permitted. The committee will meet twice per fiscal year at dates directed by the Chairman.

(a) Executive Officer, MCLB Albany - Chairman

(b) Executive Director, MCLB Albany - Voting Member

(c) Sergeant Major, MCLB Albany - Voting Member

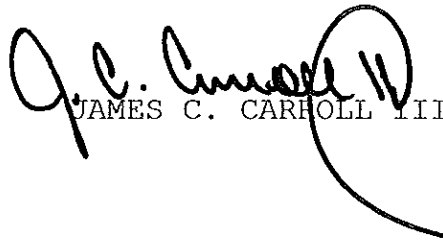
(d) Director, Operations & Training Division -
Voting Member

- (e) Director, Comptroller Division - Fiscal Advisor
- (f) Director, Manpower Division - Voting Member
- (g) Director, Marine Corps Community Services -
Voting Member
- (h) Director, Installation & Environment Division -
Voting Member
- (i) Director, Computer & Information Systems
Division - Voting Member
- (j) Director, Public Safety Division - Voting Member
- (k) Deputy Commander, Marine Depot Maintenance
Command - Voting Member

5. Command and Signal

a. Command. This Order is applicable to all MCLB Albany commands to include tenant commands, prime contractors, subcontractors, non-appropriated personnel and all staff sections.

b. Signal. This Order is effective the date signed.


JAMES C. CARROLL III

DISTRIBUTION: A

Environmental Standard Operating Procedure			
Originating Office: Environmental Branch	Revision: Draft Supersedes:	Prepared By: Robert Metts	Approved By: Brian Wallace
File Name: SRL-ESOP	Effective Date: January 2007	1	Document Owner: Environmental Branch

Title: Solid Waste and Recyclable Material Collection

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide guidelines for the management of the accumulation of solid waste and recycling materials for collection at the Marine Corps Logistics Base Albany (MCLBA).

2.0 APPLICATION

This guidance applies to those individuals preparing solid waste and recyclable materials for collection aboard MCLBA.

3.0 REFERENCES

- SOLID WASTE DISPOSAL ACT
- FEDERAL FACILITY COMPLIANCE ACT
- MCO 5090.2A
- **MCLB Albany Environmental Base Order 5090.17**
- **Policy Statement 3-04**

Documents that are controlled by MCLBA are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

Collection of non-hazardous waste must be performed in a safe efficient manner. Collection methods must prevent fires, safety hazards, pest harborage and disease carrying vectors. Activities must ensure that only non-hazardous wastes and other locally approved waste materials are disposed of in solid waste containers. Prohibited wastes include but are not limited to; household hazardous waste, hazardous waste, asbestos, medical waste, and recyclable materials. Local requirements may prohibit the disposal of bulky items, pallets, and construction debris in solid waste containers. MCLBA utilizes trash can receptacles, plastic recyclable receptacles, dumpsters, and roll-off receptacles for non-hazardous solid waste.

4.2 Operational Controls:

The following procedures apply:

1. Containers that collect food waste must be emptied at least weekly to reduce pest harborage and disease transmission.
2. Trash containers, with the exception of those in office spaces, must have lids on them to prevent pests from entering containers and to contain trash and debris.
3. Trash containers in areas that may come into contact with precipitation must be kept closed to prevent storm water contamination.
4. Trash containers must be in good condition.
5. All trash collection areas must be policed daily.
6. Recyclable material must be placed in the proper recyclable collection containers.
7. Disposal of liquids in solid waste is not permitted.
8. Disposal of hazardous material and hazardous waste in trash is prohibited.
9. Disposal of ammunition is prohibited.
10. Disposal of Material Presenting Potential of an Explosive Hazard, (i.e., ordnance, range residue, trash, anything coming off the range).
11. Disposal of pressurized containers, such as aerosol cans, in solid waste is not permitted.
12. Disposal of any type of batteries, light bulbs, lamps, and ballast is not permitted. They should be turned-in for recycling.
13. Tires are not permitted for disposal; they should be turned-in for recycling.
14. Used MRE heaters are disposed as non-hazardous solid waste.
15. Unused MRE heaters accumulated during temporary staging of evacuated military personnel shall be disposed of as hazardous waste. MRE heaters react with water and may create a fire.
16. Bulky materials (tables, chairs, portable cabinets and metal items) will not be placed in dumpsters; they should be turned in for recycling.
17. No parking of vehicles or placing any other objects in front of solid waste receptacles.

All printed copies are uncontrolled documents. For latest version, please consult the electronic library.

18. Contact the MCLBA Environmental Office for prohibitions on waste that may be disposed of in trash containers, and/or if problems with solid waste collection containers exist.
19. Plastic recycling container shall be cleaned by recycling personnel as needed.
20. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Office at 639-8934 or 639-6296.

4.3 Documentation and Record Keeping:

The following records must be maintained for solid waste and recycling management:

1. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

Refer to Environmental Compliance and Protection Standard Operating Procedures

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Solid Waste Inspection	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are containers that collect food emptied at least weekly?			
2. Do all trash containers, with the exception of those in office spaces, have closed lids?			
3. Are the solid waste containers free of the following items: a. recyclable materials b. hazardous waste c. ammunition d. lead-acid batteries e. liquids f. tires g. bulk items h. metal items i. unused MRE heaters j. pressurized containers			
4. Are all solid wastes stored so they do not pose a fire, health, or safety hazard?			
5. Are containers in good condition?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____
 Signature: _____
 Date: _____