



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

NETPDTCINST 6280.1
N41

26 MAR 1997

NETPDTC INSTRUCTION 6280.1

Subj: NETPDTC QUALIFYING RECYCLING PROGRAM (QRP)

Ref: (a) Public Law 97-214
(b) DoD Directive 4165.60
(c) SECNAVINST 1710.8
(d) SECNAVINST 5720.42E
(e) OPNAVINST 5090.1B (Chapter 14)
(f) NEESA 5-010A
(g) MWR Desktop Reference Guide - "Trash to Cash"

Encl: (1) Qualifying Recycling Program Standard Operating
Procedures (SOP) for NETPDTC
(2) Recycling Schedule

1. Purpose. To establish a qualifying recycling program (QRP) for NETPDTC Pensacola per references (a) through (g).

2. Cancellation. NETPMSAINST 6280.1C

3. Definitions

a. Recycling. The process by which recovered materials are transformed into new usable products.

b. Qualifying Recycling Program (QRP) An organized operation that requires concerted efforts to divert or recover scrap or waste from waste streams as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance their marketability.

c. Recyclable Materials. Materials diverted from the solid waste stream and beneficially used in place of raw materials. Recyclable materials do not include precious metals or other items that can be used again in their original state. Items determined to be resource recoverable onboard NETPDTC include:

- (1) Newspaper.
- (2) Computer paper.
- (3) Computer punch cards.
- (4) Corrugated containers.

26 MAR 1997

(5) Aluminum cans.

(6) Old training manuals (other than Distribution Statement A material).

(7) Miscellaneous books, etc.

Note: For Official Use Only (FOUO) material must be shredded or torn and is therefore not recyclable. Dispose of shredded/torn paper in trash dumpsters.

d. High-grade Paper. This includes letterhead stationary, typing paper, computer paper (without carbon), and computer punch cards.

e. Low-grade Paper. This includes newspaper, books, technical manuals, self-carbonated (with carbon sheet), phone books, etc.

4. Scope. This instruction applies to all NETPDTC Pensacola departments and tenant commands, except the Navy Exchange and the Federal Prison Camp, unless they choose to participate in this program.

5. Background

a. Saufley Field generates a lot of recyclable solid waste material. Recycling these solid wastes will do four things:

(1) Help conserve our natural resources.

(2) Reduce the waste stream that threatens our environment.

(3) Help to reduce pollution.

(4) Generate income to help fund nonappropriated morale, welfare and recreation (MWR) programs.

b. A military installation that establishes a QRP meeting the requirements of reference (e) may receive at least 50 percent of the proceeds from the sale of recyclable materials to spend on MWR programs.

6. Program Policies

a. All products identified as recyclable (paragraph 3c applies) must be recycled if profitable.

20 MAR 1997

b. All solid waste materials that are either generated, collected, and/or stored onboard NETPDTC by Navy operations will be considered government property. If they have been identified as recyclable/recoverable, they must be disposed of through either the contract services of the Defense Reutilization and Marketing Office (DRMO), or through direct sales by authorized command personnel to local civilian recycling agencies. Removing recyclable/recoverable material from dumpsters onboard Saufley is prohibited.

c. Private sale, or contributions of recyclable/recoverable materials to nonprofit organizations is not authorized.

7. Proceeds from the Sale of Recyclable Materials

a. Accumulation of recycling funds is not affected by the end of a fiscal year. They are carried forward into the new fiscal year.

b. Sale proceeds will first be used to cover the cost of operation, maintenance and handling of recyclable materials. This includes the cost of containers and equipment used to collect and transport the recyclable materials.

c. Half of the remaining funds will be made available to help fund NETPDTC MWR programs.

d. All remaining funds will be used for pollution abatement initiatives.

e. The proceeds will be given to the Recycling Manager after being properly processed through Defense Finance and Accounting Service, Cleveland Center, Pensacola (DFAS-PE) and transferred to the Saufley Field recycling account for disbursement as authorized by the Commanding Officer.

8. Management Control Objectives

a. To help identify recyclable resources now being lost and divert these resources into the recycling program. To do this, a Pollution Prevention Subcommittee (PPS) to the Environmental Compliance Board (ECB) will be established to review available solid waste resources and investigate the feasibility of recycling them. A Recycling Manager will be appointed to oversee and manage the NETPDTC QRP. Duties are described in paragraph 9a.

26 MAR 1997

Specific duties of the PPS are described in paragraph 9g.

b. To increase available funding for NETPDTC MWR and pollution prevention projects

9. Action

a. Recycling Manager will:

(1) Coordinate recycling efforts with the Environmental Engineer.

(2) Serve-as program coordinator.

(3) Provide minutes of subcommittee meetings.

(4) Maintain liaison with DRMO.

(5) Review records maintained by DRMO concerning quantities and types of materials turned in by NETPDTC for sale under QRP.

