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**Civil Engineering**

**SOLID WASTE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-70, *Environmental Quality*. It states responsibilities and procedures for the management of various types of solid waste, consistent with environmental engineering principles and in accordance with (IAW) Public Law 97-214, *Disposal of Recyclable Materials*; Executive Order (EO) 12780, *Federal Agency Recycling and the Council on Federal Recycling and Procurement Policy*; EO 12873, *Federal Acquisition, Recycling, and Waste Prevention*; AFI 32-7042, *Solid and Hazardous Waste Compliance*; HQ USAF/CE Letter, 13 October 1993, *Air Force Recycling Policy*; Japan Environmental Governing Standards, Chapter 7, *Solid Waste*. It applies to all activities and personnel on 374th Airlift Wing (374 AW) installations.

**SUMMARY OF REVISIONS**

Updates functional names and office symbols throughout publication. Updates responsibilities assigned (paragraph 4.). Updates refuse collection (paragraph 5. and Attachment 1). A bar (|) indicates revision from the previous edition.

**1. Background.** The majority of the solid waste generated at Yokota Air Base (AB) is incinerated. This method of disposal is not common on Air Force installations, and requires special handling of all solid waste. The procedures in this instruction are based on unique conditions for Yokota AB.

**2. Concept.** Recycling solid waste is mandatory at Yokota AB. Effective base recycling and reuse program requires the combined efforts of the 374th Civil Engineer Squadron (374 CES), the 374th Support Group Services Division (374 SPTG/SV), the Army and Air Force Exchange Service (AAFES), the Defense Commissary Agency (DECA), and all Yokota AB residents.

**3. Terms Explained.**

- 3.1. *Collection Station*--A designated place on an installation where refuse may be conveniently and efficiently assembled and stored in a container for collection. Recyclable materials are separated from non-recyclables at this point.
- 3.2. *Contract Waste*--Waste generated by contracts. Contractors are required to haul waste off base and dispose of it IAW Japanese regulations.
- 3.3. *Debris*--Burnable and non-burnable waste, such as ashes, waste materials generated by construction, maintenance or repair work, and leaves and tree trimmings.
- 3.4. *Garbage*--Animal and vegetable waste generated by handling, preparation, cooking, and serving of foods.
- 3.5. *Hazardous Waste*--Any waste that requires greater handling care during disposal than other waste. Examples are toxic, poisonous, corrosive, irritating, radioactive, biologically infectious, explosive, or flammable waste that presents a significant hazard to human health and the environment. Refer to Yokota AB Hazardous Waste Management Plan for further guidance.
- 3.6. *Household Hazardous Materials or Waste*--Products used around the home that contain hazardous substances. Such products may include paints, stains and varnishes, car and household batteries, cleaners, aerosols, adhesives, motor oil, and pesticides. The used or leftover contents of such products may create a potential risk to people and the environment.
- 3.7. *Pollution Prevention (P2) and Hazardous Material Management Process (HMMP) Cross Functional Team (CFT) Working Group*--The working group discusses Qualified Recycling Program (QRP), Hazardous Waste Management, Opportunity Assessment, Energy Conservation, and Hazardous Material Management Process.
- 3.8. *QRP*—QRP, which is an umbrella organization, consisting of up to four separate recycling parts: An appropriated funded activity, the 374 SPTG/SV (non-appropriated funds) operation, the AAFES, and the DECA. This program includes reducing and recycling of solid waste, affirmative procurement, environmental compliance, and environmental education.
- 3.9. *Recyclable Materials*--Material that has been or would be discarded, and that may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include ships, planes, or any discarded material that must undergo demilitarization or demolition prior to sale. Refer to [Attachment 1](#) of this instruction for detail categories of recyclable materials.
- 3.10. *Recycling*--The process by which recovered materials are transformed into usable products.
- 3.11. *Refuse*--Garbage, debris, discarded solid materials, and other waste, including those generated by commercial, housing, and community activities. However, refuse does not include explosives, incendiaries, classified material, radioactive material, and liquid waste.
- 3.12. *Solid Waste*--Garbage, refuse, sludge, and other discarded materials, including solid, semi-solid, liquid, and contained gaseous materials resulting from industrial and commercial operations or community and residential activities. Solid Waste also contains household hazardous items.
- 3.13. *Solid Waste Management*--The purposeful and systematic control of storage, collection, transportation, processing, and disposal of solid waste.
- 3.14. *Source Separation*--The separation of solid waste at generation point by the generator.

