



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
ASO 4570.4D
NREAO
6 Nov 20

AIR STATION ORDER 4570.4D

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: SOLID WASTE DISPOSAL AND QUALIFIED RECYCLING PROGRAM

Ref: (a) 10 USC 2577
(b) DoD Instruction 4715.23
(c) MCO 5090.2
(d) Integrated Recycling and Solid Waste Management Program
(e) ASO 5090.8A

Encl: (1) Definitions

1. Situation. To establish policies, general requirements, and assign responsibilities for solid waste disposal, minimization, and recycling, and the operation and maintenance of a Qualified Recycling Program (QRP) for Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 4570.4C.

3. Mission. This Order provides policy for waste disposal and recycling aboard MCAS Beaufort. All military and civilian personnel, including contractors, shall comply with the provisions of this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Beaufort shall maintain a rigorous solid waste disposal and recycling program.

(2) Concept of Operations. Reference (a) authorizes installations with a QRP to receive 100 percent of the funds generated from the sale of recyclable materials (up to 2 million dollars per fiscal year) and establishes authorized appropriation of those funds. Proceeds must first be used to cover operations, maintenance, and overhead costs for processing recycled materials. Up to 50 percent of the remaining balance may be used for pollution abatement, energy conservation, and occupational safety and health, and the remainder of the proceeds may be used for morale and welfare activities. Reference (b) provides guidance on implementing and maintaining an Installation QRP. Contracts providing for contractor operation of a government-owned facility are required to include provisions obligating the contractor to participate in a recycling program. Reference (c) provides guidance on Marine Corps policy and responsibilities for solid waste management and resource recovery, including requirements for source reduction, resource recovery, recordkeeping, accounting, and reporting. Reference (d) outlines the steps necessary to establish and maintain a QRP, discusses how to sell recyclable materials and allocate proceeds, explains how to handle QRP finances, and describes recordkeeping requirements.

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b. Responsibilities. Specific duties for those individuals and offices involved (directly or indirectly) in the QRP program are as follows:

(1) All MCAS Beaufort departments, tenant commands, and contractors shall actively participate in the Air Station Recycling Program and recycle those materials identified in this Order.

(2) Environmental coordinators shall ensure their department or tenant command complies with recycling and waste management requirements specified in this Order, identifies additional recycling opportunities or needs, and acts a liaison with the QRP Manager.

(3) The Natural Resources and Environmental Affairs Office (NREAO) Recycling Manager is the designated QRP Manager for MCAS Beaufort.

c. Recycling Committee Members. Additional personnel may be added as recommended by the NREAO department head. The MCAS Beaufort Recycling Committee shall consist of the following members:

- (1) S-4 Officer (Chairperson).
- (2) NREAO department head.
- (3) QRP/NREAO Recycle Manager.
- (4) Comptroller (or representative).
- (5) Public Works Officer (or representative).
- (6) MCCS Manager (or representative).
- (7) Station Safety Officer (or representative).

d. Recycling Committee Responsibilities. Recycling Committee members shall collaborate to ensure participation in and expansion of existing recycling programs. Meetings shall be held as often as necessary (as dictated by the Recycling Committee Chairperson), but at least annually to:

(1) Recommend, review, and approve recycling facility improvement projects and procurement of recycling equipment.

(2) Annually review the QRP program in conjunction with the Environmental Compliance Evaluation and the recycling audit report prepared by the Comptroller.

(3) Propose and approve the expenditure of excess funds from the sale of recyclable materials per references (a) and (c). The Recycling Committee can, in lieu of cash, purchase items for donation that benefit or improve the quality of life of active duty personnel stationed aboard MCAS Beaufort.

e. NREAO Recycling Manager. The NREAO Recycling Manager is responsible for managing the QRP and overseeing the QRP budget. Specific duties include, but are not limited to:

(1) Conducting direct sales of recycling commodities (term and spot sales) and awarding contracts.

(2) Reporting all fiscal matters relating to fraud or criminal conduct to the Commanding Officer (CO).

