

FORT NOVOSEL

Environmental Document

ENV-SW011: Recycling Program
(12 APRIL 2023)

Approved by: *Melissa Lowlavar*

1.0 PURPOSE

The Fort Novosel Recycling Center is registered as an ADEM Material Recovery/Recovered Materials Processing Facility. The Processing and Recycling Center is located at Building 9322, Mayfield Avenue, Fort Novosel, AL 36362, which is a commercial/industrial area of the Military installation. The registered facility is authorized to operate the materials recovery/recovered materials processing in accordance with and subject to the provision of the Alabama Solid Wastes and Recyclable Materials Management Act, Code of Alabama 1975, §§22-27-1 to 22-27-18, the Alabama Environmental Management Act, as amended, Code of Alabama 1975, §§22-22A-1 to 22-22A-15 and rules and regulations adopted thereunder.

The purpose of the Recycling Program is to recover and recycle materials from the solid waste stream. Benefits of recycling include reduction of solid waste disposal costs and environmental sustainment. The Recycling Incentive Program offers installation organizations the opportunity to participate in an incentive-based recycling program that provides DFMWR funds in exchange for direct contributions of recyclable material.

This work instruction establishes guidelines for the Recycling Program and the Incentive Program.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This work instruction applies to all military, civilian and contract personnel on Fort Novosel.

3.0 DEFINITIONS

Term	Definition
DFMWR	Directorate of Family, Morale, Welfare and Recreation, located in Building 5700, Rm 310, Phone: 334-255-1888
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Bldg 1121, telephone number 334-255-1653

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Term	Definition
Recycling	The series of activities, including collection, separation, and processing, by which products or other materials are diverted from the solid waste stream for use in the form of raw materials in the manufacture of new products sold or distributed in commerce, or the reuse of such materials as substitutes for goods made of virgin materials, other than fuel.

4.0 RESPONSIBILITIES

4.1 Program Manager Responsibilities

- 4.1.1 Maintain a record of recyclables received and weights
- 4.1.2 Submit repair orders for recycling equipment
- 4.1.3 Submit purchase requests for supplies
- 4.1.4 Retain record of distributions to DFMWR for incentive program
- 4.1.5 Ensure transfer of funds quarterly to DFMWR based on the types and quantities of materials recycled by each participating organization in the Recycling Incentive Program
- 4.1.6 For the Recycling Incentive Program, assign a monetary value to the recycled materials based upon market values and program goals
 - 4.1.6.1 Accept, weigh, track, and issue weight certificates (USSACE Form 2713, *Certificate of Reuse or Recycling*) for segregated recyclables from organizational incentive program participants at the Recycling Center, during normal business hours (M-F, 0730 – 1530)
 - 4.1.6.2 Provide a quarterly list to DFMWR of the dollar amounts by organization for the Recycling Incentive program
- 4.1.7 Conduct weekly inspections of the Recycling Center utilizing USAACE Form 2709, *Recycling Center Weekly Inspection Log*
- 4.1.8 Maintain ADEM Material Recovery/Recovered Materials Processing Facility registration
- 4.1.9 Ensure semi-annual reporting is submitted to ADEM as required utilizing the Re-TRAC Online Alabama Reporting System (ReTRAC)
- 4.1.10 Maintain all records for a minimum of three years

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4.2 Directorate of Family, Morale, Welfare, and Recreation (DFMWR)

- 4.2.1 Receive the DPW-ENRD list of each organization's quarterly recycling totals for the Recycling Incentive Program
- 4.2.2 Invoice DPW-ENRD for the amount of the recycling funds needed for each organization for the Recycling Incentive program
- 4.2.3 Receive recycling funds quarterly for the Incentive program
- 4.2.4 Transfer Recycling Incentive program funds to each participating organization's DFMWR account as indicated in the DPW-ENRD list

5.0 PROCEDURE

5.1 Recyclable Commodity List

- 5.1.1 Materials that can be recycled through the Recycling Program include:
 - 5.1.1.1 Office Paper (high quality, bond, computer, mixed, telephone books, and Federal Registers)
 - 5.1.1.2 Newspaper
 - 5.1.1.3 Cardboard (except wax-coated or food contaminated)
 - 5.1.1.4 Aluminum Cans
 - 5.1.1.5 Scrap metal (except from Army Working Capital Fund [AWCF] activities unless they choose not to recycle on their own)
 - 5.1.1.6 Expended small arm firing range brass (up to and inclusive of .50 cal or 12.7mm) and gleanings made unusable for military firing (e.g., crushed, shredded, annealed, or otherwise rendered unusable as originally intended prior to recycling in accordance with DUSD(ES) Memorandum)
 - 5.1.1.7 Used or expired ink/toner cartridges
 - 5.1.1.8 Ammunition cans
 - 5.1.1.9 Electronics in all forms
 - 5.1.1.10 Commissary and Exchange Store recyclable wastes (cardboard, etc.); if the commissary or exchange does not have a recycling program, it must turn

