

**BY ORDER OF THE COMMANDER
305 AIR MOBILITY WING**



MCGUIRE AIR FORCE INSTRUCTION 32-1

1 AUGUST 2003

Civil Engineering

**RESOURCE RECOVERY AND RECYCLING
PROGRAM (RRRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides uniform guidance for recycling to organizations, associated units, military family housing, and dormitory personnel residing on or attached to McGuire AFB. Command and supervisory support is essential to motivate personnel for a successful RRRP and requires the cooperation, interest, and participation of each person at McGuire AFB. This instruction outlines responsibilities, policies, methods, and procedures for collection and sale of recyclable general wastes and selected industrial scrap materials for the greatest benefit to the Air Force and the personnel of McGuire AFB. It applies to all assigned and attached personnel. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This instruction incorporates the requirements, information, and procedures contained in HQ USAF/ILE letter of 6 Feb 2001, Tracking and Reporting Solid Waste Disposal and Diversion from Landfills and updates organizational changes and terminology.

Chapter 1

THE AF RESOURCE RECOVERY AND RECYCLING PROGRAM

1.1. Objectives. The objectives of the DOD mandated program are:

1.1.1. To reduce Municipal Solid Waste Disposal from McGuire AFB in accordance with guidelines set forth in AFI 32-7005AMC1, *Environmental Protection Committees*, Section 3.1.2., goals to be established for each calendar year, culminating in a municipal solid waste diversion rate of 40% by the end of FY 2005.

1.1.2. To create positive attitudes and change the behavior of our people toward recycling in order to ensure a quality environment for future generations.

1.1.3. Improve implementation and enforcement of sensible waste handling guidance and continuous public education, thereby changing attitudes and habits about recycling.

1.1.4. To improve the overall quality of life for Air Force personnel and help generate revenue to recover RRRP costs, support non-appropriated fund activities, and to avoid excessive disposal costs of solid waste materials.

1.1.5. To comply with Federal, state and local environmental laws and regulations.

1.2. Policy.

1.2.1. Recyclable products which are generated, collected and stored by Air Force Activities on McGuire AFB become government property and must be disposed of through the RRRP.

1.2.2. Only RRRP personnel or designees will transport Air Force collected recyclable products off base when properly transacted and documented. Base personnel may transport industrial scrap recyclable materials to Defense Reutilization Marketing Office (DRMO) with proper documentation. Products identified as recyclable must be recycled.

1.2.3. Contact the McGuire AFB RRRP Office or the Recycling Center Manager to arrange removal of large quantities of recyclable products or to schedule a weekly pickup. Recyclable material, as defined in [Chapter 4](#) of this instruction, may also be dropped off at the appropriate area of the Recycling Center (2321 Radin Road) between the hours of 0800-1600, Monday through Friday, except on holidays.

1.3. Terms.

1.3.1. Nonrecyclable paper and housing material contaminants: Carbon paper, built-in carbon, milk cartons, candy wrappers, cigarette wrappers, waxed paper, metal clips, envelopes, gummed labels, adhesives, rubber bands, slick or photographic type paper, onion skin paper, tissue paper, excessive dirt, map material, and cardstock. (Staples are considered a minor contamination that is acceptable; however, remove plastic and metal bindings.)

1.3.2. Recyclable Material: Material that has been or would normally be discarded, and may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include scrap material containing precious metal and those items which may be used again for their original purpose or function without any special processing. Three categories of potentially recyclable materials are defined:

