

NAVAL BASE SAN DIEGO



GUIDE FOR

ELECTRONIC AND APPLIANCE RECYCLING EVENTS

2013



ENVIRONMENTAL PROGRAM SUPPORT

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Foreword

Naval Base San Diego Environmental Office's (NBSD) mission is to actively support Fleet, Fighter, and Family through exceptional environmental stewardship and strong working relationships.

The NBSD Environmental Team ensures those actions essential to achieving the goal of an environmentally sound facility are implemented through training, policies, procedures, and oversight.

We are committed to making active pollution prevention a priority. Pollution is prevented or reduced at the source whenever feasible. Recycling is mandatory for all NBSD activities and all personnel participate in the NBSD recycling program.

This ***Guide for Electronic and Appliance Recycling Events*** was compiled by the NAVFAC Environmental Team at Naval Base San Diego. Contributors included: Mr. Mark Edson, NBSD Installation Environmental Program Manager; Mr. Grady Beasley, Hazardous Waste Program Lead; Mr. Rich Iannicca, Environmental Guide Editor; and Ms. HAdrianna delos Santos, Environmental Guide Administrator.

Additional copies of the ***Guide for Electronic and Appliance Recycling Events*** can be obtained from the NBSD Environmental Program Support Office at (619) 556-1537, DSN 526-1537, or email: navfac_sw_environmental_trouble_desk_SDNS@navy.mil

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GUIDE FOR ELECTRONICS/APPLIANCE RECYCLING EVENTS

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NAVAL BASE SAN DIEGO, CA

GUIDE FOR ELECTRONICS/APPLIANCE RECYCLING EVENTS

INTRODUCTION:

Naval Base San Diego's (NBSD) *Electronics and Appliance Recycling Events* were the result of the Commanding Officer's implementation of a building zone inspection program coupled with the Environmental Office's internal compliance inspection program. The results of these inspections served as the impetus for the eWaste events held in October and December of 2009, April and September of 2010, March and November of 2011, and in March of 2012.

Zone inspections are conducted three times each week. One inspection team is headed by the Commanding Officer, the second by the Executive Officer, and the third by the Command Master Chief. Each of these inspection teams are supported by personnel representing Safety, Public Works, Tenant Liaison and Federal Fire. Currently, each building at NBSD is visited twice annually. These zone inspections revealed the storage of large quantities of obsolete/excess/inoperable electronic gear and appliances that work centers had accumulated over the years.

NBSD's Environmental Office's internal inspection program had also identified the storage of excess electronics/appliances in work centers. Internal inspection records showed these work centers were provided with the Defense Logistics Agency (DLA) Disposition

Service Office's (aka DRMO) phone number and website that described the process for turning in computers, monitors and other electronics. Additionally, these same work centers were instructed to contact the Regional Recycling Center for assistance in disposing of appliances. However, even after providing this information, very few of the work centers took action. When asked why, most work center personnel cited non-responsiveness on the part of DRMO.

This "long term" storage and perceived convoluted turn-in process prompted the Commanding Officer to direct NBSD's Environmental Program Manager to develop a plan to streamline the turn-in process in order to assist work centers and tenant commands with turn-in of their excess electronics and appliances.

PLAN DEVELOPMENT:

Initial Planning: NBSD Environmental Staff held several internal meetings to iron out details and identify regulatory concerns, personnel support requirements, equipment and transportation needs, event location and type of items to be accepted.

Expectations: A thorough understanding of one's facility and its environmental liabilities is instrumental in determining the type and quantity of electronic equipment to anticipate receiving at the time of turn-in.

Anticipations: Regardless of how well you plan and “get the word out”, there will be customers who will bring items that are not part of the turn-in. It is advised that a plan for such occurrences, (i.e., hazardous waste, furniture, batteries, items considered radioactive, etc.) be made.

Personnel Support: Estimating how many commands and quantity is the key to determining number of personnel required to support the event. At all NBSD events, 15-20 personnel were there to support the function.



Event planning: Once all the necessary personnel are identified, a kick off meeting should be held to discuss the proposed plan, define roles and responsibilities, and identify what equipment is needed and who can provide it.

Hazardous Waste (HW): HW turn-in at the event was prohibited. The concern was managing unidentified wastes, potential spills, transporting over roads, tracking turn-in documents. It was determined this would distract from the primary goal of collecting electronic devices.

