

**BY ORDER OF THE
COMMANDER**



TRAVIS AFB INSTRUCTION 32-206

1 DECEMBER 2000

Civil Engineering

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 CES/CEVP (Dolores Tiburcio)
Supersedes TAFB Instruction 32-206,
30 June 1998

Certified by: 60 CES/CC (Lt Col Willie P. Dean)
Pages: 15
Distribution: F

This instruction implements AFD 32-70, *Environmental Quality*, and AFI 32-7080, *Pollution Prevention Program*, Paragraph 3.4.1. It provides uniform guidance for the mandatory Resource Recovery and Recycling Program. It is directed to all units, organizations, tenants, contractors and residents residing on or attached to Travis Air Force Base.

SUMMARY OF REVISIONS

TAFB Instruction 32-206 was revised to reflect changes in office symbol/reorganization of the environmental office. Other minor revisions update processes and requirements relative to recycling.

Section A—Objectives and Policy

1. Objectives:

- 1.1. Travis AFB Resource Recovery and Recycling Program objectives are as follows:
- 1.2. To comply with all Federal, State, and local pollution and solid waste reduction regulations and laws.
- 1.3. To improve implementation and enforcement of sensible waste-handling regulations and continuous public education.
- 1.4. To promote positive attitudes and behavioral changes of our employees toward resource recovery and waste minimization.

2. General Information:

- 2.1. Solid Waste Disposal Act of 1965, as amended, requires that federal facilities comply with all Federal, State, interstate, and local requirements concerning the management and disposal of solid waste. Such requirements include permitting, licensing, and reporting.

2.2. Waste materials may be turned over to voluntary or community organizations, even when the materials are located on DOD/Air Force owned, leased, or occupied facilities if:

2.2.1. Materials have not been government purchased or generated.

2.2.2. Materials, while purchased or generated by DOD/Air Force, have been shown to be uneconomical for government supported collection or disposal.

2.3. Revenue proceeds from the sale of recyclable materials to the redemption center may be ascertained by the generating organization if:

2.3.1. The generating organization transports their recyclable materials to the redemption center.

2.3.2. The generating organization maintains a detailed log, subject to audit, of all proceeds collected from redeemable items and how the funds were used.

2.3.3. For current recycling information, visit our website on the Travis Intranet: www.travis.af.mil. Click on the site map (the letter "R"), then click on "Recycling Information."

Section B— Terms

3. Closed Loop Recycling:

3.1. The recycling of materials within the generating installation, service, or other military services shall be considered before offering recyclable materials for sale or to a recycling contractor. If the services of a contractor are not being utilized, Section 2577 of Title 10, United States Code (as added by Section 6 of the Military Construction Codification Act, Public Law 97-214) applies. This citation addresses sale of recyclable materials at an installation. Closed loop recycling will frequently offer the greatest economic and environmental benefits to Travis AFB.

3.2. The following closed loop resource recovery ideas are currently being practiced here at Travis AFB:

3.3. Buying recycled products, such as hardware made from recycled metals and plastics, and promotional items made from recycled paper, plastic and cardboard. Use vendors that provide recycled paper products (folders, paper, report covers, computer paper, fax paper, post its, trash liners, etc.). Show preference to buying items that can be recycled and are made from recycled materials. Avoid buying items that cannot be recycled.

3.4. Using the opposite side of computer listings if situation warrants its reversal.

3.5. Making scratch pads out of waste paper stock, which is printed, only on one side.

3.6. Using loose paper as scratch paper.

3.7. Making corrugated boxes available for reuse.

3.8. Shop towels and coveralls that have been professionally cleaned for reuse.

3.9. Recovering and reusing spent solvent.

3.10. Recovering and recycling cooking grease from local dining halls.

4. COMPOST.

4.1. A mixture of yard clippings, wood, and manure in which certain bacteria break down the material into organic fertilizer.

