



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO

StaO 4010.2E

BSD

10 MAR 2005

STATION ORDER 4010.2E

From: Commanding Officer

To: Distribution List

Subj: SOLID WASTE (NON-HAZARDOUS) RECYCLABLE MATERIALS PROGRAM
STANDARD OPERATING PROCEDURE

Ref: (a) 10 U.S.C. 2577 (NOTAL)

(b) MCO P5090.2A

Encl: (1) Housing Department Recycling Procedures

(2) Station/Tenant Recycling Procedures

(3) DD Form 1348-1 Instructions

(4) Recycling Board Charter

1. Purpose. To establish uniform procedures for operating, managing, and enhancing Marine Corps Air Station (MCAS) Yuma solid waste recycling program.

2. Cancellation. StaO 4010.2D

3. Summary of Revision. This order contains major revisions and should be reviewed in its entirety.

4. Background

a. Currently MCAS Yuma employs approximately 4,800 military personnel and 1,400 civilians, and is one of the nation's most complete aviation combat training bases. Thousands of Marines and their family members live aboard the base and thousands of military and civilian personnel visit Yuma each year. Consequently, the air station generates enough solid waste to warrant a Qualifying Recycling Program (QRP).

b. MCAS Yuma operates a QRP to reduce the amount of solid waste entering the local landfill. Every unit, organization, and agency operating under MCAS Yuma's U.S. Environmental Protection Agency (EPA) identification number, as well as personnel living in family housing will participate to the fullest extent practicable in the recycling program.

c. Per the references, revenue generated from a QRP can be spent to fund operation, maintenance, and overhead costs incurred

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in the air station's recycling program. Excess funds, if any, may be used for pollution abatement, energy conservation, and occupational safety and health deficiency abatement projects. Any remaining balance may be transferred to the local non-appropriated fund, which supports military Marine Corps Community Services (MCCS) activities at MCAS Yuma.

5. Action

a. Director, Base Services Department (BSD)

(1) Coordinate and execute the Recyclable Materials Program.

(2) Provide supervision and program guidance to the Recycling Program Manager.

(3) Propose qualified environmental projects for consideration of the funding from the recycling program account.

b. Recycling Program Manager

(1) Manage MCAS Yuma recycling program by ensuring participants in the MCAS Yuma Recycling Program recycle to the greatest extent practicable utilizing this order and its enclosures.

(2) Manage recycling program facilities and personnel.

(3) In liaison with the Director BSD, Comptroller, and the Defense Reutilization and Marketing Office (DRMO), maintain records regarding receipt, maintenance, and disbursement of revenues generated from MCAS Yuma Recycling Program.

(4) Coordinate preparation of service contract specifications for collection of recyclable materials.

(5) Inspect recyclable materials prior to turn-in to ensure proper segregation.

(6) Inspect the DD Form 1348-1 turn-in document to ensure it is properly completed and has MCAS Yuma recycling materials fund code in the remarks column.

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(7) Develop a time schedule for the delivery (drop-off) of all recycling materials.

(8) Identify hazardous materials/waste at the point of origin. If the material is hazardous in nature, it must be returned to the organization that is attempting to turn in the material. Hazardous waste must be handled in accordance with Station Order 6280.3F.

c. Installation and Logistics Housing Manager

(1) In coordination with MCAS Yuma Recycling Program Manager, supervise the implementation of MCAS Yuma Recycling Program by ensuring base residents are made aware of the recycling program, and that they receive a copy of Enclosure (1) before occupying government quarters.

d. Installation and Logistics Engineering Director

(1) Ensure projects considered for funding from the recycling materials account are not included in normal operations, maintenance or military construction projects programs.

(2) Ensure projects considered for funding from recyclable material account are consistent with the Station Master Plan.

(3) Coordinate design and construction of projects selected for funding from recyclable materials account.

(4) Propose qualified energy projects for consideration of funding from the recycling program account.

e. Comptroller

(1) Accept reimbursements for recyclable materials and ensure funds are credited to the proper account.

(2) Establish and maintain financial accounting records, procedures, and supporting documentation for funds received and disbursed from the sale of recyclable materials.

(3) Prepare and distribute the Recyclable Material Fund Status Report quarterly.

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(4) Ensure the cost of operations, maintenance, and overhead for processing and handling recycling materials (including cost of equipment purchased for recycling purposes) is deducted from the recyclable materials account before funds are disbursed for other purposes.

(5) Ensure the balance of funds received from sale of recyclable materials does not exceed two million dollars at the end of the fiscal year.

