

# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRMAR  
P O BOX 452013  
SAN DIEGO, CALIFORNIA 92145-2013

STATION ORDER 6280.1B

From: Commanding General  
To: Distribution List

Subj: SOLID WASTE (NONHAZARDOUS) RECYCLABLE MATERIALS  
PROGRAM/QUALIFIED RECYCLING PROGRAM (QRP)

Ref: (a) DepSec Memo Sales of Recyclable Materials (10  
U.S.C.)  
(b) DOD Instruction 4715.4 (NOTAL)  
(c) MCO P5090.2A  
(d) CMC ltr 11350 LFF-1 of 16 Jun 1998  
(e) MCO 7301.116  
(f) StaO 5090.5 Hazardous Waste Management Plan

Encl: (1) Unit Recycling Procedures  
(2) Items that May or May Not be Recycled and  
Directly Sold Under a QRP  
(3) Recycling Fund Advisory Board Charter  
(4) Standard Operating Procedures for Tune-In of  
Ammunition, Explosives and Dangerous Articles  
(AEDA)

1. Purpose. To establish guidelines, responsibilities, and procedures for operating, managing and enhancing Marine Corps Air Station Miramar's (MCAS) solid waste (nonhazardous) recycling program/Qualified Recycling Program (QRP) in accordance with the references.

2. Cancellation. StaO 6280.1A

3. Background

a. Per reference (b), there is a requirement to reduce 30 percent of materials sent to a landfill. Therefore Marines and Sailors aboard Marine Corps Air Station Miramar, their family members who live aboard the Air Station and civilian personnel who either work or visit the Air Station who generate the solid waste (trash) will participate in the authorized Station Recycling Program. Furthermore, the

Quality Recycling Program and all MCAS Miramar tenant units are encouraged to reduce all waste, recyclable or not.

b. MCAS Miramar now operates a single, authorized recycling program designated to reduce the amount of trash sent to the Station's landfill. Every unit, organization and agency operating under MCAS Miramar's U.S. EPA identification number (CA9170024740) will, along with every Station household, participate to the fullest extent practicable in the Station's recycling program.

c. Reference (a) provides guidance to the military services to implement their respective recycling programs.

d. References (b), (c) and (d) provide further guidance for establishing a Marine Corps installation QRP and specifies the types of materials to be recycled. It provides the requirements for segregation, collection, accounting and how funds generated from the sale of recycled material will be obligated.

e. Revenues generated from the recycling program are used per references (a) through (d), to cover operation, maintenance and overhead costs incurred in the operation of the station's recycling program. Funds will also be used for pollution abatement, energy, and safety programs. After all operation and environmental costs are paid, funds may be utilized for non-appropriated morale, welfare and recreation purposes per the provisions of reference (a).

#### 4. Action

##### a. Tenant Units and Organizations:

- (1) Actively engage in the Station Recycling Program.
- (2) Designate, in writing using the example outlined in enclosure (7) herein, a recycling representative to be the point of contact for recycling matters. Personnel assigned will coordinate all recycling matters with the Station's Recycling Officer.
- (3) All recyclable materials (metals, paper, etc.) will be turned into the Station Recycling Center. Units will contact either the Recycling Center

personnel or Station Property for a screening of their materials at their unit site. The Station Recycling representative and command representative will determine whether to transfer material to the Defense Reutilization and Marketing Office (DRMO) or to a landfill.

- (4) Each command and activity will segregate materials at their respective work place. The term segregation is defined as the placement of materials, such as glass, cardboard or cans, in appropriate containers, at or near the job site. In addition, unit Recycling and Hazmat coordinators will ensure all Marines and civilians understand which items are authorized for deposit in dumpsters. These items should only consist of non-recyclables and non-hazardous material items.
- (5) Deliver all recyclable materials to the Recycling Center for disposal per the procedures contained in enclosure (1). The Station Recycling personnel will only pick up those recyclable items at the satellite site so designated by the Recycling Officer and Manager. Large volumes of recyclable materials that rapidly accumulate may require the tenant unit to request collection and coordination by the Recycling Center personnel. Recycling item segregation will still be completed by unit personnel prior to arrival at the recycling center, as prescribed in enclosure (1). Enclosure (2) provides a list of items that are considered recyclable.
- (6) Conduct frequent inspections of areas to ensure compliance with this Order, i.e. all materials will be segregated and organized, all trash in and around the recycling center will be picked up on a daily basis.

b.S-4 Installations and Logistics (I&L)

- (1) Advise the Commanding Officer on all matters relevant to the management of the QRP.
- (2) Supervise the implementation of this Order.