5. Contaminants.

5.1. Any material which is NOT ACCEPTABLE for recycling. This instruction focuses on what is ACCEPTABLE for recycling. The following list contains additional materials which contaminates the recycling bins (not inclusive): carbon paper, candy wrappers, cigarette wrappers, waxed paper, metal clips, gummed labels, material with glued binding, adhesives, rubber bands, slick or photographic paper. Staples are considered such a minor contaminant that they are acceptable; however, plastic and metal binders must be removed.

6. Environmental Protection Committee (EPC).

6.1. A basewide committee that reviews and ensures all base activities comply with mandated regulations and maintains a healthy environment for the Travis Community.

7. Federal and State Legislation.

7.1. Solid Waste Disposal Act of 1965, as amended, pertains to solid waste recovery, collection, separation, and disposal systems.

7.2. Section 6 of the Military Construction Codification Act ((PL97-214) 10 U.S.C. 2577) contains a provision allowing net proceeds from the sale of recyclable materials to be used by Air Force activities for certain purposes.

7.3. Integrated Waste Management Act of 1989 (State of California Assembly Bill 939) mandated that each city and county in the state of California develop a Source Reduction and Recycling Element (SRRE); diverting 50% of our solid waste from landfills by the year 2000 (using 1992 as a baseline). Travis AFB is included in this legislation. Integrated Waste Management Act is a comprehensive law, which will cause many changes to California's solid waste management system. Philosophically, Assembly Bill (AB) 939 creates a waste management hierarchy which states that landfilling is the least desirable form of solid waste management. The best form of solid waste management is source reduction (including reuse), followed by recycling and composting, and then transformation (combustion). This hierarchy reflects a desire to minimize the one time use of natural resources in our economic system.

8. Managing Activity.

8.1. An administrative element assigned to manage the recycling program (including personnel, funds and equipment) under this instruction.

9. Office Waste.

9.1. Solid wastes generated in the building, rooms, or series of rooms in which the affairs of a business, professional persons, or branch of government, are carried on; excludes wastes generated in cafeterias, snack bars, or other food preparation and sales activities.

10. Office Workers.

10.1. Includes military and civilian personnel, but does not include individuals performing janitorial or other non-office work.

11. Out Throws.

11.1. Papers that are manufactured or treated or are in such form as to be unsuitable for consumption as the grade specified. For example: NCR copy paper, covered plastic stock, fax paper, and paper wrapping material around reams of bond paper.

12. Qualifying Recycling Program (QRP).

12.1. Organized operations that require concerted efforts to divert or recover waste or scrap from waste streams as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials.

13. Recyclable Material Sales Program.

13.1. Legislation allows the proceeds from the sale of recyclable materials from an installation to be used to cover the operation, maintenance, and overhead costs incurred in the recycling operation and for specified types of projects and morale, welfare and recreation purposes, provided the installation has established a QRP.

14. Recycling.

14.1. The process by which recovered materials are transformed into new, usable products.

15. Refuse.

15.1. Garbage, ashes, debris, trash, and rubbish considered as rejected, useless, or worthless matter - does not include explosives, incendiaries, classified material, radioactive materials, or liquid wastes.

16. Resource Recovery.

16.1. The process of obtaining materials or energy from solid waste. To prevent pollution, the philosophy of resource recovery is to recover solid waste materials as an alternative to burial in landfills, burning in incinerators, or otherwise disposing of the material in a manner harmful to the environment, or wasteful of our limited natural resources.

17. Saleable or Salvable Materials .

17.1. Materials that can be sold for reuse; saved or salvaged.

18. Source Segregation.

18.1. The separation of recyclable materials at their point of generation.

| 19. Recycling Center.

19.1. Lot 741, on Dixon Avenue which hosts the Buy Back Redemption Center and Compost Yard.

Section C— Program Responsibilities and Guidance**20. Offices of Responsibility:**

20.1. Office of Primary Responsibility (OPR) for Recycling and Resource Recovery is the Environmental Flight, 60 CES/CEVP. OPR for Affirmative Procurement is 60 CONS LG/CP.