#### 4. Responsibilities Assigned.

4.1. The Environmental Protection Committee (EPC) chaired by 374 AW Vice Commander (374 AW/CV) will:

4.1.1. Designate the P2 and HMMP CFT working group and chairperson.

4.1.2. The P2 and HMMP CFT working group will:

4.1.2.1. Consist of representatives from the 374 CES Environmental Flight (374 CES/CEV), the 374 CES Maintenance Engineering Element (374 CES/CEOE), the 374 CES Self Help Store (CES/CEOAL), the 374 CES Housing Flight (374 CES/CEH), the 374th Aerospace Medicine Squadron Bioenvironmental Engineer Flight (374 AMDS/SGPB), the 374th Supply Squadron (374 SUPS), the 374 SUPS Hazardous Material (HAZMART) Pharmacy (SUPS/LGSCDH), the 374 SPTG/SV, the 374th Contracting Squadron (374 CONS), the 374th Transportation Squadron (374 TRANS), the 374th Maintenance Squadron (374 MXS), the 374th Communications Squadron (374 CS), the 630th Air Mobility Support Squadron (630 AMSS), the 36th Airlift Squadron (36 AS), the 459th Airlift Squadron (459 AS), the 374 AW Judge Advocate (374 AW/JA), the AAFES, and the DECA.

4.1.2.2. Identify the base recycling goal requirements and continue to evaluate programs to achieve the goal.

4.1.2.3. Serve as a public forum for disbursing information concerning policies, procedures, and keeping the EPC informed of the status of the QRP.

4.1.3. The 374 CES/CEV will:

4.1.3.1. Provide the adviser to P2 and HMMP CFT working group.

4.1.3.2. Encourage base-wide compliance with this instruction and all other applicable instructions.

4.1.3.3. Provide technical and environmental guidance on entire Solid Waste and QRP Program.

4.1.3.4. Maintain records of the amount of solid waste generated, incinerated, disposed, and recycled for quarterly metrics.

4.1.3.5. Develop public information or outreach strategy to increase community awareness.

4.1.3.6. Provide technical assistance to set up and maintain QRP equipment and operations.

4.1.4. The 374 CES Operations Flight (374 CES/CEO) will:

4.1.4.1. Provide a representative for the P2 and HMMP CFT from 374 CES/CEOE and 374 CES/CEOAL.

4.1.5. The 374 CES/CEOE will:

4.1.5.1. Monitor service contract performance for collection and disposition of solid waste and recyclable materials.

4.1.5.2. Maintain the contractor report for the amount of solid waste generated, incinerated, disposed, and recycled.

4.1.5.3. Coordinate with the 374 CONS and the 374 CES/CEV for modification of service

contract as required.

4.1.6. The 374 CES/CEOAL will:

4.1.6.1. Offer a centralized exchange point for reusable household hazardous materials at the Yokota Hardware Shop.

4.1.6.2. Offer a centralized collection point for recycling fluorescent bulb generated by Yokota residence.

4.1.6.3. Offer a centralized collection point for proper disposal of any and all hazardous materials issued by the Yokota Hardware Shop.

4.1.6.4. Provide plastic bags for recycling solid waste for military family housing (MFH) or dorm occupants.

4.1.7. The 374 CES/CEH will:

4.1.7.1. Provide a representative for the P2 and HMMP CFT.

4.1.7.2. Distribute QRP instruction or guidance to all MFH or dorm occupants.

4.1.7.3. Include QRP requirements in 374 AWPAM 32-8, *Family Housing Pamphlet Yokota Air Base (AB) Japan*.

4.1.7.4. Hold the senior floor occupants meeting quarterly to discuss solid waste management.

4.1.7.5. Budget and fund recycling blue plastic bags for MFH or dorm occupants.

4.1.8. The 374 SPTG/SV will:

4.1.8.1. Provide a representative for the P2 and HMMP CFT.

4.1.8.2. Offer a centralized collection point for limited quantities household automobile oils, kerosene, and diesel fuels at the Auto Hobby Shop, and work towards establishing a fuel exchange program for reusable household fuels.