(3) Performing contract administrative actions.

(4) Ensuring recycling revenues are used per reference (a).

(5) Maintaining required accounting records and supporting documentation for all proceeds received from the sale of recyclable materials and for authorized disbursement of funds.

(6) Developing and updating, as needed, a written recyclable material collection plan.

(7) Actively promoting and/or publicizing the Installation's Recycling Program through available means such as newspaper articles, television, public events, and other methods that encourage maximum participation.

(8) Advising the Recycling Committee on existing and proposed projects funded with recycling sales proceeds.

(9) Maintaining all program and audit records available for major claimant audits and inspections.

(10) Assisting the CO in the selection of the Recycling Committee members if not already in place.

(11) Determining the type and quantity of materials available for recycling and identifying locations where such materials may be collected.

(12) Developing and submitting potential recycling projects.

(13) Serving as the point of contact for all environmental coordinators regarding all solid waste recycling matters.

f. NREAO responsibilities include but are not limited to:

(1) Ensuring all recycling operations comply with pertinent environmental requirements.

(2) Enforcing all requirements set forth by this Order. Violators are subject to disciplinary action commensurate with the severity of the violation, knowledge of the offense, rank of the offender, and frequency of occurrence.

(3) Ensuring appropriate recycling related training and guidance is given to all.

g. Departments

(1) The Comptroller's Office shall:

(a) Conduct an annual audit of the QRP Recycle Suspense Account to ensure the recycling revenue is used per reference (a).

(b) Maintain all programs and audit records and make them available for major claimant audits and inspections.

(2) The Public Works Department shall:

(a) Maintain all government-owned vehicles assigned to NREAO's Recycle department in accordance with established policies.

(b) Provide all contractors and subcontractors a copy of this Order and enforce the requirements for all construction and demolition activities conducted aboard MCAS Beaufort.

(c) Require all contractors and subcontractors aboard MCAS Beaufort to:

(1) Contact the NREAO Recycling Manager prior to beginning any construction and demolition activities to identify any recycling opportunities.

(2) Provide the NREAO Recycling Manager with copies of weight tickets for all waste generated aboard the Installation.

(d) The Air Station Department of Safety and Standardization shall ensure all recycling operations comply with pertinent safety requirements.

(3) The Facilities Engineering and Acquisition Division (FEAD) shall:

(a) Establish, if not already in place, contracting language requiring all contractors performing work aboard the Air Station to contact the Recycling Manager at (843) 228-7694 prior to the start of work that will generate any amount of solid or construction and demolition waste to discuss recycle opportunities and waste issues.

(b) Provide a copy of the weight ticket (i.e., solid waste or construction and demolition landfill) of all waste transported off base to the Recycling Manager directly. Ensure contractors are familiar with all Air Station solid waste practices and that they manage waste accordingly.

h. Deficiencies can be reported electronically. The QRP Manager shall facilitate reporting and resolutions of recycling violations deficiency reporting. Report and maintain appropriate records as necessary. Serious violations as determined by the Recycling Manager will be reported to the Natural Resources and Environmental Affairs Officer.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the NREAO Recycle Manager via the appropriate chain of command.

6. Command and Signal

a. Command. This Order applies to all personnel aboard MCAS Beaufort.

b. Signal. This Order is effective the date signed.


