



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
35 RIDGEWAY LOOP  
FORT BENNING, GEORGIA 31905-4500

Policy Memorandum 200-1-4

1 FEB 2011

IMSE-BEN-PWE (200)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Qualified Recycling Program

1. REFERENCES:

- a. Public Law 97-214, The Resource Conservation and Recovery Act of 1976.
- b. Memorandum for Secretaries of Military Departments, DoD Agencies, 28 Jan 83, subject: Sales of Recycling Materials 10 U.S. Code 2577.
- c. USAIC Reg 200-1, Environmental Protection and Enhancement, 21 Feb 97.

2. PURPOSE: To establish policy for Fort Benning's Qualified Recycling Program (QRP).

3. POLICY:

a. All installation and satellite activities, to include unaccompanied personnel occupants, family housing occupants, and contractors, that generate recyclable materials will actively participate in the installations QRP in order to reduce waste streams, prevent pollution, and conserve natural resources.

b. The Director of Public Works (DPW) Environmental Management Division (EMD) manages the QRP as part of the installation's overall solid waste management program and oversees the management of the Materials Recovery Facility (MRF). The MRF is located on Jamestown Road at Building 4232, and serves as the central collection and processing point for all recyclable materials other than materials that are required to be processed through the Defense Logistics Agency (DLA) Deposition Services (i.e., expended brass from munitions, waste oil, and tires). Under the QRP, 100 percent of the proceeds from the sale of recyclable materials are retained at the installation minus administrative costs. As such, all proceeds from sales will be deposited in the Budget Clearing Account, 21 F 3875.1111 021001 A2ABD. The accumulation of recycling funds is not affected by fiscal year end; proceeds acquired during one fiscal year may be carried forward and merged with proceeds of subsequent fiscal years.

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c. All recycling proceeds shall first be credited in amounts sufficient to cover the cost of operations, maintenance, and overhead for processing recyclable materials at the installation, to include the cost of new or replacement recycling equipment. In addition, the installation has determined that a 6-month escrow of operating funds will be maintained at all times to ensure the solvency of the clearing account. Once the escrow is set aside, up to fifty percent of the funds remaining after operating expenses may be used to finance pollution abatement, energy conservation, and occupational health and safety activities. The remaining balance will be transferred to the installation's non-appropriated Fund to support Directorate of Family and Morale, Welfare and Recreation (DFMWR) programs.

d. Fort Benning does not have a construction and demolition landfill, or a municipal solid waste Landfill. All waste generated on post is taken to permitted landfills located in Alabama. Fort Benning operates a small inert materials landfill for Fort Benning's use for primarily tree waste.

#### 4. ORGANIZATION:

a. The DPW will establish and chair the Recycling, Review and Planning Board (RRPB), which will consist of voting and advisory members as follows:

(1) Voting members will be the DPW (Chairperson), Director of Logistics (DOL), Director of Family and Morale, Welfare, and Recreation (DFMWR), Fort Benning Safety Office, and the Staff Judge Advocate (SJA).

(2) Advisory members will be the DPW Environmental Management Division (EMD), Defense Reutilization and Marketing Service (DRMS).

b. The RRPB will meet on an annual basis and as required. The DFMWR will be responsible for maintaining financial data and preparing financial reports.

#### 5. RESPONSIBILITIES:

a. DOL will collect and process brass and scrap metal for recycling. The sales of this material will be through the DLA Deposition Services.

b. DFMWR will, with assistance from DPW, the QRP Coordinator, and DRM:

(1) Provide the RRPB quarterly reports on the financial status of the QRP through DPW-EMD and DRM to the Garrison Commander.

(2) Assist DPW in developing the Qualified Recycle Program (QRP) annual operating and cash flow budgets.

(3) Prepare and maintain monthly financial data

(4) Monitor accounts receivables/payables, deposits, and transfer of funds for the recycle account to insure timely processing.

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(5) Provide NAF contracting services to sell authorized recyclable material through the MRF.

