



DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT
690 PEARY STREET
NEWPORT, RI 02841-1522

IN REPLY REFER TO

NAVSTANPT/LOCAL AREA RI
COORDINST 5090.3C
CODE N8N

AUG 21 2007

NAVSTANPT/LOCAL AREA RHODE ISLAND COORDINATOR INSTRUCTION
5090.3C

Subj: RECYCLING MATERIALS PROGRAM

Ref: (a) OPNAVINST 5090.1B
(b) NAVSTANPTINST 4500.1C
(c) Combined Services Qualified Recycling Program (QRP) Guide
(d) NAVSTANPT/LOCAL AREA RI COORDINST 1710.1A
(e) Development Guide NFESCUG - 2003-ENV
(f) Rhode Island Department of Environmental Management's Rules and Regulations for Reduction and Recycling of Commercial and Non-Municipal Residential Solid Waste
(g) DOD Instruction 4715.4, Pollution Prevention
(h) Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management

1. Purpose. To identify valuable resources now being lost in the waste stream, divert these resources to the recycling program and to ensure the purchase of materials made with recycled material (post-consumer content) in order to perpetuate the recycling program.
2. Cancellation. NAVSTANPT/LOCAL AREA RI COORDINST 5090.3B.
3. Application. This instruction applies to all Naval Station Newport (NAVSTANPT) departments and tenant commands.
4. Background. References (a) through (e) establish the rules and regulations under which a QRP is initiated and operated. Reference (f) outlines the types of materials required to be recycled in the state of Rhode Island. Reference (g) outlines the pollution prevention aspects of the recycling program while reference (h) strengthens various federal requirements to recycle and purchase items made from recyclable materials in order to perpetuate the recycling process.

AUG 21 2007

5. Definitions

a. Recyclable Items from a commercial solid waste stream. These items include office paper, corrugated cardboard, newspaper, aluminum, mixed food/beverage containers, used lubricating oil, vehicle batteries, automobiles, white goods (appliances, etc.), wood waste, telephone directories, leaves/yard waste, laser printer toner cartridges, steel and tinned steel containers, plastic soda and milk containers, and coated unbleached Kraft beverage carriers.

b. Recyclable items from a non-municipal residential solid waste stream. These items include aluminum, glass food and beverage containers, leaves and yard wastes, newspaper, high density polyethylene (HDPE) plastic milk and water containers, polyethylene terephthalate (PET) plastic soft drink containers, steel and tin coated steel cans, telephone directories, and white goods.

c. Qualified Recycling Program (QRP). The QRP is a program designed to take advantage of legislative incentives for military installations to establish and operate programs that reduce waste streams, prevent pollution and conserve material resources. All revenues are first used to fund the recycling program with excess used to finance pollution abatement, energy conservation, and occupational safety and health projects. It can also be used to aid in the support of military and civilian morale, welfare and recreation (MWR) activities.

d. Post-consumer material. A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item is considered post-consumer material. Post-consumer material is part of the broader category of recovered material.

e. Recovered material. Includes waste materials and by-products that have been recovered or diverted from the solid waste stream, but does not include items generated from, and commonly reused within, an original manufacturing process.

f. Recyclable Material

(1) Recyclable materials are materials diverted from the solid waste stream which have a beneficial use.

AUG 21 2007

The definition of recyclable materials does not include the following materials:

(a) Precious metal-bearing scrap.

(b) Items that may be used again for their original purpose or functions without any special processing; e.g., used vehicle or machine parts, bottles (not scrap glass), electrical components, and unopened containers of unused oil/solvent, furniture, filing cabinets, etc.

(c) Ships, planes, weapons, or any discarded material that must undergo demilitarization or mutilation prior to sale.

(2) The following materials shall be segregated for recycling:

(a) Scrap metal (ferrous and nonferrous), including firing range expended brass and mixed metals from firing range cleanup that do not require demilitarization.

(b) High-grade paper.

(c) Corrugated cardboard containers.

(d) Aluminum cans.

(e) Newspapers/magazines.

(f) Office paper (no carbon paper).

(g) Plastics.

(h) File folders.

(i) Wood.

(j) Mixed containers (includes HDPE and PET containers).

(k) Toner cartridges.

(l) Leaves and yard wastes.

(m) Telephone directories.

AUG 21 2007

- (n) CD-ROM diskettes.
- (o) Automobiles.
- (p) Used lubricating oil.
- (q) Vehicle batteries.
- (r) Other materials as market allows.

g. White Goods. White goods are appliances such as washer, dryers, stoves, refrigerators, air conditioners, etc. All white goods with Freon must have the Freon emptied prior to turn into the scrap yard for recycling.

6. Qualified Recycling Program (QRP)

a. To receive proceeds from the sale of recyclable materials, an installation must have a QRP meeting the standards outlined in reference (a). All installation QRPs are currently managed on the regional level.

b. Proceeds from the sale of recyclable materials are first used to cover station operation costs for processing and handling of recyclable materials (excluding payment of contracts). Should there be any excess funds, they may either be saved for future expenditures or used in accordance with reference (c).

