

<b>Environmental Standard Operating Procedure</b>	
<b>Recycling Collection</b>	
SF Director: Alicia Florez Signature:	Date:

## **PURPOSE.**

The Qualified Recycling Program (QRP) will manage all operations and procedures for recycling material aboard the Base. The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide guidelines for the collection of recycled materials. This guidance applies to individuals that recycle materials for collection aboard Marine Corps Logistics Base (MCLB) Barstow.

## **PROCEDURES.**

Recycling on the on Base (NEBO and YERMO) will be performed and managed per the directions of Base Environmental Division. Where applicable, recyclable bins will be issued for each common area and high-commodity recyclables will be collected (i.e., cans, bottles, etc.).

Recycling procedures on Base will differ from Base Housing and outside of Base. The same rules do not apply.

The following procedures apply:

1. Personnel may still collect recyclables at their desk and then walk over and place the items in the proper recycle bin.
2. Environmental Compliance Coordinators (ECCs), collect the recyclables and take them to Building 146 for processing and or other arrangements can be made dependent on the situation (i.e., lack of transportation, etc.).
3. If not separated/collected properly (i.e., trash is mixed in), the recyclables will not be collected/accepted by QRP staff, and an email sent up the chain of command will be sent out for violation.
4. PAPER:
  - a. Only regular office paper and or standard college notebook paper will be collected in blue bins.
  - b. These blue bins will be marked with “Office Paper Only”.
  - c. Office paper will be accepted if:
    - i. It is blank, printed and or written on.

- ii. Stapled
- d. Paper will not be accepted if:
  - i. It has food or other containments on or in it.
  - ii. In a booklet form (i.e., glued or spiral bound or other book binding)
- e. Paper items not accepted:
  - i. Food wrappers from grocery outlet and or fast-food place
  - ii. Napkins, Toilet paper and Tissues (used or unused)
  - iii. Sticky notes
  - iv. Gum and or candy wrappers
  - v. Labels from food or beverage items or other perishable items
  - vi. Empty Cigarette packets
  - vii. Receipts
  - viii. Newspapers or coupons clippings
  - ix. Magazines and or booklets, leaflets, or brochures
  - x. Folders, hanging folders
  - xi. Packaging or shipping paper
  - xii. Photo paper, laminate paper and or sticker paper
  - xiii. No posters
  - xiv. No maps
  - xv. Thick cardstock or cardboard of any kind
  - xvi. All other types and form of paper that is not regular office paper and or standard college notebook paper

5. SHREDDED PAPER.

- a. Shredded paper will not be collected.
- b. Shredded paper is to be bagged up on thrown away in the trash dumpster.

6. CARDBOARD:

- a. Cardboard boxes and or cardboard like material (i.e., soda can 6-pack, etc.) will be collected in cardboard dumpsters.
- b. All cardboard must be clean from containments and have no food or grease on it. This includes items such as pizza boxes, boxes used for food, or material used for microwave foods, etc.

- c. All cardboard must be broken down to its lowest state (i.e., flat, etc.), or as much as possible.
- d. All cardboard material must be emptied and not have material such as packing paper, bubble wrap, foam, or other items left inside.
- e. All cardboard material must have all metal, plastic wrapping or other material removed and discarded separately from cardboard. If it cannot be separated from cardboard, then the item (i.e., cardboard material) must be disposed of in the trash dumpster.

#### 7. ALUMINUM CANS.

- a. Only aluminum drinking cans will be collected.
- b. All aluminum cans must be free of all liquids.
- c. No other forms of cans will be collected.
- d. No food cans.
- e. No used aluminum foil.

#### 8. PLASTICS.

- a. Only plastic bottles used for beverages and or drinking will be collected on Base.
- b. All plastic bottles must be free of liquids.
- c. Any plastic container that once held a hazardous material (i.e., oil, pesticides, etc.) will not be collected.
- d. No Plastic Bags (i.e., bags from the grocery store, etc.) will be collected.
- e. No plastic forks or spoons or other material made from plastic will be collected.
- f. Plastic packing material to include shrink wrap will not be collected.

#### 9. TONER CARTRIDGES

- a. OPTION 1: Contact the vendor (i.e., Xerox, HP, etc.). The contact information can usually be found on the back on the box or though their website. Once personal have

made contact with the vendor, they will ship out a packaging box and label (free of charge) to send the item back.