- (3) Chair the Recycling Advisory Board as required.
- (4) Develop all budget data for proposed use of recyclable funds to be submitted to the Commanding Officer, Comptroller, MCAS Miramar, when requested.
- (5) Whenever practical, procure materials which are made from recycling materials.
- (6) Ensuring adequate and appropriate equipment is provided for a successful Recycling Program.

c. S-4 Finance, Comptroller. In accordance with applicable laws and regulation and this Order, promote MCAS Miramar's recycling program by:

- (1) Supervising the receipt, maintenance and disbursement of revenues generated from the recycling program per all applicable regulations and guidance.
- (2) Supervising the development of a written recycling revenue quarterly report to account for all revenues received, maintained and disbursed within the fiscal year quarter and within the fiscal year. At the end of each quarter, deliver the report to the Recycling Officer.
- (3) Allocating to the S-4 I&L, funds for approved projects and authorized expenditures through the budget process.

d. Director, Logistics Division. Implement MCAS Miramar's recycling program by:

- (1) Staffing, directing and supervising MCAS Miramar's Recycling program.
- (2) Semiannually, conduct an internal financial review of funds provided or mailed to the QRP, which are then turned in to the Resource Plans and Operations Analysis (RPOA).
- (3) Providing promotion/publicity for the recycling program through the Station newspaper, website, periodicals, and other methods as required.

- (4) Providing monthly statistic's (material and financial) to the, S-4 I&L.
- (5) Provide recommendations to the S-4 I&L concerning the requirement to meet with the Recycling Advisory Board to discuss recycling matters.

e. Recycling Program Manager: Manage MCAS Miramar's recycling program by:

- (1) Supervise recycling personnel and facilities.
- (2) Make liaison with the S-4 I&L and Comptroller, as required, and maintain records regarding receipt of revenues generated from the recycling program.
- (3) Provide on-site assistance, as necessary, to all units, departments and activities for the implementation of source segregation recycling policies and ensuring sufficient recycling containers are provided to all organizations. Coordinate and establish collection sites that are in accordance with applicable fire safety codes.
- (4) Ensure all personal protective equipment for the QRP is being worn and personnel are adhering to safety regulations.
- (5) Establish a safety program within the Recycling Center for the proper handling and use of equipment (i.e. balers, forklifts, bobcat, etc,). Establish comprehensive equipment maintenance and a vehicle operator-licensing plan.
- (6) Ensure all applicable Environment laws and regulations are followed per Marine Corps, State and local directives.
- (7) Provide monthly status reports to the Director, Logistics Division, S-4, I&L pertaining to materials recycled by type and amounts as well as a monthly financial status of the recycling operations.

- (8) Ensure the Recycling Center storage lot is kept clean of loose trash and all material is segregated into commodity bins.

f. Director, Base Housing

- (1) Make liaison with MCAS Miramar's Recycling Program Manager. Supervise the promotion of the recycling program to housing tenants.
- (2) Ensure residents are made aware of MCAS Miramar's recycling program and that they receive a copy of enclosure (4) before occupying government quarters.

g. Marine Corps Community Services (MCCS).

Provide a MCCS representative to coordinate with MCAS Miramar's Recycling Program Manager to supervise the implementation of the recycling program by ensuring, where practicable, that MCCS activities participate in MCAS Miramar's recycling program.

h. Director, Consolidated Bachelor Housing.

