



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5090.2
N4513
14 August 2000

COMNAVREGSW INSTRUCTION 5090.2

Subj: REGIONAL SOLID WASTE AND RECYCLING PROGRAM

Ref: (a) Public Law (97-214) Military Construction Codification Act of July 1982 (NOTAL)
(b) Qualified Recycling Program Development Guide of May 1994
(c) OPNAVINST. 5090.1B
(d) USD Memo of 28 Sep 93
(e) CNO Memo of 16 Sep 98
(f) CNRSWINST 5090.1
(g) CNO ltr 5090 N451/9U505723 of 26 Jul 99 (NOTAL)
(h) SOUTHWESTNAVAFACENGCOMINST 5090.3

1. Purpose. To establish regional guidelines, procedures, and responsibilities for the diversion of solid waste from landfills and the operation of the Regional Qualified Recycling Program (QRP).

2. Cancellation. This instruction cancels and supercedes NAVPHIBASEINST. 5090.3B, NASNIINST. 5090.1A, NAVSTA SAN DIEGO NOTICE 5090, SUBASEINST. 4100.1A, NAF EL CENTRO INST 5090.2B, NAS FALLON INST. 4160.1A, CBSINST. 4100.2B, NAS LEMOORE INST. 5090.1F, Seal Beach Quality of Life SOP for Recycling and other local facility instructions as Navy Region Southwest (NRSW) Solid Waste Management responsibilities expand throughout the region.

3. Scope. This instruction applies to all NRSW commands except Navy Working Capital Funded activities.

4. Background

a. Effective 1 October 1999, NRSW assumed regional management of solid waste diversion and recycling efforts. On 27 October 1999, the policy institutionalized by this instruction was approved by the NRSW Executive Steering Committee.

b. The Department of the Navy QRP Program provides for military installations to establish and operate qualified programs which will reduce waste streams, prevent pollution, lower solid waste disposal costs and conserve material resources using legislative incentives found in reference (a). The program exists to divert solid waste going to landfills and comply with all federal, state and local environmental regulations. The program will help extend the life of available landfills and reduce disposal costs to the Navy.

c. Reference (b) defines the responsibilities for proper sale of recyclable materials. To receive proceeds from the sale of recyclable materials, the Region must have an established QRP that meets the standards of references (b) and (c). Specific guideline includes: a list of specified types of material to be recycled, collection and accounting procedures, review procedures, and authorized uses for generated funds. The regional QRP will receive 100% of proceeds from sales of recycled materials.

CNRSW Solid Waste/Recycling Program is responsible for providing to the complex Commanding Officers recycling services in conjunction with their complex needs. CNRSW Solid Waste/Recycling Program will provide an on-site, non-appropriated funded Recycling Site Coordinator and program labor paid for by regional recycling revenues. Site Coordinators are responsible to the CNRSW Metro Area or OTH Recycling Operations Coordinator. These Operation Coordinators will assure continuity throughout the region and adherence to all applicable DoD, DoN, and regional policies. They will also coordinate all sales of recyclable materials to alleviate commanding officers' liability. The Site Coordinators are the complex points of contact and are responsible for assuring recycling services are provided in a matter consistent with regional policy and also assure that each complex's commanding officer is satisfied with the provided service.

d. All revenues from the sale of recyclables will be managed by Navy Region Southwest Resource Management in one **F3875 "budget clearing account" (suspense). All revenues will be used to cover recycling program labor expenses and operating costs. Due to fluctuations in market price and supply stream, annual revenues vary substantially. Therefore, for any annual shortfalls in operating costs, appropriated funds will be requested by submitting Environmental Pollution Reports (EPR's) through the annual Environmental Baseline Assessment Memorandum (BAM) and Program Objective Memorandum (POM) processes.

At the end of each fiscal year, non-appropriated funds at approximately 75% of annual labor costs will be carried over into next fiscal year to assure program stability. In any given year where appropriated funds are NOT requested to support recycling operating expenses, and AFTER 75% annual labor costs are carried over into the next fiscal year, year-end profits can be used to support Morale, Welfare, and Recreation (MWR) approved activities and to help finance pollution abatement, energy conservation and occupational safety and health projects. This is discussed in further detail below.

5. Revenues from the sale of recyclable materials. Accumulation of recycling funds is not affected by end of fiscal year and may be carried over and merged with funds of subsequent years. Per references (a) through (g), income will be allocated in following the priority:

a. All recycling non-appropriated labor costs.

b. Cost of operations, maintenance and overhead for the collection, processing and handling of recyclables, including equipment needs.

c. At the end of each fiscal year revenues will be carried over into the next fiscal year to assure stability of the program.

d. If appropriated funds were not needed to cover shortfalls in operating expenses, if there is a balance of non-appropriated funds after five years, and if conditions of paragraphs 5a through 5c are met, no more than 50 percent may be used for projects related to pollution abatement, energy conservation and occupational health and safety. The remaining balance may be transferred to the Composite Recreation Fund to support military MWR and Quality of Life approved programs. These funds are considered "profits" of the QRP.

e. Under the direction of the ACOS for Environment, a committee will be formed to determine the use of recycling profits provided to MWR. The committee will include representatives designated by the ACOS for Environment and complex Commanding Officers.