- b. OPTION 2: Please contact the Hazardous Waste program Manager and they will assist with providing you the nearest collection drop off site.

## 10. BATTERIES.

### a. Household Batteries:

- i. Batteries used for common electronics such as Double A, Triple A or used for Flashlights (i.e., Double D, 9 volts, etc.), these batteries must be disposed of through the Hazardous Waste program and are not recyclable.
- ii. Ensure the ends are taped t (i.e., scotch tape) to prevent accidental connection.

### b. Lithium Batteries:

- i. If you have Lithium batteries, these batteries must be disposed of through the Hazardous Waste program and are not recyclable.

### c. Lead-Acid Batteries:

- i. If you have these type of Batteries (i.e., car batteries, or back up battery used for computers, etc.), these items are recyclable.
- ii. Please contact the Recycling program for proper recycle collection.

## 11. SCRAP METAL:

- a. The Recycling Program will collect any type of metal in any state.
- b. Please contact the Recycling Program to make arrangements for proper collection.

## 12. WOOD:

- a. The Recycling Program will collect non-contaminated/non-treated wood. Please contact the Recycling Program to make arrangements for proper collection.
- b. Wood crates may or may not be recycled depending on its condition. Please contact the Recycling Program to make arrangements for proper collection.

- c. Wood crates (Ammo Crates/Boxes) that once held ammunition will be evaluated to ensure they are not hazardous waste. If they crates are determined to be hazardous waste, they will be wasted out by the personnel that brought them.
- d. Wooden Pallets cans be collected in a judicious manner so they can be sold to a vendor. Please contact the Recycling Program to make arrangements for proper collection.
- e. Other wood such as 4x4s, 2x4s, sheets of plywood, etc., that are in good condition; can be collected. Please contact the Recycling Program to make arrangements for proper collection.

### 13. BRASS:

- a. Brass needs to be dropped off (by personnel who used it). Please contact the Recycling Program to make arrangements for proper collection.
- b. Any wooden containers used to transport brass in/over will be evaluated.
- c. If the wood is clean, it can be disposed of appropriately.
- d. If the wood is hazardous, the responsible personnel will take it back and dispose of it properly.
- e. If containers are the Ammo-Cans, the Ammo-cans will be collected by the Recycling program.

### 14. AMMO CANS:

- a. Ammo-cans will be collected and separated.
- b. Please contact the Recycling Program to make arrangements for proper collection.

### 15. RAILROAD TRACKS (RAILS):

- a. Please contact the QRP to make arrangements for proper collection.

### 16. CONSTRUCTION SITES:

- a. All FEAD/Construction contracts/work done on Base will contact the Recycling Program to make arrangements for proper collection of applicable items.

17. Also, please ensure that:

- a. No parking of vehicles or placing any other objects in front of receptacles. This is prohibited.
- b. No recyclable material is placed in trash dumpster.
- c. Bulk and/or metal items cannot be placed in dumpsters but can be turned in for scrap.
- d. Disposal of ammunition and/or of Material Presenting Potential of an Explosive Hazard (MPPEH) (e.g., ordnance, range residue, ammo cans/boxes, etc.) is prohibited.
- e. Disposal of liquids, pressurized containers (e.g., aerosol cans), and hazardous material/ waste in recyclable or solid waste containers is prohibited.
- f. MRE (Meals Ready to Eat) and or heaters are not recyclable. MREs and or heaters must be deactivated before disposal as non-hazardous solid waste, since they may react with water and create a fire hazard.

18. Contact the QRP Manager for the most current list of acceptable recyclable materials.

19. ECCs are responsible for ensuring the separation of the recyclables at the organizations they are responsible for (i.e., all Bldgs., locations for that Org., etc.), are done correctly. ECCs shall coordinate with their supervisor/leadership to ensure personnel are designated to conduct 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.

20. If there are any specific situations or other concerns not addressed by this procedure, contact the MCLB Barstow Environmental Division.

## **REFERENCES.**

- a. 40 CFR (Code of Federal Regulations)
- b. 29 CFR 1910
- c. Integrated Contingency Management Plan (ICMP) for Marine Corps Logistics Base Barstow

## **TRAINING.**

Unit personnel shall be trained on all the provisions of this ESOP. All training must be requested through unit ECC or Environmental Compliance Branch.

All affected personnel must be trained in the following:

- a. Hazard Communication training.
- b. General Environmental Awareness training.