Make occupants of bachelor quarters, including transient personnel, aware of the contents of this Order and ensure that the policies and procedures governing recycling in the consolidated bachelor quarters are followed.

5. Management of Proceeds from Recycled Materials Reimbursement.

a. With an established QRP, the Station is entitled to 100 percent reimbursement of proceeds from sales of recyclable materials only when the designated account number appears on the Disposal Turn-In Document (DTID). Proceeds shall be deposited into Budget Clearing Account (Suspense) Document Number M67865\*\*CV27RM, Line of Accounting 17F3875.27RM 007 00264 0 000027 3C 000000 000026498004 as instructed by reference (e). In addition,

Funds shall be deposited into the Camp Pendleton based Navy Federal Credit Union account 6187-4. The accumulation of funds in the account is not affected by fiscal year end, so proceeds acquired during one fiscal year may be carried forward and merged with proceeds of subsequent fiscal years.

b. Distribution of Proceeds: All projects recommended for funding with proceeds from Budget Clearing Account will be reviewed by the CMC prior to distribution of funds. Additional budget and account guidance includes:

- (1) Proceeds shall first be withdrawn to cover costs of operations, maintenance, and overhead for processing and handling recyclable materials, including the cost of any equipment purchases for recycling purposes. Military personnel shall not be reimbursed from this account.
- (2) If a balance remains, not more than 50 percent of that balance may be used at this Station for projects for pollution abatement, energy conservation, and occupational safety and health activities. Construction project funding is limited to 50 percent of minor construction authority. Pollution abatement, energy conservation, and occupational safety and health projects shall not be included in the normal minor construction program if sufficient recycling proceeds are available.
- (3) Any remaining balance may be transferred to the non-appropriated MWR account at this Base.
- (4) If the balance of this Installation's proceeds remaining in the account exceeds \$2 million at the end of a fiscal year, the amount in excess of \$2 million shall be deposited into the U.S. Treasury as miscellaneous receipts.

c. The Station QRP funding priorities will be executed on an unfunded reimbursable basis and will be coordinated with the CMC (LFF) as required. Reimbursement will be made from proceeds in the Budget Clearing Account and will be credited to the Operations and Maintenance, Marine Corps (O&M,MC) appropriation at the HQMC level. The unfunded reimbursable authority will be the amount required for QRP operations plus the amount authorized from 50 percent of

the remaining balance. Obligation authority will be included in the O&M,MC operating budget issued by HQMC. Recycling proceeds authorized for investment-type equipment will be issued by HQMC as Procurement, Marine Corps funds via an allotment (NAVCOMPT Form 372). Actual transfer of proceeds to the Base non-appropriated MWR account will be processed by HQMC. The amount(s) issued will be footnoted on the operating budget as not being available for any other purpose (e.g., recycling, MWR, etc.).

6. Applicability. This Order is applicable to all tenant units, activities and organizations located aboard MCAS Miramar.

I.M. COMMANDING

DISTRIBUTION: A

## UNIT RECYCLING PROCEDURES

1. Policy. Every unit, organization and agency operating under MCAS Miramar's U.S. EPA identification number (units) will recycle, to the greatest extent practicable, their trash. Enclosure (4) is also applicable to units and unit barracks.

### 2. Procedures.

- a. Cardboard. Flatten cardboard and place it in the unit's designated cardboard container and transport it to the Station Recycling Center.
- b. High Grade and Computer Paper. Recycling all white high grade and computer paper. High grade paper includes: letterhead, business forms, stationary, typing paper, most Marine Corps forms and manuals (colored covers removed). Whenever possible, do not mix high grade and computer paper with other mixed paper. Transport the paper to the Station Recycling Center.
- c. Mixed paper. Collect other paper of all grades and transport it to the Station Recycling Center. Do not include NCR paper, carbon paper, film, paper towels and wrappers.
- d. Aluminum and Scrap Metal. Deliver scrap aluminum and other scrap metal to the Station Recycling Center.
- e. Pallets. Collect and deliver all serviceable pallets to the Station Recycling Center.
- f. Self-service Items. The Self Service Center recycles many types of materials (i.e., printer toner cartridges, electronic typewriter ribbons, fluorescent lamp tubes, etc.). Often, recycling these materials is as simple as returning them in their original containers to the Self Service Center.
- g. Aerosols. All aerosol cans turned in for recycling purposes will need to meet the following requirements:
  - i. The unit turning in aerosol cans must identify itself on the package with their complete unit name, unit phone number and point of contact (POC) information.