20.2. Offices of Collateral Responsibility (OCR) are the Defense Reutilization and Marketing Office (DRMO) and all agencies and units.

21. Affirmative Procurement:

21.1. As outlined in AFI 32-7080, Section 3.5. (dtd 12 May 1994), all Air Force activities must have affirmative procurement programs for all EPA Comprehensive Procurement Guideline (CPG) items. A list of these items can be reviewed on the following website: www.epa.gov/epaoswer/non-hw/procure/about.htm.

21.2. The minimum program shall consist of four elements. These elements are:

21.2.1. A preference program.

21.2.2. A promotion plan.

21.2.3. Procedures for obtaining and verifying estimates and certifications of the content of recovered materials.

21.2.4. Annual review and monitoring.

21.3. Unit commanders of procurement agencies are responsible for their own individual program as long as it meets requirements of Resource Conservation and Recovery Act.

21.4. See AFI 32-7080, Section 3.5., for procurement exceptions. This AFI, with major revisions, is due to be released in FY 2000.

Section D— Tasked Units**22. 60th AMW Group Commanders:**

22.1. Mandate and manage the recycling, energy, and resource recovery programs within their cognizance.

22.2. Ensure the application of cited higher headquarters directives.

22.3. Mandate squadron participation in recycling, energy, and resource recovery programs.

22.4. Maintain a current list of squadron recycling monitors. Forward list to 60 CES/CEV, Pollution Prevention at a minimum of once a quarter.

23. Base Environmental Flight Office (60 CES/CEV):

23.1. Oversee proper execution of all recycling and composting programs and their compliance with federal, state, and local guidance.

23.2. Advise all organizations on collection and disposition requirements as necessary.

23.3. Give technical and environmental guidance to discarding activities for the disposition of materials identified as solid waste. Perform periodic Staff Assistance Visits (SAVs) and/or briefings to ensure squadrons are fully participating in the Recycling Program, and are adhering to this instruction.

23.4. Develop public information or public relation strategy.

23.5. Maintains schedule of collection routes.

23.6. Maintains contact with division or building monitors to ensure compliance with recycling procedures.

23.7. Coordinates with contracting officer, contractor and base personnel in support of all recycling operations.

23.8. Promote the use of standardized recycling bins and labels.

24. Base Bioenvironmental Engineering (60 AMDS/SGPB): Enforce occupational health requirements.

25. Base Military Public Health (60 AMD/SGPM): Enforce health and sanitation requirements.

26. Chief of Defense Reutilization and Marketing Office (DRMO):

26.1. Initiate and administer contracts for selling recyclable products (scraps).

26.2. Advertise and solicit bids for selling the recyclable products.

26.3. Maintain and forward monthly to 60 CES/CEV records of the amount, type, and weight/volume of scrap metal sold.

26.4. Return 80% of the total proceeds from the sale of property currently identified as recyclable material to the budget clearing account.

26.5. Conduct yearly review of all resource recovery and recyclable sales contracts.

26.6. Visit points of generation to ensure all saleable items are being properly processed.

26.7. Screen and receive scrap, weighing the scrap in each classification as it is received. Enter the weight in Block 20 of DD Form 1348-1, **Issue Release/Receipt Document**, and route the material to the proper sales screening and storage areas.

26.8. Assist discarding activities to determine scrap classification and whether material should be turned in as identified items or scrap.

26.9. Maintain close coordination with DOD generating activities to ensure they do not expend effort and resources to collect, segregate, and store recyclable materials for which there is no market.

26.10. Conduct research to locate potential buyers.

26.11. Explain to DOD generators the "Guaranteed Description Clause" used on sales contracts.

26.12. Emphasize proper identification, segregation, and collection of recyclable materials.

26.13. Assist in training of unit representatives in proper techniques of waste segregation.

27. Squadron Commanders, Chiefs of Staff Agencies, and Tenant Unit Commanders:

27.1. Assume responsibility for implementing this instruction and schedule all recycling activities within each organization. Mandate 100 percent recycling of materials, which are generated in each organization.