- 1.3.2.1. General Waste: Items falling into this category are from office, shipping/receiving and residential (housing) and include various paper products, cardboard, aluminum and steel cans, glass and plastic containers, scrap wood, certain used vehicle or machine parts, scrap metal, furniture, electrical components, used oil and solvents, and certain unused containers of lubricants or solvents.
- 1.3.2.2. Industrial Scrap: Materials which are recyclable but cannot be included in the RRRP are military equipment, ships and planes, or any part thereof, or scrap from maintenance, fabrication or other industrial processes directly supporting military equipment, and includes precious metals and exotic alloys. Such material must undergo demilitarization, dismantling or mutilation prior to sale by DRMO.
- 1.3.2.3. Classified Material: All material that is classified Confidential, Secret, Top Secret or other Security Act classifications shall be handled and destroyed in accordance with Air Force and National Security specifications. Shredded material resulting from such procedures may be recycled if feasible.
- 1.3.3. Recycling: The process by which recovered materials are transformed into new, usable products.
- 1.3.4. Refuse: Garbage, ashes, debris, trash, and rubbish considered rejected, useless, or worthless matter. Does not include explosives, incendiaries, classified materials, radioactive materials, and liquid waste.
- 1.3.5. Source Separation: The separation of recyclable material at the point of generation by the generator.
- 1.3.6. Waste Petroleum Products: Includes refined motor oil, diesel fuel, JP-4, JP-8, and PD-680 (recycled via contract).
- 1.3.7. Synthetic Liquid Products: Includes synthetic motor oils such as: Mobil 1, certain transmission and hydraulic fluids, or a mixture containing one of these oils or fluids.
- 1.3.8. Halogenated Solvents: Includes tetrachloroethylene, methylene chloride (or dichloromethane), trichloroethylene, 1,1,1-trichloroethane (or methyl chloroform), carbon tetrachloride, chlorobenzene, or any mixture containing one of these Halogenated solvents.
- 1.3.9. Nonhalogenated Solvents: Includes xylene, acetone, toluene, methyl ethyl ketene, or any mixture containing one of these non-halogenated solvents.

Chapter 2

REASONS TO RECYCLE

2.1. Compliance. To comply with Public Law 97-214 10 United States Code, Section 2577; New Jersey Administrative Code 7:26-1 et seq; AFI 32-7080, *Pollution Prevention Program*, and Executive Order #13101; The AMC Solid Waste Program Standard; DoD and Air Force Policy.

2.2. Environmental Benefits. An aluminum beverage container thrown on the side of the road could take 80-100 years to decompose. A glass container will essentially never decompose.

2.2.1. **Saves Energy.** The energy saved by recycling one aluminum beverage container is enough to keep a 100-watt bulb burning for 3½ hours.

2.2.2. **Conservation.** Newsprint and paper products come from a valuable resource-our forests. For every ton of recycled newsprint, 20 trees are saved. Newspapers found in landfills have shown little or no decomposition even after 30 or more years.

2.2.3. **Saves Landfill Space.** We can increase the life of our landfills by transferring items from the waste stream to the recycling stream.

2.2.4. **Reduce solid waste disposal costs.** Even for materials that do not generate sale proceeds, significant disposal cost savings may be achieved by source separation.

2.2.5. **Community Involvement and Positive Attitude.** Recycling gives everyone a chance to take a positive, community-minded step, both at work and at home, to contribute to a socially responsible program.

2.3. Economics. Recycling creates new jobs. Since 1970, an estimated 100,000+ jobs in buying, processing, and transporting recyclable materials have been created.

2.3.1. **Base Economics.** All money generated from the sale of recyclable items from McGuire AFB is used to defray the cost of the recycling program. Any excess money can fund environmental projects, recreational equipment, services, and events which might not otherwise be funded.

Chapter 3

RESPONSIBILITIES

3.1. Environmental Protection Committee.

- 3.1.1. The RRRP will fall under the auspices of the McGuire AFB Environmental Protection Committee (EPC), Pollution Prevention (P2) Working Group as a subcommittee chaired in accordance with base policy, appointed by the EPC Chairman. The subcommittee will:
- 3.1.2. Consist of representatives from all groups and major associate organizations, and serve as a public forum for disbursing information concerning policies and procedures.
- 3.1.3. Keep the EPC informed of the status of the RRRP.
- 3.1.4. Require base-wide compliance with all provisions of the RRRP.
- 3.1.5. Ensure the RRRP facility is adequately manned to maintain effective operations.
- 3.1.6. Discharge the responsibility for distributing net proceeds of the program under the guidance of the EPC. (See [Attachment 1](#), Distribution of Proceeds from DoD Sales of Surplus Personal Property reference. See also Paragraph [5.2.](#)). Under applicable contracts, ensure that all contractors separate construction debris into the following categories: metal, cardboard and general debris. Scrap metal and cardboard will be disposed of through the RRRP. Contact the RRRP Office for disposal instructions.
- 3.1.7. The 305th Mission Support Group, Civil Engineer Squadron, Environmental Flight is the Office of Primary Responsibility (OPR) for the RRRP. The Offices of Collateral Responsibility (OCR) are: all groups, squadrons, tenants, government owned contractor operated (GOCO) units, and associate organization commanders.