K. R. ARBOGAST

DISTRIBUTION: A

Definitions

1. Construction and Demolition Debris. Solid waste generated from construction, remodeling, repair, and demolition of structures such as: buildings, roads, bridges, land clearing, drainage systems, and sewer systems. Construction and demolition debris may include asphalt, bricks, concrete, wood, glass, vinyl and aluminum siding, steel, drywall, roofing materials, insulation, and wiring.
2. Environmental Compliance Coordinator. An individual assigned responsibility for the operation and management of their work unit's or department's hazardous waste in accordance with applicable regulations who may also be assigned Recycle Coordinator duties. Environmental Compliance Coordinators must complete environmental training from the NREAO per reference (e).
3. Garbage. Waste material derived in whole or in part from fruits, vegetables, meats, or other organic material; refuse of any character whatsoever that has been associated with such material including food scraps, table refuse, galley refuse, food wrappers, or packing materials; other waste materials from stores, food preparation areas, or dining areas.
4. Generator. A department, work center, tenant command, or contractor that has generated a solid or hazardous waste for which they are responsible.
5. Hazardous Waste (HW). As defined by 40 CFR Part 261.3, Subparts Construction and Demolition, HW is waste material that exhibits a hazardous characteristic (i.e. ignitability, corrosiveness, reactivity, or toxicity) or is a listed hazardous waste or any other waste designated as hazardous by State or local laws or regulation. Some common Air Station HW includes paints, solvents, oils, etc. Note: ALL HW GENERATED ABOARD MCAS BEAUFORT MUST BE TURNED-IN TO NREAO FOR PROPER DISPOSAL. CONTACT NREAO AT 228-6461/6458 FOR GUIDANCE. Reference (e) provides specific HW information and requirements.
6. Household Hazardous Material/Waste. Waste materials generated by residential activities that could cause harm to humans or the environment if improperly managed. Some household hazardous materials include unused household solvents, cleaners, paints, dyes, automotive and petroleum products, pesticides, and herbicides. Household hazardous materials are not regulated by Federal law but can still be managed in a safe manner to reduce environmental harm. Note: DUE TO MCAS BEAUFORT PERMIT CONDITIONS, HOUSEHOLD WASTES FROM LAUREL BAY CANNOT BE TRANSPORTED TO MCAS BEAUFORT NREAO FOR DISPOSAL.
7. Qualified Recycling Program (QRP). An organized operation that requires concerted efforts to divert or recover scrap or waste, as well as efforts to identify segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance their marketability. If the program is administered by a DoD component, a QRP includes adherence to a control process providing accountability for all materials processed through program operations.
8. Recyclable Materials. Materials that are normally discarded (i.e., scrap and waste) and that may be reused after physical or chemical reprocessing.

Recyclable materials do not include precious metal-bearing scrap or items which may be used again for their original purposes or functions without special processing. Recyclable materials also do not include ships, planes, weapons, or any discarded material which must undergo demilitarization prior to sale.

9. Recycling. The series of activities by which products or materials are recovered from the solid waste stream for use in the form of raw materials in the manufacturing of new products. The process consists of: collection of the recyclable solid waste components, separation by type, processing the components into reusable forms, and purchasing and using the goods made with recyclable materials.

10. Solid Waste. A non-hazardous garbage, refuse, or sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material including solid, liquid, semisolid, or contained gaseous material resulting from industrial, institutional, commercial, mining, and agricultural operations, and from community (i.e. Installation) activities. The term does not include solid or dissolved material in domestic sewage. The regulatory definition is provided in 40 CFR Part 261.2 and includes hazardous solid waste.

11. Source Reduction. As defined in the Federal Pollution Prevention Act, Source Reduction is any practice that:

a. Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, and disposal.

b. Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. Source reduction does not entail any form of waste management (e.g., recycling, treatment, and disposal).

12. Universal Waste. Universal waste that includes nickel-cadmium, mercury, or lithium containing batteries, pesticides, or thermostats and lamps containing mercury (e.g. fluorescent, neon, mercury vapor, high-intensity discharge, metal halide, high pressure sodium, etc.) that is recycled. Note: ALL UNIVERSAL WASTE GENERATED ABOARD MCAS BEAUFORT MUST BE TURNED-IN TO NREAO FOR PROPER DISPOSAL. CONTACT NREAO AT 228-6461/6458 FOR GUIDANCE.

13. Waste Minimization. A broad term encompassing all waste management methods, such as source reduction, recycling, and composting that result in reduction of waste transferred to a landfill.