27.2. Establish organization/squadron policies and procedures to ensure all employees participate in the recycling program. This includes policies and procedures tailored to individual work centers and/or buildings; whichever is applicable. Ensure that these policies and procedures are distributed to employees and included in squadron/work center orientation briefings.

27.3. Appoint a primary and alternate squadron recycling monitor for each generating activity to be responsible for compliance with collecting and disposal procedures. Squadron monitors may be responsible for one or many facilities/buildings. A building recycling monitor may be appointed to ensure compliance; he/she shall report to the squadron-recycling monitor. These positions should be assigned for a **minimum of one year**.

27.4. Maintain and forward to Group Environmental Coordinators (copy to 60 CES/CEV) a list of current monitors with office symbols, phone numbers, and building/room numbers to be updated when changes occur.

27.5. Provide monitors with updated instructions, changes relative to the recycling program and this instruction.

27.6. Provide a staging area, protected from the elements, for each organization for collection of recyclable waste.

27.7. Post the name of the primary and alternate recycling monitors on bulletin boards if applicable. If a bulletin board has not been established, ensure the names are included in the squadrons' policies and procedures as stated in Paragraph [27.2](#).

28. Defense Automated Printing Service (DAPS):

28.1. Encourage closed loop recycling (refer to Paragraph [3](#)).

28.2. Accommodate requests coming from other units to make products from their own recycled paper.

29. Chief of Transportation (60 TRNS/CC): Ensure U-Drive vehicles are available to units for use to deliver scrap materials to DRMO. Ensure re-refined oil, retread tires and other environmentally preferable products relative to transportation are purchased whenever feasible (i.e., meet requirements and are cost effective).

30. Organizational and Building Recycling Monitors:

30.1. Mandate and ensure all employees participate in the recycling program. This requires distribution and enforcement of wing/squadron/building policies and procedures. The process for implementing and enforcing this program will be accomplished by briefings or training sessions. Document briefings and/or training on a written record for assessment purposes.

30.2. Ensure an adequate and clearly identified collection point is provided within each area.

30.3. Ensure all recyclable waste is source segregated into the following categories: metal cans, glass, plastic, white paper, mixed paper (colored), cardboard, and newspapers. Cans, glass, and plastic may

be placed into the same bin if preferred. Phone books and magazines may be placed in newspaper bins. Actively pursue all recycling opportunities.

30.4. Ensure recyclable material bought with appropriated funds is placed in the proper outdoor collection bins for pick-up. Curbside or staging area pick-up is available for some buildings, coordinate through 60 CES/CEV. Materials bought with non-appropriated funds maybe taken to the recycling and compost yard for disposal and reimbursement.

30.5. Provide containers for each type of waste.

30.6. Ensure the recoverable products are free of contaminants.

30.7. Ensure all refuse/trash containers are free of recyclable materials.

30.8. Ensure the collection point is maintained regularly to discourage the presence of pests, rodents, and odors.

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

30.10. Refer all questions and advisement to 60 CES/CEVP, Recycling Program Manager.

30.11. Segregate scrap, salvable, or saleable materials in proper classifications. If a single line item has more than one common material, it will be classified as mixed. Activities specializing in certain materials will segregate further if needed and requested by the DRMO.

30.12. Identify scrap or salvable material known to contain precious metals (gold, silver, or platinum) or noble metals (palladium, indium, osmium, or rhodium) and turn in to the DRMO IAW AFMAN23-110, Volume 6, *Excess and Surplus Personal Property*.

30.13. Process unserviceable expendable supply items IAW DRMO guidance. Organizations which make direct turn-ins to DRMO/UBF require annotation on their documents.

