



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREGMIDLANTINST 5090.5
REG ENG

10 MAR 2008

COMNAVREG MIDLANT INSTRUCTION 5090.5

From: Commander, Navy Region, Mid-Atlantic

Subj: INTEGRATED SOLID WASTE MANAGEMENT PROGRAM (ISWMP) AND
QUALIFIED RECYCLING PROGRAM (QRP)

Ref: (a) OPNAVINST 5090.1B
(b) NFESC UG-2039-ENV, Qualified Recycling Program (QRP)
Guide; July 2000 (NOTAL)
(c) DoD 4160.21-M

1. Purpose. To establish regional guidelines, procedures and responsibilities for the management of materials from the solid waste stream, through the Integrated Solid Waste Management Program (ISWMP), which includes the Unified Regional Qualified Recycling Program (QRP), for all naval activities and tenants throughout Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), Area Of Responsibility (AOR).

2. Cancellation. This is a new instruction, which cancels all installation-specific solid waste and recycling instructions within the Mid-Atlantic Region.

3. Scope. This instruction applies to all COMNAVREG MIDLANT AOR.

4. Background.

a. The MIDLANT ISWMP is operated in accordance with references (a) and (b), resulting in the sale of installation-generated recyclable material purchased with appropriated funds through the Defense Reutilization and Marketing Office (DRMO) and direct sales. The ISWMP is designed to take advantage of legislative incentives for military installations to establish and operate programs that will divert and reduce our waste streams, prevent pollution, and conserve material resources. Solid waste diversion is met through the identification,

recovery, and removal of reclaimable materials from the source of waste generation. Waste used in a Refuse Derived Fuel (RDF) facility, such as Southeastern Public Service Authority (SPSA), does not constitute diversion.

b. All naval installations worldwide that generate one or more tons of solid waste per day must follow recycling requirements. Recycling is an essential part of diverting and/or reducing the amount of solid waste disposed of by landfill or incineration. Identification of recyclable materials and diversion of those materials to the QRP for handling and sales is the foundation of recycling efforts.

5. Integrated Solid Waste Management Program (ISWMP). In accordance with DoD directives, COMNAVREG MIDLANT has combined the management of both the solid waste and recycling programs as an Integrated Solid Waste Management Program. This program is designed as a "total system" that considers relative economic advantages of the latest technologies, as well as the potential for resource recovery. Waste stream characterization and economic analysis of potentially recyclable materials shall be conducted on an ongoing basis. Diversion of waste streams by the generator shall be performed as deemed necessary by the ISWMP Manager based on a cost benefit analysis (potential sales revenue, current markets, potential cost avoidance, disposal costs, etc.).

6. Management Control Objectives. In accordance with reference (c), and through the use of the same, ISWMP management controls are properly assessed for risks, best management practices and efficiencies. Management control objectives in operating the ISWMP are:

a. To ensure valuable recyclable resources are not being lost in the waste stream and to divert these resources to the QRP. The ISWMP Manager will foster awareness as to the value of resources and investigate the feasibility of recycling materials of any potential value, when such value can be established as a consistent benefit to the Navy. Materials that fluctuate in value may be considered on a case-by-case basis.

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b. To safeguard valuable assets by establishing custody and access controls on select items collected for recycling. In developing safeguards for specific materials, the ISWMP Manager will consider the value and susceptibility to theft of the items and prescribe appropriate controls.

c. To comply with legal restrictions on uses of funds. The provision for program budgets and prior authorization of expenditures will ensure that funds are used in compliance with the law.

d. To comply with legal limitations on the accumulation of funds and percentages of fund balances that may be used to finance waste minimization projects.

e. To maintain accurate accounting records on all transactions associated with the sale, collection, and distribution of proceeds from QRP material.

7. Participating Activities

a. All naval activities, installations, and tenant commands in the Mid-Atlantic Region.

b. Reference (a) requires all commanders and commanding officers of Navy activities to cooperate in waste collection and source separation programs. Working Capital Fund activities may contribute material to the QRP in accordance with reference (a).