(6) Ensure proceeds from the sale of recyclable materials are expended per paragraph 4c above.

f. Commanding Officers, Tenant Activities, and Departments

(1) Maintain liaison with MCAS Yuma Recycling Program Manager to supervise the implementation of MCAS Yuma Recycling Program.

(2) Designate a single point of contact (POC) for each activity/department familiar with materials generated and changes in pick-up locations. Provide name and phone number of POC to the recycling manager.

(3) Ensure that Enclosure (2) is widely disseminated within your command.

(4) Ensure that all DD Forms 1348-1A (Enclosure (3)) accompany recyclable scrap metals sorted from range residue are certified and verified Ammunition, Explosives and Dangerous Articles (AEDA) inert per DOD 4160.21M. The AEDA statement must be on the 1348-1A.

(5) Ensure that all materials delivered are recyclable and are not contaminated with any non-recyclable waste product.

(6) Call the Recycling Program Manager at 269-5185 to make appointments for the delivery of recyclable materials prior to delivery. A DD Form 1348-1A must be completed.

(7) Cooperate in the identification, segregation, and collection of recyclable materials. The type of material, quantity, and pick-up points should be specified.

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g. Director, Marine Corps Community Services

(1) In liaison with MCAS Yuma Recycling Program Manager, whenever practicable, participate in MCAS Yuma Recycling Program.

h. Defense Reutilization and Marketing Office

(1) Provide technical advice to the Recycling Board on innovative methods and practices to enhance the program.

(2) Ensure that DD Form 1348-1A turn-in documents are signed only by personnel authorized by the Air Station's Recycling Program Manager for submission of recyclable materials.

(3) Whenever practicable, provide Station recycling participants with storage container for recyclable materials.

(4) Provide MCAS Yuma Recycling Program Manager the following information by the second week of each month:

(a) Provide a copy of all DD 1348-1A forms received during the previous month regarding the turn-in of recyclable materials (scrap).

(b) Provide a list of all MCAS Yuma recyclable materials offered for sale within the previous month and actually sold within the previous month. Each list should identify: (1) each item catalog and item number; (2) the date each item was sold; (3) the type of sale for each item (e.g., term, negotiated, local); and (4) revenues due to MCAS Yuma from each item's sale, if known.

(5) Post a sign adjacent to DRMO yard to denote "All material turned in as scrap iron, steel, brass, etc. will have prior approval from the QRP Manager located in Building 324."

(6) Transfer funds received from the local sale of recyclable materials on a regular basis to the Commanding Officer (Code 3FA), Recyclable Materials Program Account AA 17F3875 27RM 007 62974 067443 3C 000000 0062974 98004, MCAS Yuma.

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i. Environmental Department:

(1) In liaison with MCAS Yuma Recycling Program Manager, whenever practicable, participate in MCAS Yuma Recycling Program.

(2) Provide assistance, when materials are placed in the recycling yard that are classified and regulated as hazardous waste as defined by 40 Code of Federal Regulation 261.

(3) Dispose of hazardous wastes that are generated on the Air Station.

j. Recycling Board. See Enclosure (4) for details on the Recycling Board Member and Charter.

6. Applicability. This station order is applicable to all commands, organizations, units, and activities located at MCAS Yuma, AZ.


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HOUSING DEPARTMENT RECYCLING PROCEDURES

1. Policy. Wherever recycling is available aboard the base, MCAS Yuma residents will recycle, to the greatest extent practicable, their recyclable materials. MCAS Yuma Housing Department shall ensure base residents receive a copy of the housing recycling procedures.

2. Procedures

a. Cans. Before recycling, all aluminum, steel, and tin cans must be rinsed of food/liquid and placed in a recycling container. All cans must be segregated and placed in appropriate containers.

b. Glass. Before recycling, all glass bottles and jars must be rinsed of food/liquid and placed in a recycling container. All colors and types of glass may be placed in the same recycling container.

c. Paper. Newspapers, and other paper may be bound or placed in brown paper sacks and placed in appropriate recycling containers. Do not recycle paper wrappers, films, carbon paper, tissues, paper towels, disposable diapers, or styrofoam.

d. Corrugated Cardboard. Flatten all cardboard and place in appropriate containers.

e. Plastic. Segregate items labeled #1 and #2 and place in appropriate containers.

f. Pick-up. Place recyclable materials in the appropriate areas for pick-up.

g. Assistance. Contact local housing representative for more information about MCAS Yuma Recycling Program or call the Recycling Program Manager at 269-5185.

STATION/TENANT RECYCLING PROCEDURES

1. Policy. Every unit, organization, and agency operating under MCAS Yuma U.S. EPA identification number will recycle, to the greatest extent practicable, their recyclable materials. Enclosure (1) to this order is also applicable to units and unit barracks.

