



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4570.4C
NREAO
30 JUN 2011

AIR STATION ORDER 4570.4C

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 4715.4 Pollution Prevention
(c) MCO P5090.2A
(d) Qualified Recycling Program Guide UG-2039-ENV June 2000
(e) ASO 4570.3B, Hazardous Waste Management Plan

Encl: (1) Definitions

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

2. Cancellation. ASO 4570.4B.

3. Mission

a. This order applies to all departments and commands, their assigned personnel, both civilian and military, stationed or who work aboard MCAS Beaufort and any other areas designated by the Commanding Officer (CO).

b. This order also applies to all contractors and subcontractors working aboard MCAS Beaufort.

4. Execution

a. 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 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 utilized 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) assigns responsibility to the Defense Logistics Agency (DLA) for appropriating the funds generated from the sale of recyclable materials consigned to Defense Reutilization and Marketing Office (DRMO) for disposal; and provides guidance to the military departments on implementing and maintaining a QRP at installations. 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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

recyclable materials and allocate proceeds, explains how to handle QRP finances, and describes recordkeeping requirements.

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

(1) All MCAS departments, tenant commands, squadrons, and contractors, both civilian and military, will:

(a) Actively participate in the Air Station Recycling Program and recycle those materials identified in this order.

(b) The environmental coordinator shall ensure their department or tenant command complies with the recycling and waste management requirements, as specified in this order, and identifies additional recycling opportunities or needs (additional collection containers) and provides this information to the QRP Manager.

(2) The National Resources and Environmental Affairs Office (NREAO) Recycle Manager is the designated QRP Manager for MCAS Beaufort.

(3) Recycle Committee Members. Additional personnel as recommended by the NREAO department head. The MCAS Beaufort Recycle Committee shall be formed of the following members:

- (a) NREAO department head.
- (b) QRP/NREAO Recycle Manager.
- (c) S-4 Officer (or representative).
- (d) Comptroller (or representative).
- (e) Public Works Officer (or representative).
- (f) MCCS Manager (or representative).
- (g) Station Safety Officer (or representative).

c. Recycle Committee Responsibilities. Recycle Committee members shall collaborate to ensure participation in, and expansion of existing recycling programs. Meetings should be held as often as necessary (as dictated by the Recycle Committee Chairperson), but at least quarterly 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 as per DoD/DoN guidance. The Recycle Committee can,

30 APR 1994

in lieu of cash, purchase items for donation that benefit or improve the quality of life of active duty personnel stationed aboard MCAS Beaufort.

d. NREAO Recycle Manager. Responsible for managing the QRP and overseeing the QRP budget. Specific duties include, but are not limited to, the following:

- (1) Serve as Chairperson of the Recycle Committee.
- (2) Designate a trained individual, if need be, to conduct local sales (term and spot sales) and award contracts.
- (3) Report all fiscal matters relating to fraud or criminal conduct to the Commanding Officer.
- (4) Ensure the designated contracting sales officer signs all documents requiring signature for the Government.
- (5) Perform contract administrative actions.
- (6) Ensure recycling revenues are used per reference (a).
- (7) Maintain required accounting records and supporting documentation for all proceeds received from the sale of recyclable materials and for disbursement of funds for authorized purposes.
- (8) Develop and update, as needed, a written recyclable material collection (pick-up) plan or schedule.
- (9) Actively promote and/or publicize the Air Station's Recycling Program through available means such as newspaper articles, TV, public events, and other methods that encourage maximum personnel participation.
- (10) Advise the Recycle Committee on existing and proposed projects funded with recycle sales proceeds.
- (11) Maintain all program and audit records available for major claimant audits and inspections.
- (12) Assist the Commanding Officer in the selection of the Recycle Committee members if not already in place.
- (13) Determine the type and quantity of materials available for recycling and identify locations where such materials may be collected.
- (14) Develop and submit potential recycling projects.
- (15) Serve as the point of contact for all Environmental Coordinators regarding all solid waste recycling matters and policy.

e. NREAO responsibilities include but are not limited to:

- (1) Ensure all recycling operations comply with pertinent

30 JUN 2011

environmental requirements.

(2) Enforce 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) Ensure appropriate recycle related training and guidance is given to all.

f. Environmental Coordinators:

(1) The Comptroller's Office shall:

(a) Conduct an annual audit of the QRP Recycle Suspense Account (F3875 Budget Clearing Account to which all recycle proceeds are deposited) to ensure the recycling revenue is used in accordance with reference (a).

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

(c) Ensure that projects considered for local funding with recycling proceeds are not included in a normal military construction program.