Advertising Event: Emails to hazardous waste coordinators and Building Monitors, flyers, handouts etc. are recommended.

Event Duration: NBSD’s events were each open for item turn-in for four hours.

Approximately two hours should be allotted prior to, and upon completion of, the event for preparation of the tri-walls for transportation, completion of paper work and for general housekeeping.

RECOMMENDED EQUIPMENT:



- a. At least one flatbed truck
- b. Wooden pallets for staging
- c. Forklifts
- d. Tables and chairs for preparing paper work
- e. Plastic wrap to keep loads secured on pallets
- f. Tri-walls for segregating turn-ins.
- g. Containers for segregating batteries etc.
- h. Spill material
- i. Port-a-Potty
- j. Gloves
- k. Pens
- l. Portable awning
- m. Cell phones
- n. Camera

NBSD’S IMPLEMENTATION PROCEDURES:

1. Hold an internal meeting with staff to discuss a “How to” plan to implement. Subsequently, a meeting that includes all players must be held. The commands and work centers that assisted NBSD: DRMO, Recycling, Clean Harbors (hazardous waste contractor), Port Operations, NMCI, and Security.
2. Provide brief to commanding officer of event plans.

3. Identify and secure a large open area (parking lot) for receiving, off-loading, tri-walls, pallets, etc. The site should have quick entry and exit points. It is also recommended the selected site be secured two weeks in advance of the event.



4. Draft a flyer (appendix A) and Navy message (appendix B) describing the event. Send the message to local commands and ships. Post flyers in public places and have both the environmental staff and Clean Harbors hand out the flyers during inspections and pickups. Flyers were found to be the most effective method for getting the word out as referenced by many of the events' customers.

5. Advertise pick up services for those work centers or commands that do not have transportation. Scheduling of pick



ups was done through the event coordinator and subsequently (requiring scheduling 48 hours in advance of event) turned over

to Port Operations, whose command volunteered their vehicles to assist with pick-ups.

6. Hold a final planning meeting to identify everyone's roles and responsibilities, who will be participating and to identify any last minute requirements. Determine:

- a. Personnel to segregate electronics
- b. Forklift drivers
- c. Personnel to process paper work
- d. Photographer of event
- e. Truck drivers
- f. HW handlers

7. Stage pallets, tri-walls, forklifts, and vehicles, and ensure site has no impediments that might impact the event negatively.

8. After event, clean up trash, make sure all pallets and tri-walls are loaded on vehicles.

9. Share photos with command PAO.

10. Obtain tonnage and estimated dollar value of electronics/appliances received.

THREE KEYS TO SUCCESS:



1. **DLA (DRMO).** Unequivocally, without DRMO's full participation, NBSD's electronic recycling events would not have had nearly the success. DRMO had several personnel on site to assist sailors and civilians with completing the proper paper work especially for turn-in of hard drive towers. Also, DRMO oversaw the segregation of the turn-in material that simplified their processes upon return to their facility. DRMO had the resources to determine D-mil status which is critical at an electronics event.



2. **Selection of a strong event coordinator with excellent organizational and communication skills.** NBSD's coordinator had extensive management experience, HW knowledge, and understanding of the DRMO process. Additionally, he had



worked with DRMO on numerous occasions to turn-in electronics equipment prior to these events.

3. **Recycling and Clean Harbors:** Recycling provided a separate flatbed truck for appliances and a forklift and personnel to help load and unload both electronics and appliances. Clean Harbors provided a forklift, personnel support, pallets and boxes.



LESSONS LEARNED:

1. Be mindful of the weather; schedule during warm and dry weather months.
2. Hazardous waste will inadvertently show up in some loads. Be prepared to manage and transport it.
3. Arrange for a port-a-potty or have the event in close proximity to restrooms. If not, necessary personnel support may be impacted.
4. Customers will arrive without having completed any paperwork. Be prepared.
5. DMIL items will show up at the event. DRMO will identify how such items are to be managed.

6. Ensure your event does not accept NMCI equipment.

7. Select a day for the event that will maximize participation; avoid Mondays and Fridays and close proximity to holidays.

MOST IMPORTANT LESSON LEARNED:

The event served as an unexpected training tool.

A number of customers commented that after attending the event, they recognized how easy it was to use the DRMO process because they obtained "How to" experience and would be able to pass this along to their departments and/or commands.