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these items in to the installation Recycling Program (unless otherwise excluded by law)

5.1.1.11 Scrap wood and lumber, including crates and pallets (drop off at the Scrap Wood Yard by calling the service desk 255-9041)

5.1.2 Materials that cannot be recycled through the Recycling Program include:

5.1.2.1 Government material furnished to a contractor

5.1.2.2 Precious metal-bearing scrap

5.1.2.3 Scrap metal generated from AWCF activity

5.1.2.4 Items that must be demilitarized at any time during its life cycle, except for small arm brass and firing range gleanings, as noted above (excludes items with demilitarization Codes A & B)

5.1.2.5 Hazardous material and waste, except ethylene glycol based antifreeze, and batteries that can be dropped off at the HMCC or the Recycling Center, as well as used oil that can be dropped off at the Auto Craft Center

5.1.2.6 Commissary store wastes (food, scraps, bone, fats, trims, meats)

5.1.2.7 Materials that can be reused by the government for their original purpose without special processing

5.1.2.8 Economically repairable items (e.g., used vehicles, vehicle or machine parts)

5.1.2.9 Unopened containers of oil, paints, or solvents

5.1.2.10 Fuels (uncontaminated and contaminated)

5.1.2.11 Munitions List Items (MLI) or Commerce Control List Item (CCLI)

5.1.2.12 Printed circuit boards containing hazardous materials

5.1.2.13 Items required to be mutilated prior to sale or release to the public

5.1.2.14 Ammunition cans, if reused by the government as ammunition cans

5.1.2.15 Drugs, biologicals, and controlled substances

5.1.2.16 Nitrate based film

5.1.2.17 Plastics (#1,2,3,4,5,7)

5.1.2.18 Furniture

5.1.2.19 Scrap Tires

5.1.3 Materials that can be recycled through the Recycling Incentive Program include:

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- 5.1.3.1 Office Paper
- 5.1.3.2 Cardboard (Corrugated and Boxboard)
- 5.1.3.3 Aluminum Cans

5.2 Recycling Incentive Program Participation

- 5.2.1 Participants can bring segregated recyclables to the Recycling Center located at building 9322 during regular operating hours (M-F, 0730 – 1530).
- 5.2.2 Anyone may turn in materials to the recycling center. However, DFMWR funds may only be earned by Fort Novosel military, civilian, and tenant organizations with a DFMWR fund code. The organization receiving the credit must be indicated when the commodities are turned in to the recycling center. If any materials are turned in for recycling and an organization is not indicated, no credit will be earned.
- 5.2.3 Recycling personnel will weigh commodities and record the weight of each quantity on a tracking spreadsheet. The tracking information will be submitted to the Recycling Program manager at least on a monthly basis.
- 5.2.4 Installation personnel will deposit segregated commodities in the designated collection containers in the Recycling Center.
- 5.2.5 Funds will only be transferred to Fort Novosel military, civilian, and tenant organizations with a DFMWR fund code. Private organizations and individuals are not eligible for earning DFMWR funds. Funds will be distributed quarterly.

5.3 Recycling Center Turn-In Procedures

- 5.3.1 Organizations may bring recyclable materials to the Recycling Center during normal business hours (M-F, 0730 – 1530).
- 5.3.2 Organizations participating in the Recycling Incentive program should enter the facility utilizing the driveway on the south side of the building. All turn-ins will be taken in to building 9322 and placed in designated bins during drop off hours.

6.0 FORMS AND RECORDS

USAACE Form 2713, *Certificate of Reuse or Recycling*
USAACE Form 2709, *Recycling Center Weekly Inspection Log*

7.0 REFERENCES

Sustainable Fort Novosel website: <http://www.fortnovosel-env.com>

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Alabama Solid Wastes and Recyclable Materials Management Act, Code of Alabama 1975, §§22-27-1 to 22-27-18

Alabama Environmental Management Act, as amended, Code of Alabama 1975, §§22-22A-1 to 22-22A-15

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