



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD**  
**954 WILLIAM H. WILSON AVENUE**  
**FORT STEWART, GEORGIA 31314**

REPLY TO  
ATTENTION OF

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**FEB 12 2007**

MEMORANDUM FOR All Personnel, US Army Installation, Fort Stewart / Hunter Army Airfield, Georgia

SUBJECT: US Army Installation, Fort Stewart / Hunter Army Airfield Policy Memorandum # 8, Command Recycling Policy

1. REFERENCES.

- a. Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, 14 September 1998.
- b. Office of the Under Secretary of Defense, Acquisition and Technology, DoD Pollution Prevention Measure of Merit, 13 May 1998.
- c. Assistant Chief of Staff, Installation Management, Memorandum, Sustainable Management of Waste in Military Construction, Renovation, and Demolition Activities, 6 Feb 06.
- d. Fort Stewart /Hunter Army Airfield, Directorate of Public Works (DPW), Environmental Division Recycling Information Sheet, 31 Mar 06.

2. PURPOSE. To provide guidance to all civilian (and/or military) personnel assigned to and/or under the operational control of the Installation Management Command, tenant organizations, contractors and personnel living and/or working at Fort Stewart / Hunter Army Airfield on the Command Recycling Program.

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and/or under the operational control of the Installation Management Command, tenant organizations, contractors and personnel living and/or working at Fort Stewart / Hunter Army Airfield.

4. POLICY. Executive Order 13101 and this policy are the guidelines for personnel on this installation when purchasing supplies and materials for all operations and contracts. Only designated products meeting the requirements of Executive Order 13101 will be purchased. These product categories include paper, construction products, landscaping products, paper products, non-paper office products, parks and recreation products, transportation and alternative fuel vehicles, and miscellaneous items. All office paper purchased must contain no less than 20 percent recycle content. However, 50 percent recycle materials is encouraged. Contact the DPW, Environmental Waste Management Section for a full list of required items or refer to [www.epa.gov/cpg/products.html](http://www.epa.gov/cpg/products.html).

5. PROCEDURES.

- a. All military units, installation activities, tenant organizations and contractors will:

- (1) Establish a Recycling Program Standard Operating Procedure tailored to their organization for the management of recyclable materials. (Recycling programs will be randomly assessed by DPW Environmental Division for compliance).

- (2) Appoint a Recycling Compliance Person/s (RCP). The RCP must attend the Installation ECO (Environmental Compliance Officer) course for training and instruction on current recycling procedures. Contact the DPW Environmental Division Office for ECO Course dates/times and location. DPW, Environmental personnel will be available for participation in contract site visits and kick-off meetings to clarify requirements as needed. All appointed RCP's will work directly with the DPW, Environmental Division to ensure program requirements are met. Short-term contractors (less than one year) will schedule a 1 hour briefing with the DPW, Environmental Division to receive policy letter and guidance in lieu of the ECO course.

(3) Provide clearly marked recycling cans/containers (available through SSSC) and establish collection points inside all buildings/facilities and work sites for the collection of commingled recyclable materials. (For further information refer to Environmental Division Recycling Information Sheet, 31 Mar 06 – contained on the Fort Stewart Intranet, DPW Page).

(a) Office paper, junk mail, newspaper, magazines, cardboard, aluminum/bi-metal cans (i.e. vegetable cans), plastic containers (#1, 2 and 5 only), glass bottles/containers (clear, brown, green).

(i) Ensure all “unclassified” documents/paper products are placed in a transparent plastic bag and tied closed prior to placing in blue dumpsters to facilitate the separation process and protect the integrity of the commodity. Can liners are not required for other recyclable material, but if used, they too must be transparent liners/bags.

(ii) Ensure all recyclable cans and bottles are emptied and rinsed (if possible) prior to placing in collection container.

(iii) Ensure that all commingled (mixed) recyclable materials from barracks, motor pools and administration buildings are placed in blue dumpsters provided. (Note: If collections personnel discover trash in recycling dumpsters or recyclables in trash dumpsters, the containers **will not** be emptied. Violators will be reported to the DPW Environmental Division for coordination with offending entity for corrective action.

(b) Ink/toner cartridges, scrap metal, bulk cardboard and serviceable pallets. Deliver these items to the installation recycling facility (Fort Stewart - Bldg. #957 on McFarland Ave or on Hunter Army Airfield - Bldg. TR-727 on Westley Ave); do not place these items in or beside the dumpsters.

(c) Coordinate collection/delivery of bulk cardboard, scrap metals and pallets with the installation recycling facility. Organizations generating large amounts of cardboard scrap metal, and pallets on a continuous basis should contact the DPW, Environmental Division Section for assistance.