8. Disposition of Government Property. Navy installations shall consider solid waste generated by Navy operations and actions on a Navy installation as Government property for purposes of disposal except in those instances where Navy exchanges and commissary stores salvage and dispose of their recoverable resources. All material on naval installations that was purchased with Government funds is considered Government property. This material shall be handled/disposed of in accordance with references (a) and (c).

a. Refuse

(1) Any material that is found in or around a refuse dumpster or any material abandoned on base is the property of the Government and may not be taken for personal use.

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b. Recyclable Materials

(1) Any material that is found in or around a recycling dumpster or any recyclable material abandoned on base is property of the Government and may not be taken for personal use.

(2) Reference (a) specifies materials qualified for sale under the Regional QRP. Unless specifically excluded by reference (a), any material that meets this definition may be sold by the QRP.

The definition of recyclable materials specifically excludes the following materials:

(a) Precious metal-bearing scrap.

(b) Items that may be used again for their original purposes or functions without any special processing, e.g., used vehicles, vehicle or machine parts, bottles (not scrap glass such as broken windshields, broken windows and mirrors, etc.), electrical components, unopened containers or unused oil/solvent.

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

c. In accordance with reference (a), under no circumstances are activities or tenant commands in the COMNAVREG MIDLANT AOR allowed to sell recyclable material, or receive payment/reimbursement from the sale of recycled materials. All recyclable materials shall be turned into the Regional QRP or the local DRMO. Activities that turn-in recyclable material to DRMO will ensure that the recycling line of accounting is on all DD 1348-1A Forms to ensure that the proceeds benefit the Region's solid waste reduction efforts. All proceeds for the sale of recyclable material shall be deposited in the regional QRP account.

9. Program Organization and Responsibilities

a. Programming Activity: COMNAVREG MIDLANT, Regional Engineer.

b. Managing Activity: NAVFAC MIDLANT is designated as the managing activity and shall designate an ISWMP Manager.

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c. ISWMP Manager. The ISWMP Manager shall:

- (1) Plan and administer all aspects of the ISWMP and QRP.
- (2) Account, financially control, and report, as required by reference (a), NAF, and NAVCOMPT directives.
- (3) Contract and market direct sales of commodities collected in the region.
- (4) Maintain operational and administrative oversight of installation ISWMP.
- (5) Promote and publicize the regional program.
- (6) Enact and monitor projects targeted at removing recyclable materials from the waste stream, thus reducing the cost of solid waste disposal.
- (7) Continually assess the effectiveness of programs and initiatives with regard to federal, state, and local regulations.
- (8) Annually review installation Internal Assessment Plans for compliance with reference (a) and this instruction.
- (9) Develop and maintain Regional and Installation Solid Waste Management Plans.
- (10) Act as liaison and subject matter expert for all solid waste issues, including regulatory issues involving federal, state, and local regulators.

d. Installation Commanding Officers. Responsible to ensure implementation of an ISWMP and appointing an installation-level ISWMP Manager.

e. Installation ISWMP Managers

- (1) Maintain liaison with the Regional ISWMP Manager, DRMO, and contributing activity representatives.

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(2) Identify potentially recyclable materials, gather data on source and volume for use in feasibility and cost analysis, establish contact points within participating activities, and monitor quality and cost effectiveness of collection and segregation efforts. Routinely report findings to the Regional ISWMP Manager.

(3) Consider and make recommendations to the Regional ISWMP Manager on proposed expenditures for equipment required for collection, processing, and storage of recyclable materials.

(4) Ensure operational policies and objectives put forth by the Regional ISWMP Managers are met.

10. Program Operations. Program operations include managing all aspects of the Solid Waste Management System, including but not limited to: establishing service levels; monitoring collection levels to ensure optimization; monitoring source segregation efforts, collection processes, marketing, and sale of material; collection of proceeds from sales; expenditure of funds; and accounting. The Regional ISWMP manager serves as the subject matter expert for program operations.

a. Collection and/or Turn-in of Material

(1) Identification. The Regional ISWMP Manager will research potential recyclable materials and the marketability of various materials through economic analysis.

(2) Collection. Dependent upon the results of continuing economic analyses of recyclable materials, the Regional ISWMP Manager will provide updated information in enclosure (1).