(6) Manage accounts receivables/payables to include tracking turn-in documents through DLA Deposition Services to the Defense Logistics Agency (DLA) at Battle Creek, Michigan, monitor deposits/transfer of proceeds into the clearing account through the Defense Finance Accounting Service (DFAS).

(7) Maintain monthly accounts receivable from direct marketing and sales of recyclable materials using NAF contracting services. Ensure collections are processed in a timely manner.

c. Commanders/Directors will:

(1) Appoint in writing an Environmental Coordinator, IAW with references to DoD policies who will be responsible for supervising the activity's waste minimization/recycling program, and coordinating QRP requirements with the Solid Waste Program Manager and the QRP Coordinator, DPW Environmental Management Division.

d. DPW- Environmental Management Division will:

(1) Manage the QRP and all installation recycling activities.

(2) Have a representative at the RRPB meetings.

(3) Determine the locations of the recycling trailers and oversee the schedule and personnel for the collection and maintenance of the trailers.

(4) Directly oversee operation of the Material Recovery Facility (MRF).

(5) Enter recycling and solid waste information into the Department of Defense SWARWeb (recycling and waste) database.

(6) Review quarterly financial data statements prepared by DFMWR.

(7) Explore new recycling programs, processes, and business avenues, etc. that will help increase waste diversion and make recommendations to the Garrison Commander through the RRPB.

e. DLA Deposition Services will:

(1) Track and report recyclable quantities to the finance manager at DFMWR and to the Solid Waste Program Manager in EMD. This information is entered into the Department of Defense Solid Waste and Recycling (SWARWeb) database.

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(2) DLA Deposition Services will continue to manage the sale of spent ammunition brass, used motor oil, tires, and scrap metal.

(3) Process 100 percent of the proceeds from recyclable material sales for deposit into the Budget Clearing Account.

f. Garrison RMO will:

(1) Upon receipt of supporting documentation for local deposit of QRP sales, process a Collection-In-Transit (CIT) transaction in the General Fund Enterprise Business System (GFEBS) and provide DFMWR with the CIT document #.

(2) Upon receipt of 1080 from DLA, process a Collection-In-Transit (CIT) transaction in the General Fund Enterprise Business System (GFEBS) and return the 1080 to DLA and DFMWR with the CIT document #.

g. QRP Coordinator:

(1) Assist and advise all units and directors on the QRP.

(2) Provide data to DFMWR to assist in preparing monthly/quarterly financial reports and developing annual operating and cash flow budgets, to include identifying any equipment and construction requirements.

## 6. RECYCLABLE MATERIALS

a. Recyclable materials subject to resale under the QRP are office paper, newspaper, cardboard, mixed paper, mixed scrap metal, clear and colored glass, aluminum cans, pallets, used motor oil, plastic, and training waste.

b. Recyclables from housing and unaccompanied personnel quarters are to be taken by residents and soldiers to satellite collection areas (recycling trailer locations) and placed in designated bins. The bins will accept cardboard, paper, aluminum and tin cans, plastic, and glass. Cardboard recycling containers owned and serviced by MDI are to be co-located with each recycling trailer to provide additional space for cardboard recycling.

c. Unaccompanied personnel and family housing occupants will be provided information on recycling during their orientation briefing upon arrival to the installation. Under the QRP housing occupants and soldiers are encouraged to recycle plastic (food and beverage), metal cans (food, coffee), cardboard, glass containers, paper products, and aluminum cans.

d. Used motor oil and used oil filters shall be recycled at the Automotive Skills Center.

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7. SUPERSESSION: This policy memorandum supersedes MCoE Policy Memorandum 200-1-15, 27 May 2010.

8. PROPONENT: Environmental Management Branch, DPW, 545-4211.

FOR THE COMMANDER:



TERRY L. SELLERS  
Colonel, Infantry  
Chief of Staff

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ADMIN L, CSM/SGM, and MSC DCO/XO Lists