7. Procedures for turn in of Recyclable Materials

a. Sorting

(1) Recyclable items shall be source-separated, meaning that each individual responsible for recycling the item shall place it in the designated receptacle in their area or building.

(2) All items brought to the recycling center must be placed in the designated container for that item. All trash or contaminants must be removed to ensure the value of the whole load is not reduced or made unmarketable.

b. Recycled Items

(1) Compact discs, lead acid batteries, alkaline batteries, magnetic media, and toner cartridges will be turned in directly to the recycling center. Customers will sort the commodities into appropriate containers.

(2) Corrugated cardboard will be flattened and placed into 8 yard dumpsters located outside various buildings or be placed in cardboard compactors located throughout NAVSTANPT.

(3) All paper products (white and colored office paper, magazines, envelopes, folders, etc), shall be placed in floor receptacles located at most office desks. The cleaning contractor shall empty these containers once per week into the paper totes located outside each building. In addition, there is a paper compactor located at building 47CC for paper overflow that may be utilized.

(4) Scrap metal (including white goods) will be turned in to the scrap yard adjacent to building 47. A government form 1348 shall be used to turn in all scrap metal to the scrap yard.

(5) Used lubricating oil may be turned in to the MWR auto hobby shop located in Building 1268CP.

(6) Glass, plastics, aluminum and tin cans may be placed in the brown totes labeled "mixed recyclables," located outside various buildings or in the large 40-yard roll off container at the recycling center. All containers previously holding food stuffs must be clean and free of liquids and food debris.

(7) Wood will be placed in one of the roll-offs located at the scrap yard for this purpose.

(8) Recycling stations which have slots for paper, glass and plastic, tin and aluminum cans, CDs and batteries, and trash, have been located in various buildings throughout NAVSTANPT. Employees may place their recyclables in these receptacles or in containers as described above.

8. Responsibilities

a. NAVSTANPT Departments and Tenant Commands

(1) Ensure all employees participate in the program by virtue of their location within the NAVSTANPT complex, which is identified as a single installation for purposes of this program.

(2) Cooperate in waste collection and source separation programs, as required by reference (a) and this instruction.

(3) Designate in writing a recycling coordinator and submit the name of the individual to the solid waste/recycling manager for NAVSTANPT.

b. Public Works Department

(1) Prepare and/or review all contracts for NAVSTA Newport, ensuring that recyclable materials (where applicable) are used in new construction projects (i.e., concrete and cement containing fly ash and recycled paper products, etc.).

(2) Ensure contracts require that all scrap metal is turned over to the government and placed at the scrap metal yard or an alternative area for resale.

(3) Provide a designated area to accumulate scrap metal during the duration of each demolition, reconstruction, or renovation project. Ensure proper adherence to provisions of the contract; specifically, that all scrap metal is delivered to the designated area, and that the contractor submits a post-consumer content report of materials used.

(4) Provide copies of all weight slips received from contractors on a monthly basis to the Environmental Department for record keeping purposes.

(5) Provide recycling containers such as floor paper collection containers as appropriate for the collection of recycled material.

(6) Maintain and update the Solid Waste Management Plan (SWMP).

(8) Establish a Solid Waste/Recycling Program manager who is responsible to:

(a) Establish procedures under which the local QRP will operate including the following:

i. Manage the recycling center by coordinating the collection, separation, preparation and sale of all recyclable materials.

ii. Ensure revenues from all direct sales of NAVSTANPT recycled materials are sent to the regional comptroller for credit to the recycling suspense account.

iii. Establish procedures in order for the local command to request the use of excess QRP funds.

iv. Operate the scrap metal yard coordinating collection for sale of light and heavy steel maintaining

v. Maintain direct sales authority and solicit bids for the direct sale of all recyclable materials processed through the QRP.

vi. Maintain all records pertaining to the direct sale of recyclable materials. Provide copies of these records along with copies of weight slips to the Environmental Department (N8N) for review.

vii. Ensure employees working in the scrap metal yard maintain the appropriate munitions training certificates.

c. Environmental Department

(1) Maintain and update the local recycling instruction.

(2) Provide administrative oversight for the solid waste and recycling programs at NAVSTANPT.

d. Safety Department (Code N9N), as part of their regularly scheduled building inspections, shall inspect locations used to store recyclable material to ensure that the designated storage areas are safe for occupational work.

e. Recycling coordinators shall:

AUG 21 2007

(1) The recycling collection receptacles are kept clear and accessible, receptacles are labeled properly and closed at all times, and trash and debris does not accumulate on the top or sides of the receptacle.

(2). Increase awareness of what types of items are required to be recycled and where to place them for recycling.

(3) Implement changes to program as necessary to meet goals and objectives initiated by the solid waste/recycling manager and provide this information to other employees.



T. W. MALLOY

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Lists A-P

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