

FH REG 420-6

FACILITIES ENGINEERING

RECYCLE PROGRAM



HEADQUARTERS
III CORPS AND FORT HOOD

1 September 1992

Facilities Engineering
RECYCLE PROGRAM

SUMMARY. This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

APPLICABILITY. This regulation applies to units and activities assigned, attached, or conducting training, or residing on Fort Hood as tenants; contractor activities and leases located within the limits of the Fort Hood Military Reservation, persons residing, visiting, or working within the limits of the Fort Hood Military Reservation, and members of family housing. During mobilization, this regulation remains in effect.

SUPPLEMENTATION. Supplementation of this regulation is prohibited without prior approval by the Directorate of Engineering and Housing (DEH).

INTERIM CHANGES. Changes to this regulation are not official unless authenticated by the Directorate of Information Management (DOIM). Changes are issued when regulation or policy changes dictate. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is DEH. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF DE, Fort Hood, TX 76544 5057.

REQUIREMENTS IMPACTING ON UNIT COMMANDERS. The requirements impacting on unit commanders are found in paragraphs 3f and 3g.

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Appendix A. Sample of DD Form 1348-1

GENERAL

1

Purpose This regulation prescribes policies, assigns responsibilities, and establishes procedures for protection of the environment and preservation of natural resources through solid waste management and recycling.

The recycle program reduces the amount of material sent to the landfill and generates funds through the sale of materials.

1a

References FH Reg 755-725 Procedures for Turn-In To and Withdrawal From Defense Reutilization and Marketing Office (DRMO)

DD Form 1348-1 DOD Single Line Item Release/Receipt Document

1b

Explanation of Abbreviations and Terms

DEH Directorate of Engineering and Housing

DOIM Directorate of Information Management

DRMO Defense Reutilization and Marketing Office

recycle the process in which materials that would otherwise be discarded as waste are transformed into usable products.

reusable an item that may be used repeatedly in its present form. Certain containers and cargo pallets are examples of reusable items.

source separation the segregation of recyclable materials at their point of generation. Source separation is one of the most important procedures in the recycle process. It includes storage that prevents further damage or loss of the qualities that make a recyclable material marketable.

1c

RESPONSIBILITIES

2

Post Commander Post commander or designated representative

- establishes an organizational structure to plan, execute, and monitor the recycle program.
- plans and executes a recycle program to achieve the Army's waste minimization objectives.
- cooperates with state and local authorities in the planning and execution of regional projects and activities required of Fort Hood for compliance with applicable Federal, State, and regional solid waste minimization objectives.

2a

DEH

DEH

- is the designated representative of the post commander in matters relating to recycling and solid waste management.
- provides overall staff supervision of the recycle program.

NOTE: This includes the operation of the Recycle Center, contracts for solid waste management, and publicity of the recycle program.

2b

DRMO

Defense Reutilization and Marketing Office (DRMO)

- establishes and maintains contracts for the sale of recyclable materials.
- identifies markets for new recyclable materials.

2c

Solid Waste Management Contractor

Solid waste management contractor

- collects and transports recyclable materials from designated collection points to the Recycle Center.
- collects recyclable materials from family housing.
- screens material entering the landfill for recyclable content.
- disposes of solid waste in accordance with applicable
 - laws,
 - regulations, and
 - permits.

2d

Commanders and Activity Chiefs

Commanders and activity chiefs

- appoint a recycle coordinator down to company level (or branch for civilian activities).
- direct source separation of recyclable materials in each building under their control.
- ensure training, awareness, and cooperation of their personnel with regard to source separation and the recycle program.

2e

RECYCLE PROGRAM

3

Identification This section of the regulation prescribes

- how to identify recyclable materials,
- how to perform source segregation, and
- where to take recyclable products.

The following four classes of materials are currently recycled

- paper and cardboard products,
- aluminum cans,
- plastics, and
- glass.

3a

Paper and
Cardboard
Products Do

- recycle clean dry white paper such as
 - writing paper,
 - newspaper,
 - computer printouts, and
 - brown corrugated cardboard boxes.
- "break down" corrugated cardboard boxes.

Do not

- include "slick" paper such as the color advertisement inserts in the newspaper.
- include waxed paper products or carbon paper.
- include any food containers that might smell or attract bugs.

3b

Aluminum Cans Do

- crush cans before placing them into a container.
- recycle aluminum soda or beer cans.

NOTE: Not all soda cans are aluminum.

Do not include aluminum foil.

3c

Plastics

Do recycle "type 1" (PETE) and "type 2" (HDPE) plastics.

The plastic types are printed on the bottom of most plastic containers such as



Typical "type 1" items are plastic soda bottles.

Typical "type 2" items are plastic milk jugs.

3d

Glass

Do

- recycle clear and amber glass containers.
- remove metal caps or lids from the containers.

Do not

- include green or other colored glass.
- break the glass.

3e

Source Segregation

The responsibility of source segregation falls on the generator of the recyclable materials.

Source segregation takes place at the location where the materials are generated and before they reach the waste stream.

Typical locations include

- office buildings, where waste paper is collected in special recycle containers or makeshift collection points.

(continued on next page)

Source Segregation (cont)

- locations such as company supply buildings, where corrugated cardboard is collected in a nearby green recycle dumpster.
- barracks, where paper, aluminum cans, plastics, and glass are collected and placed in a nearby four-partition recycle bin.
- quarters, where paper, aluminum cans, plastics, and glass are placed at the curb once a week.
- quarters, where corrugated cardboard is broken down and placed at the curb (typically after a household goods shipment)

3f

Collection

The responsibility of the collection of recyclable materials falls on the generators of that material.