3.2. RRRP Manager.

- 3.2.1. The Civil Engineer environmental flight will designate a RRRP manager and forward his/her name to the 305 AMW/CC, 305 AMW/FM, all groups, squadrons, tenants, government owned contractor operated (GOCO) units, and associated organization commanders.
- 3.2.2. The RRRP manager ensures the recycling center is maintained in a clean and orderly manner.
- 3.2.3. Enforce health and sanitation requirements.
- 3.2.4. Prepare an annual budget with Financial Management to include cost of equipment, personnel, and other operating expenses.
- 3.2.5. Maintain records and turn in documents of the type, amount, and proceeds received from the sale of recycled materials.
- 3.2.6. Be responsible for depositing RRRP funds to Air Force funds account 57F3875.8900 528200 when received from sources outside DRMO.
- 3.2.7. Screen vehicles and equipment held by the DRMO for possible use by the RRRP.
- 3.2.8. Be responsible for training unit RRRP monitors by explaining the types of materials that will be accepted, methods of material preparation, and possible areas and strategies to be utilized when needed.

3.2.9. Inspect various unit collection points on a regular basis to ensure compliance with RRRP procedures. **Attachment 2** will be used to document inspections, and may be used as a self-inspection checklist by unit monitors.

3.2.10. Advise the appropriate unit RRRP monitor of any discrepancies. Discrepancy notifications will be forwarded to the EPC subcommittee for monitoring/action.

3.2.11. Give technical and environmental guidance on discarding of household batteries, fluorescent light tubes and ballast.

3.2.12. Provide technical assistance to unit RRRP monitors to set up and maintain equipment procured by the RRRP manager for the RRRP.

3.2.13. Provide RRRP updates to unit RRRP monitors.

3.3. The 305 AMW Financial Manager (FM). The 305 AMW FM will:

3.3.1. Ensure that proceeds from the RRRP are collected and disbursed in accordance with Air Force Recycling Guidance and the Wing Financial Management Board (FMB). (See Paragraph **5.2**).

3.4. The 305 AMW Medical Group. The 305 AMW Medical Group will:

3.4.1. Advise of health and sanitation requirements regarding disease vectors, general sanitation, and community environment.

3.4.2. Through Environmental Health Services (EHS) conduct routine sanitary evaluations of RRRP facilities and report results to the facility and RRRP manager.

3.5. The 305 AMW Safety Office (SE). The 305 AMW/SE will: Periodically inspect RRRP facilities for safety of operation and submit report to the facility and RRRP Manager.

3.6. Group and Associated Unit Commanders. Group and Associated Unit Commanders will assume responsibility for implementing this plan, and require all personnel to participate in the RRRP. The following guidelines will expedite the collection and shipment of recyclable waste products:

3.6.1. Establish organizational operating instructions as appropriate to implement this regulation.

3.6.2. Appoint a unit Recycling Monitor for each facility generating recyclable material.

3.6.3. Maintain and forward to the 305 CES/CEV RRRP manager a list of current monitors with office symbols, phone numbers, building and room numbers (update list as needed).

3.6.4. Provide monitors with the minutes of any EPC RRRP subcommittee meetings, and any changes relative to the RRRP.

3.6.5. Provide a centralized staging area, protected from the elements, within each facility that may generate recyclables for the collection of recyclables.

3.6.6. Ensure DD Form 1348-1A, **Issue Release/Receipt Document**, or AF Form 2005, **Issue/Turn-in Request**, are documented accordingly to ensure proceeds are deposited to Air Force account 57F3875.8900 528200 for all industrial scrap turned in to DRMO. Immediately forward copies of all documents to the RRRP manager.

3.6.7. Ensure unit monitors segregate scrap materials into the proper classifications. If a single item has more than one common material, classify it as mixed. Activities specializing in certain materials will segregate further if needed or requested by the RRRP.

3.6.8. Ensure unit monitors identify scrap material known to contain precious metals (gold, silver, or platinum) or noble metals (palladium, iridium, osmium, ruthenium, or rhodium) and process IAW AMC policy.

3.6.9. Ensure unit monitors deliver all metal materials which are recyclable to the RRRP Facility or DRMO with proper turn in documentation and accounting classification codes indicated in accordance with paragraph 3.6.6.

3.6.10. Ensure unit monitors schedule a regular pickup or deliver all other materials which are recyclable to the Recycling Center. (See paragraph 1.2.3.).