30.14. Attend 60 CES/CEV quarterly recycling monitor meetings; disseminate information from meetings to unit members.

31. Work Centers:

31.1. Work Center Supervisor ensures policies and procedures are kept on file and newly assigned monitors briefed on their duties and responsibilities.

32. Military Family Housing Residents:

32.1. Mandatory Recycling Program: All residents are required to participate in the curbside-recycling program at Travis AFB.

32.2. Residents shall place all recyclable material into the recycling bins provided by the refuse and recycling contractor. Single family residents must place recycling bins alongside the refuse bins for weekly pick-up on designated collection days. Wherry Townhouse residents must place their recycling bins curbside at the closest street.

32.3. Recyclable material will not be allowed in the housing garbage totes. If recyclable materials are found in the garbage toter, it will be tagged, the occupant will be cited, and Solano Garbage will not collect it for disposal until the occupant removes all recyclable materials.

32.4. Green Yard Waste Program:

32.5. Grass, leaves and other yard trimmings are recyclable. Wood (untreated and unstained) is also recyclable. There are three options available to recycle the small items:

32.5.1. Small yard trimmings, grass and leaves - bag and take to the Recycling Center, (Compost yard) or.

32.5.2. Mulch them into the yard or.

32.5.3. Place curbside in clear plastic bags on Monday morning prior to 6:00 a.m. Larger yard waste items: a weekly (Monday) pick up has been established with the following bundling criteria: bundles can be up to six feet long, 18 inches in diameter, and branches can be up to three inches in diameter. If individual branches exceed three inches in diameter, occupants may call housing maintenance to schedule a pick up.

Section E— Special Handling

33. Recycling Personal Data (60 CS/SCSP):

33.1. Computer cards and printouts containing personal data may be recycled. However, special handling is required to ensure compliance with AFI 37-132, *Air Force Privacy Act Program*. The following information applies:

33.1.1. Carbon paper associated with these products must be removed before a recycling pick-up and disposed through normal waste disposal methods. Carbon paper associated with Privacy Act material must be treated the same as the original document, since it is readable. If disposed of through normal waste disposal methods, it must first be torn into pieces or shredded to prevent reconstruction.

33.1.2. Computer printout paper and computer cards containing Privacy Act data can be recycled in volumes of five cubic feet or more without being shredded. To determine cubic feet on computer printout paper, multiply length by width by height of the paper stack, then divide by the number 1728. The Defense Privacy Board Decision Memoranda determined that destroying these documents in this quantity precludes chances of violating an individual's privacy.

33.1.3. Prepare other paper products (white ledger, letterhead, white bond, etc.) containing Privacy Act information for recycling pick-up by shredding or tearing into pieces. When tearing, make sure personal data such as Social Security Account Number (SSAN) or home telephone numbers can no longer be associated with the individual's name.

33.1.4. For Official Use Only (FOUO) records can be disposed of by tearing each copy into pieces to preclude reconstruction.

33.1.5. Classified material shall be disposed of IAW AFI 31-401, *Managing the Information Security Program*. Declassified residue may be processed in the manner as other similar waste materials.

Section F— Types Of Recyclable Material

34. Mandatory Recycling List: The materials listed below are picked up by the refuse/recycling contractor:

34.1. Aluminum cans. Aluminum cans will be collected by each organization for recycling. These recyclables may be taken to the Recycling Center, Lot 741 for redemption. Proceeds from the sale of this material may be kept by the generating organization. However, if the organization utilizes the services of the contractor to transport recyclable material, all proceed rights are forfeited. Proceeds may only be kept if the material is purchased with non-appropriated funds. If the funds used to purchase the recyclable material are appropriated, the money from the sale of such materials must be used in accordance with AFI 32-7080, Section 3.4.1.3.