Green dumpster-type containers used for collection of paper products should be conveniently located for activities generating large quantities of used paper products.

Activities such as large headquarters, printing facilities, supply activities, direct support maintenance, and others should take advantage of these containers.

NOTE: Use of these containers for trash is prohibited.

There are four-partition recycle bins located throughout the cantonment.

These containers are used for the collection of

- aluminum cans,
- paper,
- glass, and
- plastics.

These containers are designed to primarily serve the administration and troop billet areas.

Recycle coordinators will collect office paper products from their unit or activity buildings and place them in a nearby green recycle dumpster or one of the nearby four-partition recycle bins.

Aluminum or other recyclable products will be collected by the recycle coordinators and taken to a nearby four-partition recycle bin.

Family housing members place aluminum cans, glass, and plastic materials in the normal trash containers and have it placed at curbside once a week during the recycle pickup.

Paper products and broken-down corrugated cardboard boxes are placed next to the trash container during the recycle pickup.

3g

Transportation Generally, the solid waste management contractor is responsible for the transportation of recyclable materials from the generator to the Recycle Center.

The solid waste management contractor will pick up the green recycle dumpsters and the four-partition recycle bins when they are full and bring them to the Recycle Center.

The contractor will also bring the items collected at curbside in the housing areas to the Recycle Center.

Other bulky items or onetime generation of recyclable materials should be delivered to the Recycle Center by the generating activity.

3h

Recycle Center The Recycle Center will accept materials during normal business hours (0730-1600, Monday through Friday).

The Recycle Center is located at 72nd Street and Santa Fe Avenue in building 4621.

3i

REUSABLE ITEMS

4

Scrap Metal and Lumber Scrap metal, lumber, and other reusable items are collected by the generating activity and turned in to the DRMO.

4a

Segregation and Turn-In Generating activities are responsible for the segregation and turn-in of reusable items.

Scrap metal will be collected at each unit motor pool into special scrap metal bins or makeshift collection points.

Generating activities are responsible for the periodic turn-in of scrap metal to DRMO.

Scrap metal must be further separated into ferrous, nonferrous, and other metals when turned in to DRMO.

DRMO personnel can assist generating activities in the classification of scrap metals.

All scrap metal turn-ins to DRMO are accomplished on a DD Form 1348 1, and in accordance with FH Reg 755-725.

All turn-in documents **MUST** contain the following phrase in the comment section

- Recyclable Material, Acct# 21F 3875.1111 76C S41093

A sample DD Form 1348-1 is included in appendix A.

(continued on next page)

Segregation and Turn-In (cont)

DRMO is located at building 4289, 287-5616.

Serviceable lumber will be collected by the generating activity.

Serviceable lumber products can be turned in to DRMO without the preparation of a DD Form 1348-1.

4b

Other Reusable Items

Serviceable cargo pallets of any size should be turned in to the Central Receiving Point, building 49015.

Shipping box, national stock number 8115-00-753-4691, may be turned in to the Recycle Center, building 4621.

Reusable containers used for shipping vehicle components should be turned in to the direct support unit (normally, the old components are put into these containers for turn-in).

Current excess publications should be turned in to the publications warehouse, building 4254 (this excess is then available for redistribution).

NOTE: Organizations coordinate with publications warehouse, 287-7401, for turn-in, and use the walk-in service to request the publications available for redistribution.

4c

LANDFILL OPERATIONS

5

Location

The Fort Hood landfill is located at the intersection of Clark Road and Turkey Run Road.

Hours of operation are 0730-1700, Monday through Saturday.

5a

Screening of Material

The solid waste management contractor operates the landfill and is responsible for the screening of incoming loads for recyclable content.

The solid waste management contractor will inspect every truck (except his own collection trucks) for recyclable materials.

If recyclable materials are present, the operator of the vehicle will be instructed to unload the truck and separate the materials at the landfill.

The contractor will have designated areas for different classes of recyclable materials for this purpose.

The contractor will periodically transport these recyclable materials to either the Recycle Center or DRMO as appropriate.

5b

Appendix A
SAMPLE OF DD FORM 1348-1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT	IN	FASTM	NO	S	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	DISTRIBUTION	PROJECT	REQ'D DATE	UNIT PRICE	DOLLARS	CTS																																																														
SHIPPED FROM	1/2 MAINT CO, 2AD	FORT HOOD, TX 76544	SHIP TO	DRMO	FORT HOOD, TX 76544	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS																																																																					
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	LFC	MMFC	FREIGHT	DOCUMENT DATE	INSTR CODE	QUANTITY																																																																					
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE	SCRAP ALUMINUM	SELECTED BY AND DATE	TYPE OF CONTAINER	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																							
PACKED BY AND DATE	NO OF CONTAINERS	TOTAL CU	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
REMARKS	AVAILABLE MATERIAL	ACCT NO	21F 3675 IV	FIRST DESTINATION ADDRESS	76C 641093	DATE SHIPPED	RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																							

DD Form 1348-1, SEP 87 Jun 86 edition may be used. FORM APPROVED. OMB NO 0704-0188 DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

The proponent of this regulation is DEH.

FOR THE COMMANDER:



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