3.7. The 305 LRS. The 305 LRS will:

3.7.1. Furnish vehicles such as forklifts, 1½ ton stake body trucks, covered vans, etc., to prevent work stoppage in the event RRRP vehicles are inoperable.

3.8. Unit Recycling Monitors. They will:

3.8.1. Ensure an adequate and clearly identified collection point is provided within each building that generates recyclable material. Encourage or require as applicable all personnel generating recyclable material to deposit their materials at these stations.

3.8.2. Ensure all employees receive information on the implementation of this regulation and adequate resources to comply with the directions set forth.

3.8.3. Ensure recyclable materials (as described in Section 4) are collected, source segregated and turned into the Recycling Center.

3.8.4. Provide containers for each type of waste paper. Collection containers may be obtained from the Recycling Center. (See Paragraph 4.3.).

3.8.5. Ensure all boxes are fully packed and securely closed to avoid spillage during transportation.

3.8.6. Ensure the recyclable products are free of contaminants.

3.8.7. Label all boxes with material category indicating the originating office symbol and phone numbers.

3.8.8. Ensure a neat and orderly recycling station. Good housekeeping is essential.

3.8.9. Ensure large quantities of recyclable products do not accumulate at the unit collection point by scheduling pick-ups as necessary. (See paragraph 1.2.3.).

3.8.10. Refer any problems to the building custodian and the RRRP manager.

3.8.11. Conduct periodic walk-through inspections of unit work centers to ensure compliance with this regulation.

3.8.12. Privacy Act (PA) or For Official Use Only (FOUO) recycling materials must remain within the security of the building until transported to the recycling center.

3.8.13. Ensure all recyclable industrial scrap turned in to DRMO is processed IAW para 3.6.6.

Chapter 4

RECYCLABLE MATERIALS AND UNSERVICEABLE EXCESS

NOTE: Attachment 3 sets contains a chart of recyclable materials collected at the Recycling Center. The chart contains guidance on preparation and sorting of materials, which are further described below.

4.1. Corrugated Scrap.

4.1.1. Recycling Center will accept corrugated cardboard scrap for baling from McGuire AFB personnel. Personnel are required to recycle this resource.

4.1.1.1. Coordinate with the Recycling Center prior to any delivery.

4.1.2. Residents of McGuire AFB housing areas must recycle cardboard containers for curbside pickup by following these procedures:

4.1.2.1. Break down all boxes. Remove packing paper and plastic inserts. Any cardboard that is contaminated with food waste is not acceptable.

4.1.2.2. Place boxes at your curb by 0600 on the day of your normal pick-up.

NOTE: During rainy weather, protect cardboard from the elements; wet cardboard cannot be recycled.

4.2. Paper products. They will be collected by the Recycling Center, or they can be brought to the Recycling Center.

4.2.1. Computer paper: Computer paper with built-in carbon (NCR) is not acceptable.

4.2.2. Materials containing personal data may be recycled; however, special handling is required to ensure compliance with Air Force Instructions. The following information applies:

4.2.2.1. Place Privacy Act (PA) and For Official Use Only (FOUO) products in a separate cardboard boxes and tape shut. Mark "Controlled" on the box indicating PA or FOUO material. Never place classified information in the boxes unless it has been macerated.

4.2.3. White paper scrap. Includes bond, lined, copier paper, and Flight Publication Bulletins. (Bright white pages).

4.2.4. Mixed paper. Post-it notes, lined yellow paper, other colored paper, and colored or off-white Newspaper.

4.2.5. Newspaper/Newsprint. Newspaper, magazines, inserts, or junk mail will be accepted by the Recycling Center. Newspaper may be bundled with twine or bagged, should not exceed 8-10 inches in height, and may be brought to the Recycling Center during normal duty hours.

4.3. Plastics. Scrap will be accepted from the plastic shop. Base-wide plastic container collection will be centralized at the Recycling Center.

4.4. Glass. Glass container collection in military family housing will continue for the benefit of the local community. Glass collection will also be provided at the Recycling Center.