(6) Maintain records to verify receipts of funds from local sales of recyclable materials.

(7) Coordinate funds between MWR and pollution prevention projects as approved by the Commanding Officer.

(8) Oversee the collection and sale or turn-in of recyclable materials.

(9) Review existing contracts before conducting local sales to prevent violations.

b. Environmental Engineer will:

(1) Provide guidance to the Recycling Manager on all recycling efforts (including funding, equipment, etc.)

(2) Coordinate activity-wide training for all recycling efforts.

c. Staff Civil Engineer will:

(1) Coordinate collection of routinely generated recyclable material with the Recycling Manager.

26 MAR 1997

(2) Maintain a secure compound where the recyclable materials collected can be stored while awaiting turn-in or sale.

d. Comptroller will:

(1) Establish and maintain financial accounting records and procedures and supporting documents for funds received and disbursed from the sale of recyclable materials.

(2) Prepare and distribute to each member of the PPS a Quarterly Recyclable Material Fund Status Report.

(3) Ensure costs of operation, maintenance and overhead for collecting and processing the recyclable materials are deducted and reimbursed appropriately before funds are disbursed for any purpose.

(4) Process distribution of funds based on direction by the Commanding Officer.

e. The Designated Command Journalist will assist with the promotion and publicity of the recycling program.

f. All Departments and Tenant Activities of NETPDTC will participate in this program except for the Navy Exchange and the Federal Prison Camp, unless they choose to participate.

g. Pollution Prevention Subcommittee (PPS) will:

(1) Meet as necessary to review and/or enhance the recycling program.

(2) Review and recommend to the ECB projects to be funded by proceeds from the recycling program.

(3) Review all current contracts before recommending sales of material to a local vendor.

(4) Consist of (at a minimum) the following persons:

(a) Executive Officer (Chairperson).

(b) Environmental Engineer.

26 MAR 1997

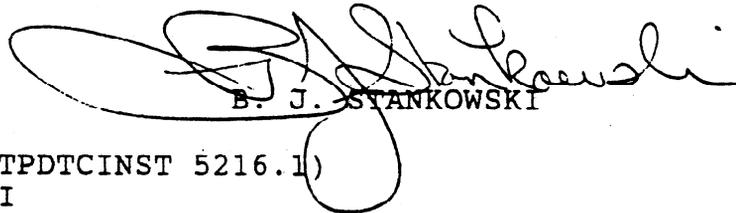
- (c) Recycling Program Manager.
- (d) One representative from each tenant activity.
- (e) Designated Journalist.
- (f) Saufley Field MWR Director.
- (g) Comptroller.

h. DRMO NAS Pensacola will:

(1) Maintain records of the quantity and type of materials turned-in for recycling.

(2) Develop service and sales contracts for materials to be recycled.

10. Directive Responsibility. The Recycling Manager will be responsible for keeping this instruction current.



B. J. STANKOWSKI

Distribution: (NETPDTTCINST 5216.1)
Lists I, II and III

26 MAR 1997

QUALIFYING RECYCLING PROGRAM STANDARD OPERATING PROCEDURES (SOP)
FOR NETPDTC

1. Purpose. This SOP establishes the standard operating procedures to support the requirements of the NETPDTC Qualifying Recycling Program (QRP) detailed in NETPDTC Instruction 6280.1.

2. Scope. This SOP applies to all NETPDTC Pensacola departments and tenant commands except for the Navy Exchange and Federal Prison Camp, unless they choose to participate.

3. Policy/Information

a. As of 1 October 1989, all Morale, Welfare and Recreation (MWR) programs must be self-funded. To help ease the burden of this requirement, we are instituting a recycling program onboard NETPDTC. Our first emphasis will be on recycling (high-grade) computer paper, (low-grade) paper like old books and technical manuals and aluminum cans.

b. Funds raised by this effort are to be used to support NETPDTC MWR and Pollution Prevention programs. If you have any suggestions, contact your PPS representative.

c. All departments and tenant commands will support the recycling effort by separating paper, technical manuals, telephone books and aluminum cans from their daily trash and depositing these items in the appropriate collection containers around the command. Some examples of the support expected are:

(1) Touch & Go. Place waste aluminum cans from beverage sales in separate bags and deposit them in the collection dumpster provided. Staff Civil Engineer (N41) personnel will transport the bags collected to the secure storage compound in Building 835.

(2) Buildings 2434 and 2435

(a) Aluminum Cans. Deposit waste aluminum soda cans in the designated recycling cans provided. They will be picked up by N41 on assigned days.

Enclosure (1)

26 MAR 1997

(b) Paper. Department/Division will establish a collection site to deposit waste paper (without carbons) in designated locations within their spaces and periodically deposit the waste paper in one of the designated pick-up locations assigned by N41, to be picked up on assigned days.

