



UNITED STATES MARINE CORPS
MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

BO 6280.5B
FAC
23 Jul 07

BASE ORDER 6280.5B

From: Commanding Officer
To: Distribution List

Subj: SOLID WASTE (NON-HAZARDOUS) RECYCLABLE MATERIALS PROGRAM
STANDING OPERATING PROCEDURES

Ref: (a) 10 U.S.C. 2577
(b) DoD Instruction 4715.4
(c) MCO P5090.2A

Encl: (1) Activity and Unit Recycling Procedures
(2) Brass Turn-in Procedures
(3) DD Form 1348-1A, Issue Release/Receipt Document
(4) Instructions for Completing DD Form 1348-1A
(5) Letter of Authorization
(6) Recycling Board Charter
(7) Family Housing Recycling Procedures

1. Situation. To establish uniform procedures for operating, managing, and enhancing Marine Corps Base Camp Pendleton's (MCB CamPen) solid waste recycling program.

2. Cancellation. BO 6280.5A.

3. Mission. To promulgate information and assign responsibilities to MCB CamPen organizations and units relative to the Recycling program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Approximately 35,000 Marines are stationed aboard MCB CamPen in addition to thousands of dependants and visitors. Consequently, the Base generates well over 100 tons of solid waste (trash) each day.

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(2) MCB CamPen now operates a single, authorized Qualified Recycling Program (QRP), in order to reduce the amount of trash entering the Base landfills. Every military unit and organization aboard MCB CamPen as well as every Base household, shall participate to the fullest extent practicable, in this program.

(3) Revenue generated from the QRP is spent, per the references, for operational, maintenance, and overhead costs incurred by the QRP. Excess funds, if any, may be used for pollution prevention, energy conservation, safety and health projects, or non-appropriated morale, welfare and recreation purposes.

b. Subordinate Element Missions

(1) Area Commanders, in liaison with MCB CamPen's Recycling Program Manager (RPM), will supervise the implementation of our recycling program by:

(a) Tasking Camp Services Officer's and Area S-4's to attend quarterly recycling meetings.

(b) Providing the RPM with an updated list of relevant points of contact.

(2) Tenant units and organizational Commanding Officers (CO) (battalion-level or larger), in liaison with the RPM, will supervise the implementation of our recycling program by:

(a) Preventing the scavenging of recyclables from recycling bins and trash containers.

(b) Ensuring that all sensitive paper is shredded prior to turn-in to the recycling center.

(c) Ensuring that all Marines and Sailors comply with this Order using the procedures contained in enclosures (1) through (5).

(d) Sending a representative to quarterly recycling program meetings.

(e) Ensuring all deliveries of recyclable scrap (metals) en route to the Director, Defense Reutilization and Marketing Office (DRMO) are screened at the Base Recycling Center prior to turn-in.

(3) Assistant Chief of Staff (AC/S) Facilities will supervise the implementation of MCB CamPen's recycling program by serving as Chair of the QRP per enclosure (6).

(4) The Facilities Maintenance Officer will manage the QRP in accordance with this order and all applicable laws, regulations and instructions by:

(a) Staffing, directing, and supervising the RPM.

(b) Supervising landfill operations.

(5) The RPM will manage the QRP by:

(a) Ensuring Base occupants recycle recyclable trash to the greatest extent practicable, and per this Order.

(b) Supervising recycling program facilities and personnel.

(c) Acting as sales contracting officer for direct sales of QRP materials.

(6) Director, Family Housing, in coordination with the RPM, will supervise the implementation of the recycling program by ensuring Public, Private Venture (PPV) partners are made aware of the recycling program, and that the partners provide all Family Housing residents with recycling containers and instructions on how and what to recycle in accordance with enclosure (7).

(7) AC/S Comptroller will promote the recycling program by:

(a) Supervising the receipt, maintenance, and disbursement of revenues generated from the recycling program.

(b) Produce quarterly and annual recycling revenue reports that account for all revenues received, maintained, and disbursed within the fiscal year/quarter, and provide a copy to the RPM.

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(c) In coordination with DRMO, maintain records of receipt, maintenance, and disbursement of revenue generated from the recycling program.

(8) AC/S Marine Corps Community Services (MCCS), in coordination with the RPM, will supervise the implementation of the recycling program by:

(a) Ensuring, wherever practicable, that MCCS activities participate in the recycling program.

(b) Using displays to promote the recycling effort.

(c) Informing the Base community of contributions to MCCS by the Base Recycling Program with identifying signage or labels.

(9) AC/S Logistics, in coordination with the RPM, will promote the recycling program by:

(a) Whenever practicable procure materials made from recyclable materials.

(b) Informing the RPM in advance of events generating large volumes of recyclable materials (barracks furniture replacement, vehicle maintenance activities).

(c) Supervising the Base Consolidated Material Service Center's (CMSC) vendor recycling.

(10) The Director, DRMO is requested to:

(a) Whenever practicable, receive, maintain, and sell recyclable materials per the references.


(b) In coordination with the AC/S Comptroller, provide the RPM with an accounting of revenue received from sales of recyclable scrap.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Base directives can be found at: <https://158.238.251.13/pendleton/ACSMANpower/Adjutant/default.aspx>

6. Command and Signal

a. Command. This Order may be applicable to all commands, organizations, units and activities located aboard Camp Pendleton.

b. Signal. This Order is effective the date signed.