34.2. Glass. All colors of food and beverage containers.

34.3. Plastic. Bottles and jugs with a California Redemption Value (CRV) numbering system marking.

34.4. White paper. White bond, computer paper (staples and shredded paper are acceptable).

34.5. Mixed paper. Any color and size. Post its, carbonless paper is acceptable.

34.6. Newspaper. Phone books and magazines can also be placed in the newspaper bin.

34.7. Scrap wood/yard clippings. Base personnel and residents may turn in clean wood and yard clippings to the Recycling and Composting Yard (Lot 741) for use in compost.

34.8. Corrugated waste. Cardboard shall be placed in the outside recycling bins (4, 6, 8 yard) by the recycling monitor or designee. Cardboard may also be placed in green totes inside or outside of building if this service has been implemented in your squadron. Locations of recycling bins can be obtained from 60 CES/CEVP or CEOEQ.

34.9. Fluorescent light bulbs. Fluorescent light bulbs (FLB) are recycled on Travis AFB. Organizations must store spent FLB as hazardous waste (HW). Recycling monitors, building custodians, or other designated individuals shall use the following guidance to properly store and recycle FLB: base facilities may store unlimited numbers of spent FLB for no more than 30 days. Only approved HW accumulation sites are authorized to store bulbs beyond 30 days.

34.9.1. Storage: Segregate serviceable and spent FLB in separate containers (containers must protect the FLB from breakage (original shipping containers work well). Affix a completed *HW label to the spent FLB container. Affix a Department of Transportation (DOT) Hazard Class 9 sticker to the spent container.

34.9.2. Sample: HW labels and Class 9 stickers can be obtained from your Group Environmental Coordinator.

34.9.3. Recycling: All spent FLB must be turned in to our recycling contractor on a monthly basis. In addition to FLB, the following lamp types may be recycled:

34.9.3.1. U-tubes.

34.9.3.2. Coated, dipped, or sleeved lamps.

34.9.3.3. Compact, Biax, twin tubes.

34.9.3.4. High Intensity Discharge (HID) (Mercury Vapor, Metal Halide, High Pressure Sodium).

34.9.3.5. Arch Lamps.

34.9.3.6. Crushed Lamps.

34.9.4. Questions regarding this service may be directed to 60 CES/CEVP, Recycling Program Manager. Recycling events take place on the **last Wednesday of each month**. Please note the following times and locations:

34.9.5. DGMC accumulation site, Building 783, 0800 – 0900.

34.9.6. Parking Lot, Building 660, corner of Travis Avenue and Airmen Drive, 0900 - 1000.

34.9.7. CE 90-Day accumulation site, Building 831, 1030 - 1130.

34.10. Cooking Grease.

34.10.1. Spent cooking grease and fats are being recovered as a recyclable resource at Travis AFB. Dining facilities are the primary source of this recoverable waste. Generators are responsible for contractor pick-up of the material.

34.11. Munitions Residue/Scrap.

34.11.1. Organizations required to use munitions items in performance of their official duties will store all munitions residue/scrap (Ex: signal flares, small arms ammunition casings, etc) in containers suitable for transportation within their duty sections. Munitions Residue/Scrap will be segregated to the highest extent possible. All residue/scrap will be transported to the 60 EMS/LGMCM (Munitions Management Section) for proper disposal. Ensure all items are turned in with the appropriate turn-in documents and annotated with the correct appropriation data. Qualified munitions personnel will inspect/certify all munitions residue/scrap IAW T.O. 11A-1-60 prior to turn-in to turn-in to DRMO/UBF.

34.12. Scrap Metals.

34.12.1. Scrap metal containers are positioned in those units that generate this type of scrap. Ferrous and nonferrous metals, which can damage property and must be sold through the DRMO, will not be removed from these containers for any reason without prior approval. All agencies will ensure items containing ferrous and nonferrous metals are deposited into the recycled metals containers. All scrap metals will be segregated to the highest extent possible.

34.13. Miscellaneous Scrap.

34.13.1. All units will establish a storage location for their recyclable scrap materials. If the material cannot be used, the generator should identify the material and fill out a DD Form 1348-1 turn-in document. Contact DRMO to coordinate the turn-in.