4.5. Scrap Metals and miscellaneous scrap. All sections will establish a storage station for their recyclable scrap metals. Ferrous and nonferrous metals will be segregated by metal type prior to delivery to the Recycling Center. The following is a list of the most common type of miscellaneous scrap metals:

- 4.5.1. Aluminum and Steel cans will be brought to the Recycling Center in plastic bags. Military family housing collection will continue for the benefit of the local community.
- 4.5.2. Aluminum scrap. Aluminum sheeting, tubing, wire, extrusions, etc.
- 4.5.3. Aluminum wire and cable. Consists of tinned and untinned aluminum covered with rubber, plastic, fabric or other insulation.
- 4.5.4. Brass. Include pipe, frames, valves, plates, tubing, etc.
- 4.5.5. Copper pipe, etc.
- 4.5.6. Copper wire and cable. Consists of tinned and untinned copper covered with rubber plastic, fabric, or other insulation.
- 4.5.7. Light metal, unprepared.
- 4.5.8. Magnesium scrap. Includes aircraft wheels with aluminum and ferrous attachments.
- 4.5.9. Mercury. Consists only of liquid mercury from manometers, thermometers, etc. This metal must be provided to 305 CES/CEV for accumulation and storage.
- 4.5.10. Steel, heavy, unprepared scrap. Includes pipes, fence, vehicle parts, angle and channel iron, sprockets, truck beds, door jambs, triple-rinsed 55 gallon drums, fuel tanks and shop scrap.
 - 4.5.10.1. Contractor debris which is generated from on-base construction, demolition, repair and removal activity is considered government procured property unless otherwise specified in the contract. Items identified in this instruction as recyclable, (underground storage tanks, above ground storage tanks, window frames, steel doors, etc. not all inclusive) must be disposed of through the Recycling Center. Contact the RRRP manager for disposal instructions.
- 4.5.11. Personnel residing off-base are encouraged to discard their recyclable aluminum cans into the on base drop-off containers located at the recycling center.

4.6. Toner cartridges. Toner cartridges from computer printers and copy machines are handled under an exchange/purchase arrangement with the Recycling Center. Any purchase of new cartridges shall comply with Affirmative Procurement Program guidelines.

4.7. Scrap Tires. Tires procured from Transportation, except those for emergency vehicles must be returned to Transportation for recapping.

4.8. Batteries. Includes lead-acid, nickel-cadmium, lithium and button batteries; these will be turned in to the Recycling Center. Store in a closed container labeled "Used Batteries." Alkaline dry cell (e.g., flashlight) batteries will be disposed of with normal refuse.

4.9. Fluorescent Tubes. Includes straight, circular and U-shaped tubes. Store in the original boxes whenever possible and labeled "Used Lamps"; otherwise place in the containers at the Recycling Center.

4.10. Waste Liquid Petroleum Products (Base generated). Oils and other petroleum products are generated primarily from aircraft operations, vehicle maintenance, cleaning, solvents, paints, and thinners.

4.11. Waste Oil and Anti-freeze. The Auto Hobby Shop is the collection point for personnel assigned to McGuire AFB who want to dispose of used lubricating oils and anti-freeze from their private vehicles. The 305 SVS will ensure that the collection tank does not become contaminated with solvents, thinners or antifreeze. The 305 SVS will notify the 305 CES/CEV when disposal is required.

4.12. Wood Products. Includes pallets, scrap lumber, tree limbs, etc. Intact pallets will be taken to the Recycling Center; unusable pallets will be taken to the CE storage yard behind Bldg. 3401. If there is any doubt whether unwanted lumber can be recycled, call the RRRP Manager prior to delivery to the Recycling Center. Tree limbs and Christmas trees will be chipped for mulch.

4.13. White Goods. Items such as refrigerators, washers, dryers, and ranges from the base activities will have account 59F3875.8900.528200 on the AF Form 2005. This will ensure that in the event DRMO classifies the material as scrap, the proceeds from the sale will be returned to the McGuire AFB RRRP.

4.14. Unserviceable Excess. When any organization turns in unserviceable excess to the local DRMO, they will stamp funds code 59F3875.8900 528200 on the DD Form 1348-1A. This will ensure that in the event DRMO classifies the material as scrap, the proceeds from the sale will be returned to the McGuire AFB RRRP.

Chapter 5

GENERAL

5.1. Sale. Recyclable materials may be sold by the RRRP to individuals, processors, and community organizations, when:

5.1.1. The materials were not government purchased or generated.

5.1.2. The materials, while owned or generated by DoD and Air Force, have been shown to be uneconomical for government supported collection or disposal through DRMO.