14. Waste (Trash) Disposal. All personnel in Air Station departments, tenant commands, and contractors must properly dispose of their solid waste. The following general requirements apply and must be followed to ensure proper disposal:

a. Remove all recyclable materials from trash/solid waste prior to deposit in trash/waste dumpsters or containers.

b. Remove all hazardous waste from trash/solid waste prior to deposit in trash/waste dumpsters or containers.

c. Remove all universal waste from trash/solid waste prior to deposit in trash/waste dumpsters or containers.

d. Do not place large bulk items of any type in waste dumpsters such as furniture, boxes, etc.

e. Do not place tires inside any waste dumpster or container.

f. Do not place white goods (e.g. appliances such as stoves, water heaters, washing machines, dryers, refrigerators, freezers, etc.) inside waste dumpsters.

g. Obey all signs and instructions posted on waste dumpsters and containers.

h. Keep all waste/trash dumpsters and containers closed when not in use per S.C. law.

i. Only approved and designated dumpsters or containers are authorized for collection of acceptable trash or waste. Do not overfill any trash/waste dumpsters or containers. Likewise, do not abandon trash, waste or any other materials, such as, boxes-wood or cardboard, bags, furniture, equipment, wood, or any other containers beside dumpsters.

j. Dumpster locations are not to be used as waste "dumping" areas. All trash or waste must be placed inside approved dumpsters or containers designated for trash/waste collection.

k. Numerous, various-sized dumpsters are located throughout the Air Station for collection and removal of acceptable trash and solid waste. Solid waste dumpsters of this type are routinely maintained, serviced, and emptied by government contractors per the terms and conditions of the waste disposal contract. Users can address service problems or questions (i.e. frequency of scheduled service, additional or damaged dumpster, etc.) to the contract surveillance representative at (843) 228-7731.

l. Disposal of personal property (i.e. furniture, appliances, equipment, tools, electronics, etc.) is the responsibility of the individual owner. Government/Air Station owned/leased waste dumpsters or containers are not to be used for disposal of personal property. The NREAO QRP can accept recyclable personal property. Beaufort County SW Recycling Drop-off center at 80 Shanklin Road accepts white goods as defined in paragraph 14.f. Hickory Hill MSW Land Fill at 2621 Lowcountry Drive accepts all manner of solid wastes, except white goods.

m. All personnel should contact the Air Station QRP Recycle Manager at 228-7694 with any questions concerning the proper disposal of their solid waste and/or recyclable materials.

15. Collection of Recyclable Items. Per reference (b), all departments, tenant commands, and contractors must put forth their best effort to divert recyclable materials from disposal as a non-hazardous solid waste by recycling all materials that can be recycled at MCAS Beaufort. Environmental and other Installation staff shall develop and monitor procedures for collecting qualified recyclable materials. Currently, collection of recyclables is conducted by one of the following means:

a. Curbside Pick-up. Curbside recycling is provided for household recyclable materials in military housing and falls under PPV Tri-Command Military Housing Authority.

b. Drop-off Locations. There are two primary recycling drop-off locations at MCAS Beaufort:

(1) Recycle Center, Building 1258 is the primary drop-off site. All materials listed in paragraph (8) are accepted. Normal operating hours are Monday through Friday 0730 - 1600.

(2) Building 1205, located beside the Recycle Center. Accepts all Hazardous and Universal wastes.

c. Collection Containers. Various sizes of collection containers may be provided at most locations generating waste for paper (office bins, 50-gallon mobile containers) cardboard (1.7 and 2.2 cubic yard hoppers); aluminum cans (30-gallon); and metals (hoppers). Additional containers may be requested by contacting the Natural Resources and Environmental Affairs Office (NREAO) Recycle Manager.

d. Pick-up/Drop-off Service. Pick-up service is provided by the Recycle Department; special pick-up service can be arranged, if necessary, for the 50-gallon paper bins and cardboard hoppers; metals drop off is by appointment only; all other containers should be dropped off at the Recycle Center. It is the responsibility of the Environmental Coordinator to coordinate the drop-off of recyclable materials to the Recycle Center.