4.1.9. The AAFES will:

4.1.9.1. Provide a representative for the P2 and HMMP CFT.

4.1.9.2. Take used propane tanks sold by the AAFES Gas Station without any charge.

4.1.10. The DECA will:

4.1.10.1. Provide a representative for the P2 and HMMP CFT.

4.1.11. All organizations and associate units residing or attached to Yokota AB will:

4.1.11.1. Assume responsibility for implementing this plan.

4.1.11.2. Appoint a facility manager and/or QRP organizational monitor.

4.1.11.3. Forward information to the 374 CES/CEV to include office symbols, duty phone numbers, and building numbers.

4.1.11.4. Update the facility manager or monitor information semiannually (1 October and 1 April).

4.1.11.5. Provide the facility manager or monitor with current instructions and any changes

relative to QRP.

4.1.11.6. Provide review comments to the 374 CES/CEV annually.

4.1.12. The Facility Manager and QRP Organizational Monitor will:

4.1.12.1. Ensure all personnel receive information on the implementation of this instruction and adequate resources to comply with the directions set forth.

4.1.12.2. Establish organizational operating instructions as appropriate.

4.1.12.3. Provide an adequate and clearly identified collection point within each building. Ensure everyone with recycling containers deposits their materials at these stations.

4.1.12.4. Provide recycling containers as needed.

4.1.12.5. Ensure a neat and orderly QRP station. Good housekeeping is essential.

4.1.12.6. Conduct periodic walk-through inspections to ensure compliance with this instruction.

## 5. Refuse Collection.

5.1. Solid waste is source-segregated into three categories: Recyclables, paper product and non-recyclables. The source-segregation is shown in [Attachment 1](#) of this instruction.

MARK R. ZAMZOW, Colonel, USAF  
Commander

## Attachment 1

## YOKOTA RECYCLING PROGRAM

**A1.1. Solid Waste Categories.** Solid wastes are separated into three categories: recyclables, paper products, and non-recyclables. The more recyclables that are separated at the source, the more economical it is to recycle. The Self Help Store provides free blue bags for recyclables and paper products for Yokota MFH residents and dorm occupants. Each blue bag can contain a mixture of items from one category. For example, "Recyclables" such as glass, cans, and metals can be put in one bag. For more information, call the 374 CES/CEV at 225-5440.

**Table A1.1. Solid Waste Categories (As of November 2000).**

Categories	Items	Description
<b>Recyclables</b>	Glass	Brown and Clear Glass Bottles <sup>1</sup>
	Plastics	PETE/PET Plastics <sup>1, 2</sup>
	Metals	Cans <sup>1</sup> Tires with Metal Rims <sup>3</sup> Any Item with Metal (Electrical Cords excluding Coaxial Cords, Household Appliances, etc.) <sup>3</sup>
	Wooden Pallets <sup>3</sup>	
<b>Paper Products</b>	Paper	White Office Paper (Computer/Bond Paper) <sup>4</sup>
	Newspapers <sup>5</sup>	
	Corrugated Cardboard <sup>3, 6</sup>	
<b>Non-Recyclables</b>		Any Item with Food on it, Books/Magazines, Cereal and Detergent Boxes, Envelopes, Carbon Paper, Paper Towels/Tissue Paper (new or used), Gum and Candy Wrappers, Wrapping/Colored Papers, Paper that is dirty, Cloth Rags, Glass (excluding brown and clear bottles), Milk Cartons, China, Plastic Toys, Ink Pens/Pencils, Paper Clips/Tacks, Sandwich Bags, Straws, Wax covered Cups and Plates, Aerosol Cans, Light Bulbs, TV Coaxial Cords, Toner Cartridges, Yard Waste, Tree Trimmings, Leaves, etc.

**NOTES:**

1. Before putting recyclables in the bags, rinse out any food or liquid.
2. Identify by code (Type 1) marked on the bottom of the bottle or by physical appearance (dimple at the bottom of the bottle). Take off caps.
3. For large items, place beside trash container.
4. Carbon paper is not allowed.
5. Tie newspaper with string or put it in a box. Don't mix advertisements with newspaper.

6. Must be flattened.

**A1.2. More Recycling Information.**

A1.2.1. Toner cartridges are recycled by the manufacturer free of charge. Use new cartridge container to pack old cartridge. Seal the container using strapping tape per United States post office guidelines. If the cartridge was used for "Official Governmental Business," take it to your orderly room or Post Office (call the 374 CS Base Information Transfer Center [BITC] [374 CS/SCSM] at pick up desk or 225-8707).

A1.2.2. Shredded or powder paper are accepted by "Pack and Wrap" located inside of the Food Court. Please call 225-3803 before taking paper.