5.2. Funding and Proceeds Distribution. The Wing FMB will determine RRRP fund distribution based on the Air Force Recycling Guidance: "Recycling proceeds generated from the direct sale of nonappropriated fund-owned (Services and AAFES) and DeCA material will be returned to the respective organization. Recycling proceeds returned to the installation from the Defense Reutilization Marketing Service and from direct sales of appropriated fund material will first be used to recover appropriated fund costs incurred managing and operating the RRRP to include but not limited to: manpower, equipment, utility, and real property costs. After appropriated fund cost reimbursement, the installation commander may use up to 50 percent of the remaining sale proceeds for pollution abatement, energy conservation, and occupational safety and health activities. Projects may be funded up to 50 percent of the cost of a minor construction project. Any remaining proceeds may be transferred to the Morale, Welfare and Recreation Fund to be used for base morale, welfare and recreation activities. Accounting for recycling proceeds and the distribution thereof shall be in accordance with Air Force Instructions.

5.3. Ownership. Accumulation of solid waste for recycling purposes, which has been generated, collected and stored on McGuire AFB, is government property and must be sold through RRRP.

5.4. Future Recyclables. The materials designated for recycling in this regulation are by no means all inclusive. The RRRP office will keep all base personnel updated on additions to the recyclable materials list.

5.5. Curbside Collection: In base residential areas will continue.

5.6. Compliance: Organizations are subject to inspection or audit by the EPC for solid waste disposal area compliance. Non-compliance may result in action by the EPC, with potential loss of fund eligibility.

JIMMIE C. JACKSON, JR., Colonel, USAF
Commander, 305th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, 14 September 1998

Public LAW 99-580, 42 U.S.C. Sections 6901-6987, *Resource Conservation Recovery Act of 1976*, as amended

Public LAW 97-214, 10 U.S.C. Section 2577, *Disposal of Recyclable Materials*

Public LAW 8-152, 40 U.S.C. Sections 484-485, *Federal Property and Administrative Services Act of 1949*, as amended

OMB Policy Memorandum 92-4, *Procurement of Energy Efficient and Environmentally Sound Products*, November 1992

DoD 4160.21-H, *Defense Scrap Yard Handbook*

DoD 4160.21-M, *Defense Material Disposition Manual*

DoD 4160.21-M-1, *Defense Demilitarization Manual*

DoDI 4715.4, *Pollution Prevention*

DoDI 7310.1, *Disposition of Proceeds from DoD Sales of Surplus Personal Property*, July 1989

Policy Letter for DoD Recycling, Undersecretary of Defense, 28 Sep 93

HQ USAF/ILE Letter, *Tracking and Reporting Solid Waste Disposal and Diversion from Landfills*, 6 Feb 2001

AFI 32-7005AMCSUP1, *Environmental Protection Committees*

AFI 32-7080, *Pollution Prevention Program*

Attachment 2

RECYCLING CHECKLIST

RECYCLING CHECKLIST

BUILDING # _____ ORGANIZATION/OFFICE SYMBOL _____

DATE _____ SURVEYOR _____

RESOURCE, RECOVERY, AND RECYCLING PROGRAM CHECKLIST

1. Has a Recycling Monitor been designated for the facility? If so, provide name and phone number. (1)

2. Is the name and phone number of the Base RRRP Manager and unit monitor posted on unit bulletin board? (1)

3. Does the workplace generate any recyclable materials? (1)

4. What materials are being recycled? (1)

5. What additional materials could be recycled? (1)

6. Is there a centralized staging area for storing recyclable items? Is good housekeeping in evidence? (1)

7. Does the monitor ensure recyclables are segregated properly and labeled by type? Are containers adequate in number and in good condition? (1)

8. Are there adequate desk-side containers for office and other paper? (1)

9. Does the monitor ensure adequate housekeeping of the storage area? (1)

10. Are recyclable or hazardous materials, e.g., batteries, fluorescent tubes or chemical/ petroleum products, present in outside dumpsters? (1)

11. Are AFOSH Standards being adhered to? (1) (2)

12. Does the Recycling Center provide adequate support? (1) (2)

13. Is there a current list of all unit Recycling monitors on file? (2)

14. Have all unit monitors been trained in RRRP requirements? (2)

15. Are units being inspected for compliance, cleanliness, etc? (2)

16. Are inspection reports on file - Program Manager, BEE, EHS? (2)

17. Is the Recycling Center operator sending a financial and weight report to program manager within ten days after end of each month? (2)