16. Recyclable Materials: Materials recovered at MCAS Beaufort are described below. Any questions regarding the recycle of materials not included below should be directed to the NREAO Recycle Manager.

a. Aluminum Cans. Aluminum cans are collected in numerous 30-gallon containers located at buildings throughout the Air Station. The Environmental Coordinator for the generating unit is responsible for coordinating the transportation of all full 30-gallon containers to the Recycle Center.

b. Automotive Batteries. All used lead acid batteries should be delivered to the Recycle Center for palletized storage. The Recycle Manager arranges transfer of fully loaded pallets for off-site recycling of all lead acid batteries.

c. Cardboard. Cardboard is collected in cardboard-only collection trailers located in those areas generating large quantities of cardboard waste. The environmental coordinator for each generating unit is responsible for notifying the Recycle Center when full. The cardboard trailers are located at multiple locations on the Air Station and Laurel Bay.

d. Construction and Demolition Debris. The Recycle Manager should be contacted prior to conducting any construction and demolition activities in order to identify any recycling opportunities. Collection, transport, and disposal of all non-recyclable construction and demolition debris will be the responsibility of the generator.

e. Metal. Several types of metal are source separated from the solid waste stream and stored at the Defense Reutilization and Marketing Office (DRMO). Drop off is by appointment only. The environmental coordinator for each generating unit is responsible for coordinating the transportation of the metals to the DRMO. The following metals are managed according to the above procedures:

- (1) Aluminum (plate, sheet, and scrap).
- (2) Brass.
- (3) Copper.
- (4) Copper Wire.
- (5) Scrap Metal.
- (6) Steel (high temperature, corrosion resistant).

f. Paper Products. White office paper, newspaper and inserts, magazines, catalogs, paperback books, and military publications are collected in office bins. 50-gallon collection containers are placed at numerous generating locations aboard MCAS Beaufort. The environmental coordinator for each generating unit is responsible for coordinating the transportation of the office bins and 50-gallon collection containers to the Recycle Center (Building 1258) for recycling.

g. Toner Cartridges. Used printer toner cartridges must be dropped off at the Servmart for return to the manufacturer. The environmental coordinator is responsible for coordinating the transportation of used toners.

h. Universal Waste. All universal waste must be transported by the generator to NREAO (228-6458) in Building 1205 following the procedures outlined in the MCAS Beaufort Hazardous Waste Management Plan.

i. Used Antifreeze. Used antifreeze must be collected in approved, appropriately-sized containers by all work units generating used antifreeze. When the container is full, the Environmental Coordinator for the generating unit is responsible for coordinating turn-in to NREAO, who in turn will coordinate the removal and recycle of the used antifreeze.

j. Used Oil. Used oil must be collected in approved, appropriately sized containers (ranging from 55-gallon to 300-gallons) by all work centers generating used oil. When the container is full, the unit Environmental Coordinator must contact the Public Works (PW) department Help Desk to request removal. PW will create a work ticket for the Base Maintenance Contractor to first test used oil for halogens/contamination, then transport the used oil to primary waste oil storage tanks, where it remains until transferred off-site.

k. Wood Pallets. Wood pallets that are in good condition (not deteriorated or broken down) should be transported by the generator to the Recycle Center Yard (Building 1205). Serviceable pallets are reused. Unserviceable pallets are considered wood waste. Wood waste is generally any unusable scrap wood, and should be transported by the generator to one of five wood-only roll-off containers located aboard the Air Station. One roll-off containers is located at the recycle center three are located at Building 1173 (Station DRMO), and one is located at Building 780 (MWSD-31). Wood waste is transported by a contractor to a Construction and Demolition landfill. Wood waste is generally not recycled.

17. Sale of Recyclable Items. Environmental/Recycle staff sell QRP materials through direct sales per reference (a). Proceeds from the sale of recyclable materials shall be managed in accordance with reference (a).