- ii. Aerosol cans must be segregated into three common classes: paints, solvents or lubricants. Any other materials will need to be brought to the Recycling Manager or Staff Non-commissioned Officer in Charge (SNCOIC) for screening prior to being accepted.
- iii. All aerosol cans must have the spray tip attached to be accepted.
- iv. Aerosol cans are to be empty at the time of turn in. Unit personnel turning in aerosol cans are to perform a random sampling for the recycling personnel assisting with the turn in procedure. Procedure for sampling will be as follows: using the appropriate shop towel (red- petroleum, oil and lubricant products Purple towel- paints) instructs the unit personnel to hold towel to spray nozzle and depress for no more than 3-5 seconds, view towel for product. If product is present, send cans back to the unit. Sample at a minimum 25 percent of the load.
- h. Refrigeration Units. The Recycling Center will not accept any refrigeration equipment for recycling. Any unit-requiring disposal of this type of equipment will contact Station Property at 577-7573.
- I. Tires. The Station Recycling Center will not accept any tires. Units requiring turn in of tires will contact the DRMO scrap yard at the Naval Base 32<sup>nd</sup> Street, San Diego.
- j. Drums with oil residue. All drums requiring turn in will be "California Empty." The definition of California Empty is the container must not contain any oil that can be poured out.
- k. Furniture/Racks. The Recycling Center will only accept metal furniture or racks. All wooden furniture or other non-metal materials will be addressed to Station Property recommendation of disposal.

ITEMS THAT MAY OR MAY NOT BE RECYCLED AND DIRECTLY SOLD  
UNDER A QRP

The Station Recycling Center asks that you drop-off the following items:

- Metal (steel, aluminum, etc.)
- Paper (white, newspapers, ect.) shredded or whole
- Electronics (old computers, TVs, Refrigerators etc.)
- Cardboard
- Glass
- Aluminum Cans.
- Plastic #On the bottom of the bottle/carton look for a #1 or #2. Water bottles are generally #1's, milk cartons & detergent jugs are generally #2's.)
- Treated Wood
  - o (Ammo crates, construction lumber, and railroad ties are examples. Treated wood with perforated imprint, stenciled or stamped markings.)
- Spent Ink Cartridges.
- Pallets in good or bad condition.
- 55 Gallon Drums (must be free of ALL liquids)

The Base Recycling Center WILL NOT take the following items:

- HAZMAT (used oil, paint, etc.)-----Hazmat
- Tires-----Environmental Ext. 1102
- Fluorescent Lights -Environmental Ext. 1102
- Furniture-----Thrift Store
- Mattresses-----Trash
- Batteries-----Command Hazmat Coordinators
- Clothing-----Thrift Store
- Spray Cans-----Hazmat

Enclosure (2)

## RECYCLING FUND ADVISORY BOARD CHARTER

1. Purpose. The Recycling Fund Advisory Board is established to make recommendations to the Commanding General, regarding the disposition of revenue generated from the recycling program.

### 2. Membership

a. Recycling Fund Advisory Board membership will initially be composed of the following individuals, units or organizations or their designated representatives:

- (1) chair: AC/S, G-4, MCAS Miramar
- (2) Member: Director, Ground Logistics Division MCAS Miramar
- (3) Member: Marine Corps Community Services (MCCS)
- (4) Member: 3d Marine Air Wing (MAW), G-4
- (5) Member: Environmental, MCAS Miramar

b. At the discretion of the Chair or upon the request of any member of the Board, invite technical staff or other advisors to attend Board meetings.