34.14. Waste Liquid Petroleum Products.

34.14.1. Oils and other petroleum products are generated primarily from aircraft operations, vehicle maintenance, cleaning solvents, paints, and thinners. These recoverable materials must be disposed of in accordance with AFI 23-502, *Management of Recoverable and Waste Liquid Petroleum Products*.

35. Other Recycling Opportunities:

35.1. Family Support Center - Building 112. Accepts clothing, kitchen supplies, bedding and furniture in fair condition (for the Airman's Attic).

35.2. Solano Recycles – 2901 Industrial Court. Turn right at Peabody Road, right on Dobe Lane, then left at Industrial Court. Accepts batteries (car), oil (used), paint (latex) and antifreeze (BOPA).

35.3. Travis Car Care Center - Building 226. Accepts Oil, oil filters, tires, and antifreeze (from work done on their premises).

35.4. Mail Boxes, Etc. - 2901 A Waterman Blvd. (near Airbase Parkway, and Interstate-80) takes Styrofoam peanuts.

35.5. Publications Distribution Office (PDO) - Building 243/Bay G. Accepts CD ROMS. Scratch the backside of CD (information side).

35.6. City of Fairfield - Fairfield's Recycling Office is a valuable resource of information. The phone number may be found under City of Fairfield Manager's Office.

36. Buy Back Program: Materials with letters CRV (California Redemption Value) may be redeemed at the Recycling Center, Lot 741 on Dixon Ave. Redeem for cash the following: aluminum and metal cans, plastic soda bottles (numbers 1 – 7). Look for a number inside of a triangle at the bottom of bottle. **Glass** (all colors), for example, most beer and grape juice bottles have CRV.

JACK F. PETERS, Col, USAF
Director, Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-502, *Management of Recoverable and Waste Liquid Petroleum Products*

AFMAN 23-110, Volume 6, *Excess and Surplus Personal Property*

AFI 31-401, *Managing the Information Security*

AFPD 32-70, *Environmental Quality*

AFI 32-7080, *Pollution Prevention Program*

AFI 37-132, *Air Force Privacy Act Program*

Executive Order 13101, Greening the Government through Waste Prevention, Recycling and Federal Acquisition

Section 2577 of Title 10, United States Code (as Added by Section 6 of the Military Construction Codification Act, Public Law 97-214)

Solid Waste Disposal Act of 1965

Integrated Waste Management Act of 1989, Assembly Bill (AB) 939

Attachment 2

INITIAL REQUEST FOR PICK UP OF RECYCLABLE MATERIALS

This sheet is to be used to request service from Solano Recycles to pick up your recycling materials either inside your building at an easily accessible staging area or outside of your building/curbside. Prior to submitting this request, please check the area outside of your building. If any of the brown recycling bins (4, 6 or 8 yards) are near your building, then green toters will not be delivered for the same type of material. For example, if a four-yard white paper bin is near your building, it would not be efficient to add green toters.

Group: _____ Squadron Office Symbol _____ Building: _____
Date: _____

1. Name of recycling monitor and alternate assigned to the squadron?

Primary: _____ Phone No. _____ Alternate _____ Phone No. _____

Place an X to identify your choices:

2. Frequency of pick up: once a month: _____ twice a month: _____ once a week: _____

3. Need _____ 100-gallon toters to recycle: plastic, glass and cans: _____
(how many)

white paper: _____ mixed paper: _____ cardboard: _____ newspaper _____

4. Need _____ 64-gallon toters to recycle: plastic, glass and cans: _____
(how many)

white paper: _____ mixed paper: _____ cardboard: _____ newspaper: _____

Building No. _____ Street _____

Neatly **sketch** the building/s where you want toter/s placed and picked up: (mark with an **X**). Attach additional sheets if necessary. Mail to 60 CES/CEVP; attention: Recycling Program Manager. You may also fax; call the environmental flight to get fax number.