18. Is there a current budget proposal on file? (2)

19. Are copies of EPC minutes on file? (2)

(1) Unit Recycling monitor

(2) Base Recycling Manager

Attachment 3

RECYCLING GUIDE

McGUIRE AIR FORCE BASE

RECYCLING GUIDE FOR RESOURCE, RECOVERY AND RECYCLING PROGRAM

For further information contact the Environmental Flight

RECYCLABLES	DESCRIPTION	HOW TO PREPARE	YES	NO!
CORRUGATED CARDBOARD	- two layers of heavy duty cardboard with a ribbed section in between	- breakdown and flatten - may be bundled or unbundled	- clean, corrugated cardboard cartons	- soiled cardboard - plastic or wax coated cardboard
WHITE OFFICE PAPER	- copier paper - letterhead paper - notebook paper	- staples may be left in the paper - remove paper clips and reuse - collect in box, paper bag, loose or tied with twine - shredded paper must be bagged	- typing paper - copying paper - white letterhead paper - writing paper - clean computer paper	- carbon paper - colored paper - glossy paper, fax paper - paper containing "Privacy Act" information
NEWSPAPER/ MIXED PAPER	- any newspaper, magazine, or phone book can be recycled	- collect in paper bag, loose or tied with twine	- newsprint, phone books - magazines - colored paper	- plastic covered binders - carbon paper
PLASTIC BOTTLES (TYPE 1 and TYPE 2)	- Polyethylene Terephthalate (PETE)—number "1" stamped on bottom of item - High Density Polyethylene (HDPE)—number "2" stamped on bottom of item	- rinse clean - remove tops - bring in flattened or unflattened	- soda bottles - water bottles - juice, sports drink bottles - milk jugs - laundry detergent bottles	- any plastic not marked "1" or "2" on the bottom - hazardous material containers (motor oil, etc.)
GLASS BOTTLES AND JARS	- glass containers and bottles that are clear, green or brown may be recycled	- rinse clean - remove caps and lids - do not remove labels - do not break glass	- soda bottles - beer bottles - food jars - wine and liquor bottles	- drinking glasses - window glass - ceramics - pyrex cookware
SCRAP METAL	- Any metal item	- Remove non-metal parts - No excessive grease, dripping oil - Certify in writing that A/C units, refrigerators drained of Ozone Depleting Substances (ODS).	- Unusable metal items	- Usable items; batteries - Concrete, wood, dirt - Weapons parts (DEMIL-required items)
ALUMINUM CANS	- molded without seams - rounded base - indented top	- rinse cans - may be flattened or unflattened - collect in a plastic bag or a box	- rinsed beverage cans	- aluminum foil - food trays - siding or gutters

STEEL (TIN) CANS	- seamed sides - flat top and bottom - magnetic	- rinse cans and remove labels - may be flattened or unflattened - collect in a plastic bag or a box	- rinsed food cans - cookie tins	- pie pans - paint cans - oil cans
TONER CARTRIDGES	- Mechanical cartridges	- Place in box of replacement	- Copier and fax cartridges	- Plastic bottles w/toner
TIRES	- Aircraft, vehicle rubber tires	- Remove from rim	- Rubber tires	- Metal rims, attachments

Items Collected at the Recycling Center
(2321 Radin Road)
Call for Pick-Up Schedule

McGUIRE AIR FORCE BASE
RECYCLING GUIDE FOR RESOURCE, RECOVERY AND RECYCLING PROGRAM
For further information contact the Environmental Flight

UNIVERSAL WASTES*

BATTERIES	- NiCad batteries - Lead-Acid batteries - Lithium batteries - Silver button batteries	- Place in closed container - Mark "Used Batteries" and date storage began on container	- Cell phone batteries - Automobile batteries	- Alkaline dry cell batteries
FLUORESCENT TUBES	- Fluorescent Tubes	- Store tubes in their original box and mark "Used Lamps" and date storage began	- Linear, circular and U-shaped fluorescent tubes	- Incandescent light bulbs

*Universal Waste must be handled in accordance with the above instructions and 40 CFR 273, "Standards for Universal Waste Management." Improper handling may result in fines and penalties being issued against the base by State or Federal regulators.

Items Collected at the Recycling Center
(2321 Radin Road)
Call for Pick-Up Schedule