3. Duties and Responsibilities. Committee meetings will be held semiannually. The Board will consider recommendations consistent with the purpose of this charter and applicable laws, regulations and federal agency directives. Recommendations approved by the Recycling Fund Advisory Board will be forwarded to the CG, MCAS Miramar for consideration and final action.

Enclosure (3)

STANDARD OPERATING PROCEDURES FOR TURN-IN OF AMMUNITION,  
EXPLOSIVES AND DANGEROUS ARTICLES (AEDA)

1. Purpose. To establish and implement comprehensive procedures for the turn-in of expended ammunition retrograde material to the Station Recycling Center.
2. Background. To ensure the safety and health of the Marines and personnel assigned to this function, the following items will be thoroughly screened, certified inert and segregated by caliber and category prior to turn in at the Miramar Station Recycling Center:
  - a. Expended or spent decoy flares.
  - b. Expended or spent cartridge actuated devices (CADS).
  - c. Expended or spent Aircrew Escape Propulsion Devices (AEPS).
  - d. Expended or spent impulse cartridges.
  - e. Expended Brass .50 cal and smaller.
3. Procedures.
  - a. All units will schedule an appointment with the Station Recycling Center 24 hours in advance to schedule the turn-in of AEDN by calling extension 577-8873/72
  - b. A file record will be maintained at the Station Recycling Center, which will include all activities authorization letters, which will identify those personnel authorized by the activity's commanding officer to inspect, verify and certify AEDA as being spent or expended (enclosure 1). Every unit will resubmit a new authorization letter by 30 September of each year when personnel changes occur.
  - c. Each command will ensure personnel authorized to turn in range residue, are on their activity's munitions residue inspector's authorization letter. The command will ensure the letter is current, and the signatures match the authorization letters on file at the Station Recycling Center.
  - d. All units will provide a turn-in document (DD Form 1348-1) that has the required AEDA certification statement, personnel on their activity's authorization letter will sign the statement. Preparation of the DD-1348-1 must include the following statement at the bottom of the form:

- i. "I certify that the items listed hereon have been personally inspected by me and, to the best of my knowledge and belief, contain no items of a dangerous and hazardous nature."

Print name, Unit, Phone no., Rank, Signature

- e. All materials listed in pagel, enclosure (4) herein, will be inspected before turn-in to the Station Recycling Center by qualified individuals during the collection process to ensure no live ammunition, unfired primers, or misfired rounds are present. Additionally, the unit will ensure that there is no remaining unspent residue in the cavities.
- f. Casings must be sorted by caliber type by the unit and will contain no contaminants, such as steel chips, dirt, wood, or other debris.
- g. Each command will deliver the AEDA to the Recycling Center and provide a working party to assist the recycling center with the unloading of expended munitions at the time of turn in.
- h. For safety reasons, it is critical that expended AEDA items be verified by Station Recycling personnel to ensure all items are inert and expended.
- i. The Station Recycling Center representative will stamp and sign the activity's DD Form 1348-1 signifying Miramar's Station Recycling Center has inspected, verified, and certified all residue as being spent or expended. A record file of all 1348's for all turn in will be maintained in the Recycling Center for two years.
- j. Ensure all markings/stickers on A&E containers are obliterated/removed. Each command will spray paint over markings and all explosives identification stickers will be removed.
- k. Ensure wooden A&E containers treated with pentachlorophenol are treated and disposed of as a hazardous waste in conjunction with MCAS Miramar Environmental Department. These containers can be identified by a stamp on the container identifying it as having been treated with pentachlorophenol.

ENCLOSURE (4)

- l. The Recycling Center will not accept any AEDA or A&E containers that do not meet the above criteria or conform to the standards set forth in the references.
- m. Upon the findings of mixed calibers, live rounds, clips with brass, wood, dirt or any discrepancies found with turn in property by Station Recycling personnel, the property will not be accepted and a memo stating the discrepancy will be forwarded to the appropriate commander.
- n. The Recycling Center will store all materials in a segregated manner and the materials will be secured in lockable storage bins.

ENCLOSURE (4)