(3) Turn-in documents. A DD Form 1348-1A must be used when turning in scrap materials to DRMO. All commands must ensure that all proceeds from the sale are credited to the QRP. Below is a list of account numbers by installation:

Installation	Suspense Account Number
NAVSHPYD NORFOLK	17 F 3875 0000 007 00052 0 068732 3C D00002 324437RDRCYQ
NAVSTA NORFOLK	17 F 3875 60RM 007 62688 0 68732 3C RECYCLE 00626889004
NAVPHIBASE LITTLE CREEK	17 F 3875 60RM 007 61414 0 68732 3C RECYCLE 0061414398004
NAS OCEANA	17 F 3875 0000 007 00052 0 068732 3C D00002 601917RDRCYQ
WPNSTA YORKTOWN	17 F 3875 24RM 000 00109 0 68566 3C 700860 000000098004
SURFCOMBATSYSCEEN WALLOPS ISLAND	17 F 3875 0000 007 00052 0 068732 3C D00002 610047RDRCYQ
NAVSTA NEWPORT	17 F 3875 0000 006 00052 0 068732 3C D00002 324116RKRCYQ
NAVSUBASE NEW LONDON	17 F 3875 0000 006 00052 0 068732 3C D00002 001296RKRCYQ
NAS LAKEHURST	17 F 3875 0000 007 00052 0 068732 3C D00002 610127RDRCYQ
WPNSTA EARLE	17 F 3875 0000 007 00052 0 068732 3C D00002 692137RDRCYQ
NAVSUPPACT PHILADELPHIA	17 F 3875 0000 007 00052 0 068732 3C D00002 610037RDRCYQ
NAVSUPPACT MECHANICSBURG	17 F 3875 0000 007 00052 0 068732 3C D00002 324457RDRCYQ
NAS JRB WILLOW GROVE	17 F 3875 72RM 000 00158 0 068518 3C 000000 00GROVO98004
NAVSHIPYD PORTSMOUTH	17 F 3875 0000 007 00052 0 068732 3C D00002 324467RDRCYQ
NAS BRUNSWICK	17 F 3875 0000 006 00052 0 068732 3C D00002 001296RKRCYQ

b. Sales and Accountability. The Regional ISWMP Department will negotiate and conduct sales, collect proceeds, and deposit the proceeds of sale for credit to the Regional QRP account.

c. Expenditure of Funds. The Regional Support Service (RSSO) Finance Office will set-up a separate Regional QRP account for the proceeds of sale generated by the QRP. All proceeds from the sale of recyclable materials will be deposited in this account. This account is not affected by fiscal year end, so proceeds may be carried forward from one year to the next. However, if the balance of the account's proceeds remaining at the end of any fiscal year exceeds \$2,000,000.00, the excess must be deposited into the general fund of the U.S. Treasury. The proceeds must first be used to cover costs of operating the program, including the cost of any equipment purchased for recycling purposes, and program incentives for program expansion based on sound business practices.

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d. Budget Development. A fiscal year program budget will be prepared by the installation ISWMP Department for approval by the regional ISWMP Manager.

e. Accounting. The Regional Finance Office will provide accounting support for the Regional QRP account in compliance with NAF and NAVCOMPT directives.

11. Points of Contact for Regional Recycling Centers:

PENNSYLVANIA:

Philadelphia Naval Business Center	(215) 697-0469
NAVSUPPACT Philadelphia	(215) 697-0469
NAVSUPPACT Mechanicsburg	(215) 697-0469
NAS JRB Willow Grove, WV	(215) 697-0469
NAVIOCOM Sugar Grove, WV	(304) 249-6340
NAVAIRENGSTA Lakehurst, NJ	(732) 323-7544
WPNSTA Earle, NJ	(732) 866-2624

NORTHEAST AREA:

NAVSUBASE New London, Groton, CT	(401) 841-2464
NAS Brunswick, ME	(207) 921-1705
NAVSHIPYD Portsmouth, ME	(203) 438-3830
NAVSTA Newport, RI	(401) 841-2464

VIRGINIA:

NAVSTA Norfolk	(757) 445-8700
NAVPHIBASE Little Creek	(757) 462-7401
NAS Oceana (Dam Neck)	(757) 433-2454
WPNSTA Yorktown (Cheatham Annex)	(757) 887-4381
NAVSHIPYD Norfolk	(757) 635-6310
SURFCOMBATSYSCEN Wallops Island	(757) 824-2082

R.F.R.

R. F. PIERSON
Chief of Staff

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