2. Procedures

a. Cardboard. Flatten all cardboard and place it in the unit's designated cardboard container, or collect the cardboard and transport it to the Station recycling center if no pick-up is available.

b. High-grade and computer paper. Recycle all white high-grade and computer paper. High-grade paper includes: letterhead, business forms, stationary, typing paper, white tablet paper, most Marine Corps forms, and manuals (colored covers removed). Whenever possible, do not mix high-grade and computer paper. Transport the paper to the recycling center.

c. Newspaper. Collect all magazines and newspaper (Sunday supplements included) and transport it to the recycling center.

d. Brass. 20mm and below - deliver spent brass shell casings to Station Ordnance, ext. 269-2004 with completed DD Form 1348-1A (Enclosure (3) with Certify and verify AEDA inert per DOD 4160.21M. 25mm and above - deliver spent brass shell casing to the Recycling Center with a completed DD Form 1348-1A (Enclosure (3)). Certify and verify AEDA inert per DOD 4160.21M.

e. Aluminum and scrap metal. Deliver scrap aluminum and other scrap metal to the Recycling Center.

f. Used Antifreeze. Deliver all used antifreeze (antifreeze and water only, no other contaminants) to the Recycling Center with a completed DD Form 1348-1A. Mark all drums "USED ETHYLENE GLYCOL ANTIFREEZE". Used antifreeze must be in a suitable container as prescribed by Commanding Officer Drum Policy Memorandum, 005-02 of 23 August 2002.

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g. Empty Drums. Deliver all empty drums to the Recycling Center with a completed DD Form 1348-1A. All drums must be empty and marked "Empty." No other conflicting markings shall be on the drums. Drums must comply with Commanding Officer's Policy Letter 005-02 of 23 August 2002.

h. Tires. Deliver old tires to the DRMO with a completed DD Form 1348-1A (Enclosure (3)).

Enclosure (2)

DD FORM 1348-1 INSTRUCTIONS

1. Prepare the DD Form 1348-1 as follows:

a. In columns 23 and 24, type the appropriate letters for the Unit of Issue. To represent pound units of weight measurements use "LB" or "DR" for drum, etc.

b. In column 25 through 29, type the quantity to be turned into Recycling.

c. Column 45 through 50 represents the unit's Department of Defense Address Code (DODAC). To write the DODAC, type the letter "M" for Marine units, or the letter "N" for Navy units in column 45, and type the Reporting Unit Code (RUC) in columns 46 through 50.

d. If the material to be turned in is a demilitarized military item, type the letter "B" in column 65.

e. Type the unit or activity's name and address in block 2 (Ship From).

f. Type the following information in block 3 (Ship To):

BSD
Attn: Recycling
P.O. Box 99137
Yuma, AZ 85369-9137

g. Type the unit's DODAC, Julian date, and serial number for the document in block 24.

h. Type the item nomenclature in block 17.

i. Type the National Stock Number (NSN) in block 25.

j. Additional Data. Type the name and phone number of the person responsible for delivering the scrap material. Sign and date the 1348-1A block 27.

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k. Additional Data. Type or stamp the following:

REIMBURSEMENT TO CO, MCAS YUMA, (QUALIFIED RECYCLING PROGRAM)
ACCT. AA 17F3875 27RM 007 62974 067443 3C 000000 0062974 98004

Enclosure (3)

RECYCLING BOARD CHARTER

1. Purpose. The purpose of the Recycling Board is to make recommendations to the Commanding Officer, MCAS Yuma, or a designated representative, regarding the disposition of revenue generated from the recycling program.

2. Membership

a. Recycling Board membership shall initially be composed of the following individuals, units, or organizations or their designated representative.

- (1) Chairman: Executive Officer, MCAS Yuma
- (2) Member: Comptroller, MCAS Yuma
- (3) Member: Range Management Officer
- (4) Member: Installation and Logistics Officer
- (5) Member: S-4 Officer, MAG-13
- (6) Member: Director, Base Services Department
- (7) Member: Recycling Program Manager
- (8) Member: Environmental Director

b. The MCAS Yuma Staff Judge Advocate, or a designated representative, shall serve as council to the Recycling Board.

c. At the discretion of the chair or upon the request of any member of the recycling Board, technical staff or other advisors may be invited to attend Recycling Board meetings.

3. Duties and Responsibilities. Committee meeting shall be held semiannually. The Chairman will present to the Recycling Board recommendations consistent with the purpose of this Charter and applicable laws, regulations, and federal agency directives. Recommendations approved by the Recycling Board shall be forwarded to the Commanding Officer, MCAS Yuma or a designated representative, for consideration and final action.