(d) Ensure that the balance of funds received from the sale of recycled materials, not disbursed by the end of the fiscal year, does not exceed \$2,000,000.

(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 with a copy of this Order, and enforce the requirements of this Order for all Construction and Demolition (C&D) activities conducted aboard MCAS Beaufort.

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

1. Contact the NREAO Recycle Manager prior to beginning any C&D activities in order to identify any recycling opportunities.

2. Provide the NREAO Recycle Manager with copies of weight tickets for all wastes generated on Base.

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

(e) The MCAS Supply Department will develop service and sales contracts for recyclable materials only if requested to do so by the QRP

Manager. The decision will be based on evaluation of available direct sales options for QRP materials by the QRP Manager.

(3) DRMO shall:

(a) Maintain records on the types and quantity of materials sold for recycling through the DRMO, and provide this information annually to the QRP Manager.

(b) Transfer funds generated from the sale of QRP materials via the DRMO to the Recycle Suspense Account (F3875 account) at least quarterly per the requirement of reference (b).

(4) Resident Officer-in-Charge of Construction (ROICC) shall:

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

(b) Provide a copy of the weight ticket (i.e., SW or C&D landfill) of all waste transported off base to the Recycle Manager directly (843)228-7694. Ensure contractors are familiar with all the Air Station solid waste practices and that they manage waste in accordance with this Order.

g. Deficiency Reporting. Reporting of deficiencies can be done electronically. The QRP Manager will facilitate reporting and resolutions of recycle violations and maintain appropriate records as necessary. Serious violations as determined by the Recycle Manager will be reported to the Natural Resources and Environmental Affairs Officer.

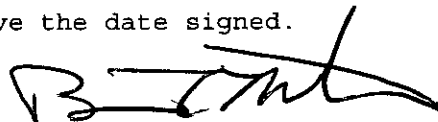
h. Summary of Revision. This revision has been reformatted and contains a number of changes that must be completely reviewed.

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

5. Command and Signal

a. Command. This Order applies to all departments and commands, their assigned personnel, both civilian and military, stationed or who work aboard MCAS Beaufort, all contractors and subcontractors who work aboard MCAS Beaufort and any other areas as designated by the Commanding Officer.

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



B. C. MURTHA

DISTRIBUTION: A

Definitions:

1. Construction and Demolition (C&D) Debris. Solid waste generated from construction, remodeling, repair, and demolition of structures such as: buildings, roads, bridges, land clearing, drainage systems, and sewer systems. C&D debris produced 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 that may also be assigned Recycle Coordinator duties. Environmental Compliance Coordinators must complete reference (e) environmental training from the NREAO.
3. Garbage. Waste material derived in whole or in part from fruits, vegetables, meats, or other plants or animal (including poultry) material; other 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 and for which they are responsible.
5. Hazardous Waste (HW). As defined by 40 CFR Part 261.3, Subparts C & D, is waste material that exhibits a hazardous characteristic (i.e. ignitability, corrosivity, 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 HAZARDOUS WASTE 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 Hazardous Waste 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, 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: THE NREAO DOES HAVE A HOUSEHOLD HAZARDOUS WASTE MANAGEMENT PROGRAM AND WILL ACCEPT RESIDENTIAL HOUSEHOLD HAZARDOUS MATERIALS FROM PINE GROVE RESIDENTS ONLY. CALL 228-6461/6458 FOR INFORMATION. FOR LAUREL BAY RESIDENTS, TRI-COMMAND MILITARY HOUSING HAS A PROGRAM IN EFFECT. CALL 846-5330 FOR INFORMATION. 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 Department of Defense (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. Air Station) 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, 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. Hazardous wastes that include nickel-cadmium, mercury, or lithium containing batteries, pesticides, 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. Note: IT IS A VIOLATION TO STATE AND FEDERAL LAW TO IMPROPERLY DISPOSE OF HAZARDOUS WASTE. VIOLATORS CAN FACE SEVERE FINES AND/OR PENALTY. WASTE MUST BE TURNED IN TO NREAO FOR PROPER DISPOSAL. CALL 228-6458/6461 FOR GUIDANCE.
- c. Remove all universal waste from trash/solid waste prior to deposit in trash/waste dumpsters or containers. Note: IT IS A VIOLATION TO STATE AND FEDERAL LAW TO IMPROPERLY DISPOSE OF HAZARDOUS WASTE. VIOLATORS CAN FACE SEVERE FINES AND/OR PENALTY. WASTE MUST BE TURNED IN TO NREAO FOR PROPER DISPOSAL. CALL 228-6458/6461 FOR GUIDANCE.
- 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 as required by South Carolina law.
- i. Only approved and designated dumpsters or containers are authorized for collection of acceptable trash or waste. Do not exceed the capacity (i.e. overflow) of any trash/waste dumpsters or containers. 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 as per terms and conditions of the waste disposal contract. Users can address service problems or questions (i.e. frequency of scheduled service, additional, damaged dumpster, etc.) to the ROICC contract officer at 228-8572.
- l. Disposal of personal property (i.e. furniture, appliances, equipment, tools, electronics, etc.) is the responsibility of the individual owner. Government, Air Station owned, and leased waste dumpsters or containers are