6. Management Control Objectives

a. To consolidate installations in the region into a regionally managed QRP/solid waste diversion effort.

b. To identify recyclable resources in the waste streams and divert these materials to the QRP.

c. To comply with federal, state, county and local laws/guidelines and Department of Navy regulations/procedures regarding solid waste management and recycling.

d. To standardize collection, processing and marketing of recyclable materials throughout the region.

e. To operate the QRP program in a positive cash flow status

to fund manpower and operating expenses.

7. Recyclable Materials

a. Reference (c) specifies the following materials shall be segregated for recycling: scrap metal, high-grade paper, corrugated containers, aluminum cans, newspapers, magazines, office paper, plastics, wood and other materials as market conditions exist. Scrap metal includes firing range expended brass, crushed or otherwise deformed per reference (c), and mixed metals from firing range cleanup. Reference (d) specifies items that can be used for their original purposes without any special processing are not recyclable. Material that must undergo demilitarization is not recyclable through the QRP.

b. References (f) and (h) require, in addition to materials listed above, every effort must be made to recycle construction and demolition debris, including, but not limited to contract modification and/or specification, removing recyclables prior to demolition, and contractor participation in voluntary separation of recyclable materials for Navy disposal.

8. Prohibition against Collection by Others. Individuals using personal funds to purchase items that can later be recycled, i.e. soda cans, plastic beverage containers, brass shell casings, can independently recycle these items outside of the QRP. However, individuals cannot collect these items from others in the work place and receive revenues from this collection.

a. No person(s), either individually or collectively; except those authorized by the Commander, Navy Region, Southwest ACOS for Environment; shall identify, segregate, collect, transport, sell, or remove from installations recyclable materials. This prohibition includes, but is not limited to, materials from trashcans, dumpsters, collection devices, igloos, recycling bins, or workspaces.

b. All non-appropriated revenues generated through the sale of recyclable materials will be deposited into the regional **F3875 suspense account.

c. Non-revenue producing recyclable materials i.e. wood, can be diverted from the landfill and offered to activity individuals when coordinated through the CNRSW Recycling Site Coordinators to insure diversion information is maintained and all Navy guidance is followed. If a Site Coordinator is not available on-site, i.e. at Fallbrook, coordinate give-away program(s) through the Metro Area or OTH Regional Operations Coordinators. Only useable surplus material should be turned in to the Defense Reutilization

and Marketing Office (DRMO). All recyclable materials as defined and listed in references (b) and (c) must be turned in and processed through the NRSW regional QRP direct sales program.

d. Complex Commanding Officers shall appropriately enforce paragraph 8a.

9. Action

a. Per references (b) and (c), The Assistant Chief of Staff for Environment shall:

(1) Designate a qualified individual to the position of Director, Solid Waste Management Program.

(2) Ensure manning levels are provided to the Solid Waste/Recycling Director to effectively carry out the mission.

(3) By signature, approve and authorize the annual non-appropriated fund budget for the regional Solid Waste Management Program.

(4) Authorize the distribution of all revenues generated through the Regional QRP system.

(5) Designate persons to serve on a Committee to decide dispersal of generated revenues as defined in paragraph 5e.

b. Director, Solid Waste Program shall:

(1) Assume the responsibilities of the QRP Manager as outlined in reference (b).

(2) Manage the overall operations of the Solid Waste Program, including supervision of all military and civilian personnel assigned.

(3) Provide an annual non-appropriated budget to the ACOS for Environment for approval and signature.

(4) Ensure that any and all revenue received from the sale of materials are turned over to CNRSW Resource Management for proper documentation and accounting.

(5) Serve on the committee deciding profit use.

(6) Submit APF funding requests to CINCPACFLT.

(7) Serve as program coordinator.

(8) Develop and maintain a Recyclable Material Collection Plan and coordinate collection and delivery of recyclable materials to the CNRSW QRP.

(9) Maintain records concerning the quantities and types of material collected and sold.

(10) Maintain records to verify receipt of revenues from the sale of recyclable materials.

(11) Develop and maintain overall management of regional and local sales contracts.

(12) Develop a program to advertise and promote the CNRSW recycling program including, but not limited to, coordination of Recycling Program sponsored events such as fun runs, golf and softball tournaments throughout the region.

c. Regional Resource Management Office:

(1) Accept revenues for recyclable material sales and ensure funds are credited to the proper account.

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

(3) Prepare and distribute a monthly financial statement with the status of non-appropriated funds.

(4) Ensure QRP labor and operating costs are deducted from the recycling account before revenues are dispersed for any other purpose.

d. Budgetary Functions: An annual budget will be prepared by the regional Solid Waste Director and forwarded for approval of the ACOS for Environment. The budget will reflect anticipated revenues and expenditures for the coming fiscal year. After approval Resource Management will provide a monthly status report to the Director, Solid Waste Program.

e. Public Affairs Office(s) shall:

(1) Assist with the promotion/publicity of the recycling program.

(2) Provide support for monthly tours of the recycling center.

f. Navy Region Southwest Morale Welfare and Recreation will provide reimbursable HRO services for non-appropriated employees.

g. All tenant commands within Navy Region Southwest will participate in the Regional QRP per reference (c). No tenant command or Navy activity, other than Working Capital Funded activities are authorized to collect or sell recyclable material outside of the CNRSW Regional QRP.



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