(d) Household Movement/Packing Materials. Coordinate the pickup of recyclable packing material (paper and cardboard) generated by newly arriving soldiers and ensure they are made aware of this recycling policy.

(4) Unit Training Exercises. Continue to enforce the recycling policy during unit field training exercises. Provide a means to collect recyclable materials and process these materials upon return IAW with this policy and specific ECO training guidance regarding petroleum, oil, and lubricant containers (i.e. triple rinse).

(5) Collect and deliver yard waste (limbs, leaves, pine straw, pine cones, grass clippings, etc.) to the landfill for proper disposal/composting – do not deposit these items in/near any dumpster.

b. Government Military Housing (GMH) and Housing Residents.

(1) GMH will:

(a) Provide each family housing unit with a blue recycling poly cart and a copy of this recycling policy.

(b) Provide weekly curbside collection of commingled recyclables. (Note: If collection personnel discover trash mixed with recyclables or recyclables mixed with trash, the containers **will not** be emptied and violators will be reported to DPW, Environmental Division for enforcement actions).

(2) Housing Residents will:

(a) Place all bulk household packing material (paper and cardboard) in the identified locations as designated by GMH for collection upon arrival/assignment to housing.

(b) Place all recyclable materials (i.e., cardboard, junk mail, magazines, writing paper, newspaper, glass bottles/containers (clear, brown, green), plastic containers (#1, 2 and 5 only), aluminum/bi-metal cans, etc.) in the blue poly carts provided. All paper products must be placed in a transparent plastic bag which must be tied closed prior to being placed in the blue poly carts. Can liners are not required for other recyclable material; but if used, they must be transparent liners/bags.

(c) Place their blue poly carts at the curb before 0800 on their assigned collection day.

(d) Place large items, such as bicycles, "privately owned" washers, dryers, refrigerators, etc. on the curb beside their blue poly carts on their assigned collection day to be collected by the contractor.

c. Installation and tenant organizations will:

(1) Ensure that all contracts include the requirement for contractors to adhere to the Fort Stewart/Hunter Army Airfield Recycling Policy, and ensure through inspections that contractors are adhering to policy. Contracts will require contractors to provide a copy of landfill scale tickets to their COR (Contracting Officer's Representative /QA for all waste disposed of off the installation. The COR will ensure that the copy of the landfill scale tickets are provided to DPW, Environmental Division, and all recyclables from construction, renovation, and demolition sites will be kept separate from other waste. (Note: This applies even if the contract requires the waste to be hauled off the installation for disposal).

(2) Ensure contracts that involve adding or replacing furniture, fixtures, mattresses, and other such items or in general generate large amounts of cardboard include provisions to collect and transport the cardboard to the installation recycling facility. (Note: The DPW Environmental Division has limited resources and will assist with collection and transporting this material until resources are expended, there are drop-off facilities available that are expected to be utilized when such service is not available. Contractors need to be aware of the limited resources and coordinate further assistance with the COR. (For further information refer to Environmental Division Recycling Information Sheet, 31 Mar 06 – contained on the Fort Stewart Intranet, DPW Page).

(3) Custodial service contracts will include the requirement to deposit the contents collected from any recycling containers in the nearest blue dumpster. Provisions will also be included in the contracts to not service trash receptacles when recyclables are not segregated from the waste stream, and to notifying the COR of the discrepancy. The COR will perform random inspections to ensure these requirements are being met and coordinate with the DPW, Environmental Division upon notification.

d. DPW will: Ensure refuse and recycle collection drivers do not service any trash dumpsters with recyclable materials present, or any recycle dumpsters with trash present. If either of these conditions exists, the driver will notify the DPW, Environmental Division for corrective action.

(1) Ensure all contracts state that contractors must separate, collect and deliver recyclable material generated during the life of the contract to the installation's recycling facility.

e. Self-Service Supply Center will:

(1) Stock clear plastic bags and blue recycling containers marked "We Recycle."

(2) Stock office paper with a minimum of 20% recycled content.

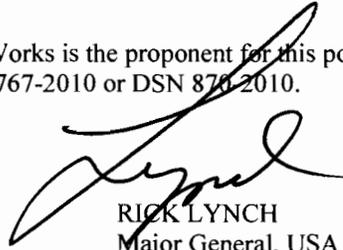
(3) Stock items made from recycled material, and ensure those items are clearly marked and labeled as such.

(4) Ensure that signs are posted stating that customers should purchase items made from recycled material when available.

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6. PROPONENT: The Directorate of Public Works is the proponent for this policy. The point of contact is DPW, Environmental Division, at commercial (912) 767-2010 or DSN 870-2010.



RICK LYNCH  
Major General, USA  
Installation Commander