not to be used for disposal of personal property. Contact the Air Station DRMO office at 228-7449 for additional information and guidance. The NREAO QRP (228-7694) can accept recyclable personal property. Beaufort County SW Recycle Drop-off center on 120 Shanklin Rd (846-4748), accepts white goods as defined in paragraph 6.f above. Hickory Hill MSW Land Fill, on US Hwy 278, (phone number is 987-4643) 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 will 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 five primary recycling drop-off locations at MCAS Beaufort:

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

(2) Marine Corps Exchange (MCX) parking lot, roll-off container, located between the Lasseter Theatre and the MCX, accepts paper, plastic, and aluminum cans.

(3) Bowling Alley and Fitness Center parking lot, roll-off container, accepts paper, plastic, and aluminum cans.

(4) Hanger 414 parking lot, roll-off container, accepts paper, plastic, and aluminum cans.

(5) Building 1205, located beside the Recycle Center, accepts all hazardous, universal, and household hazardous wastes (Household hazardous wastes from Pine Grove residents only).

c. Collection Containers. Various sizes of collection containers may be provided at most locations generating waste for plastic bottles or 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 for the paper and metal hoppers; special pick-up service can be arranged, if necessary, for the 50-gallon paper bins and cardboard hoppers; 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 at 228-7694.

a. Aluminum Cans. Aluminum cans are collected in marked containers at the drop-off locations listed in 7.b, and 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 Recycling Center for palletized storage. The Recycling Manager arranges transfers 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 Recycling Center when full. Under special circumstances, a pick-up service may be provided by the Recycling Department. The cardboard trailers are located at multiple locations on the Air Station and Laurel Bay.

d. Construction and Demolition (C&D) Debris. The Recycling Manager should be contacted prior to conducting any C&D activities in order to identify any recycling opportunities. Collection, transport, and disposal of all non-recyclable C&D debris will be the responsibility of the generator.

e. Glass Containers. Glass containers and bottles can be transported by the generator directly to the Recycling Center.

f. Metal. Several types of metal are source separated from the solid waste stream and placed in containers located at the Recycling Center, where the metals are stockpiled until they are sold. The Environmental Coordinator for each generating unit is responsible for coordinating the transportation of the metals to the Recycling Center. The following metals are managed according to the above procedures:

- (1) Aluminum (plate, sheet, and scrap)
- (2) Brass (includes spent/fired munitions)
- (3) Copper
- (4) Copper Wire
- (5) Scrap Metal

20 JUN 1991

(6) Steel (high temperature, corrosion resistant)

g. Paper Products. White office paper, newspaper, inserts, magazines, catalogs, paperback books, and military publications are collected in the roll-off containers listed in 7.b and in office bins. The 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 Recycling Center. Telephone directories and hard-cover books (except those generated by the library) must be brought directly to the Recycling Center (Building 1258) for recycling.

h. Plastics. Plastics are collected in the roll-off containers listed in 7.b, or can be transported by the generator directly to the Recycling Center. The Recycling Manager is responsible for coordinating the service of the roll-off containers.

i. Toner Cartridges. Used printer toner cartridges must be dropped off at the LCI Servmart for return to the manufacturer. The Environmental Coordinator is responsible for coordinating the transportation of used toners.

j. Universal Wastes. Universal wastes include other HW batteries (not lead acid/automotive batteries), pesticides, mercury-containing thermostats, and lamps. All Universal Waste must be transported by the generator to NREAO (228-6458) Building 1205 following the procedures outlined in the MCAS Beaufort Hazardous Waste Management Plan.

k. 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.

l. 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 for removal. PW will first test used oil for halogens/contamination, then vacuum out the container contents and transport to primary waste oil storage tanks, where it remains until transferred off-site. Used oil should not be taken to the Recycle Center.

m. 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 sold or reused by base tenants. Unserviceable pallets are considered wood waste and are managed as described below.

n. 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. Two roll-off containers are located at the Recycle Center, two are located at Building 1173 (Station

30 JUN 2011

DRMO), and one is located at Building 780 (MWSS-273). Wood waste is transported by a contractor to a C&D landfill. Wood waste is generally not recycled.

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