(3) N832 Learning Resource Center. Bring all waste technical manuals, etc., to the Shipping/Receiving (General) Branch, Building 809, paper collection site.

(4) Naval Reserve Center

(a) Aluminum Cans. Deposit waste aluminum soda cans in the designated recycling cans provided. They will be picked up by N41 on assigned days.

(b) Paper. Department/Division will establish a collection site to deposit waste paper (without carbons) in designated locations within their spaces and periodically deposit the waste paper in one of the designated pick-up locations assigned by N41, to be picked up on assigned days.

(5) Defense Finance and Accounting Services (DFAS)

(a) Aluminum Cans. Deposit waste aluminum soda cans in the designated recycling cans provided. They will be picked up by N41 on assigned days.

(b) Paper. Department/Division will establish a collection site to deposit waste paper (without carbons) in designated locations within their spaces and periodically deposit the waste paper in one of the designated pick-up locations assigned by N41, to be picked up on assigned days.

(6) All Other NETPDTC Personnel

(a) Aluminum Cans. Deposit waste aluminum soda cans in the designated recycling cans provided. They will be picked up by N41 on assigned days.

(b) Paper. Department/Division will establish a collection site to deposit waste paper (without carbons) in designated locations within their spaces and periodically deposit the waste paper in one of the designated pick-up locations assigned by N41, to be picked up on assigned days.

20 MAR 1997

(7) MWR Additional Locations. Deposit waste aluminum soda cans in the designated recycling cans provided, to be picked up by N41 on assigned days.

- (a) Saufley Field Golf Course.
- (b) Tennis Courts.
- (c) Racquetball Courts.
- (d) Softball Fields.

4. Specific Procedures.

a. Forms. A DD1348-1, DOD Single Line Item Release/Receipt Document, S/N 0102-LF-13-1040, is available at SERVMART. This is the form used to document recyclable material that is turned in to DRMO for sale. The remarks section of all DD-1348-1's used for turning in recyclable materials to DRMO for sale include the typed statement:

"Recyclable Material - Deposit Proceeds to account 17F3875.62RM/007/68322/0/068566/3C/000000/0683220TRASH."

b. Aluminum Can Collection. The Recycling Manager will conduct a routine check of the aluminum can collection containers onboard NETPDTC and arrange for Federal Prison Camp inmates to empty them if necessary. The collected bags will be taken to the secure storage compound behind Building 835 for storage.

c. Aluminum Can Turn-in. The Recycling Manager will arrange for transportation of the cans to one of the local civilian aluminum recycling agencies.

d. Paper Collection. NETPDTC has a contract in place with DRMO to collect and turn in our high grade computer paper. There are three collection dumpsters onboard NETPDTC. They both remain locked to prevent any low-grade paper like newspapers, phone books, technical manuals, etc., from being deposited. Their locations and key holders for access are:

- (1) Behind Building 801 - Kathie White, 452-2990, Ext. 200.
- (2) West of Building 2434 - Brenda Hodgins, 452-1926.
- (3) Southeast side Building 851 - Brenda Hodgins, 452-1926.
- (4) All locations - BU2 Worrick, 452-1067.

26 MAR 1997

e. Paper Turn-in. When the paper collection dumpsters are nearing their capacity, the key holder will call DRMO at 452-2451 and request pick-up. A local Pensacola waste company will empty the dumpster, weigh the material and pay DRMO for the paper collected. DRMO will then credit our account with the funds received.

f. Low-grade Paper Turn-in. NETPDTC has a contract in place with DRMO to pick-up and turn-in our low-grade paper for recycling. Low-grade paper like rate training manuals (Distribution Statement A only), phone books, newspaper, etc., should be brought to the collection site at Building 808.

WARNING - Only-unclassified, Distribution Statement "A" material can be turned in for recycling. However, For Official Use Only (POUO) material, or material other than Distribution A, can be included provided reference (d) applies.

5. SOP Responsibility. The Recycling Manager will maintain the SOP.

26 MAR 1997

RECYCLING SCHEDULE					
BLDG	MON	TUE	WED	THU	FRI
801	PAPER/CANS		PAPER/CANS		PAPER/CANS
802	PAPER/CANS				
803				PAPER/CANS	
804				PAPER/CANS	
807	PAPER/CANS			PAPER/CANS	
808				PAPER/CANS	
809				PAPER/CANS	
810					
839	PAPER/CANS		PAPER/CANS		
845	PAPER/CANS			PAPER/CANS	
846			PAPER/CANS		
853	PAPER/CANS				
854					
2402				PAPER/CANS	
2434	PAPER/CANS			PAPER/CANS	
2435		PAPER/CANS			PAPER/CANS
2438	PAPER/CANS			PAPER/CANS	
2451				PAPER/CANS	
2456					
FPC					
NEX					