J. C. MALIK
By direction

DISTRIBUTION: A-3
B

Activity and Unit Recycling Procedures

1. Policy. Every unit, organization, and agency operating under MCB CamPen's U.S. EPA identification number will recycle their trash. Enclosure (7) to this Order is also applicable to units and unit barracks.

2. Procedures

a. Cardboard. Flatten cardboard and place in the nearest white collection container, or the unit's designated container.

b. Paper. Place paper into designated containers or bags. Separate newspaper from other paper if multiple containers are provided. If bags are provided, empty paper into the large, blue containers. The Base Recycling Program Manager (RPM) will exchange large, blue containers weekly, or "on-call". All units will ensure that no classified material or sensitive papers with social security numbers, or data that violates the Privacy Act, are placed into recycling containers. Units requiring containers should request them through the RPM or the nearest Base Recycling Center.

c. Shredded Paper. All shredded paper shall be placed into plastic bags and placed into the large, blue containers.

d. Brass. Deliver spent brass shell casings to a Base Recycling Center with a completed DD Form 1348-1A, as directed in enclosure (2). Containers must be certified as containing "no live ordnance".

e. Ferrous and non-ferrous metals. Deliver all scrap metals to a Base Recycling Center. A DD Form 1348-1A is not required.

f. Self Service Items. CamPen's Self Service Center recycles many types of materials (e.g., printer toner cartridges). Contact the Self Service Center or the nearest recycling center for more information.

3. Universal waste, to include but not limited to, computers, televisions, telephones, printers, and microwave ovens, shall be handled as follows;

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a. Government property shall be returned to Base Property or to DRMO with required paperwork.

b. Personal property can be turned in to a Base Recycling Center or entity off Base that receives such material.

4. Contact the RPM at 725-4892 for more information.

Brass Turn-in Procedures

1. The procedures for the turn-in of expended ammunition retrograde material to the Base Recycling Center, are outlined below:

a. All units must provide a DD 1348-1A, enclosure (3), which must include the following statement at the bottom of the form:

"I certify that the items listed hereon have been personally inspected by me and, to the best of my knowledge and belief, contain no items of a dangerous or hazardous nature." All units must provide a letter of authorization to the Recycling Operations Officer, enclosure (5), identifying those individuals who have been certified by their unit as qualified inspectors.

b. All units must schedule turn-in of ammunition casing at least 48 hours in advance. Appointments are available through the Base Recycling Center at 725-4892. Casings must be inspected before turn-in by qualified individuals listed in enclosure (5), to ensure no live ammo, unfired primers, or misfired rounds are present.

c. Casings must be sorted by caliber and contain no contaminants such as steel clips, links, dirt, wood or other debris. **Base Recycling accepts .50 cal and below only.**

d. All units must provide a working party to ensure the timely unloading of fired brass.

2. Recycling personnel will inspect all ammunition casings, clips, and links, to verify that all items are inert and expended to their final disposition. Any loads found to contain live rounds, clips with brass, links with brass, wood, dirt or any other discrepancies will not be accepted. The unit commander will be notified if live ordnance is found.

3. Units are not to use the Base Recycling Center's containers to dispose of trash, wood ammo crates, boxes or any other debris.

Note: 40mm casings, 25mm casings, and ammo cans cannot be accepted by Base Recycling

DD Form 1348-1A
Issue Release/Receipt Document
(Sample)

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

<p>27. ADDITIONAL DATA</p>	<p>26. RIC (4-8) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)</p>	<p>25. NATIONAL STOCK NO. & ADD (8-22)</p>	<p>24. 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Instructions for Completing DD Form 1348-1A

Print or type the following:

LINE 1, BLOCK 23: The letter "L" for pound
units of weight measurement

LINE 1, BLOCK 24: The letter "B" for pound
units of weight measurement

LINE 1, BLOCK 2: Your unit name

LINE 1, BLOCK 3: Recycling Center

LINE 1, BLOCK 4: DEMIL CODE G

LINE 2, BLOCK 24: Your unit's RUC number

LINE 3, BLOCK 25: Your name

LINE 3, BLOCK 17: BRASS, 50 CAL, 762, 556

LINE 3, BLOCK 20: Total weight of turn-in

LINE 3, BLOCK 22: Base Recycling personnel will
sign when accepting brass
turn-in

LINE 3, BLOCK 23: Date Base Recycling accepts

LINE 4, BLOCK 26: Your unit's phone number

LINE 5, BLOCK 27: Type the following statement:
"I certify that the items
listed hereon have been
personally inspected by me
and to the best of my
knowledge and belief,
contain no items of a
dangerous or hazardous
nature."

****Your signature will be required at the bottom of the form****

Letter of Authorization

UNIT LETTERHEAD

6280
UNIT
DATE

From: Commanding Officer
To: Base Recycling Manager

Subj: APPOINTMENT OF QUALIFIED AMMUNITION, EXPLOSIVES, AND
DANGEROUS ARTICLES (AEDA) INSPECTORS

Ref: (a) DOD 4160.21-M-1
(b) BO P8000.3

1. Per the references, the following personnel are designated as authorized/qualified to inspect/re-inspect and turn-in property containing, or suspected of, containing live ammunition, explosives, and/or dangerous articles:

RANK	NAME	SSN	SIGNATURE
------	------	-----	-----------

2. This letter of authorization supersedes all other letters.

3. Point of contact is _____ at _____.

Commanding Officer's signature

Recycling Board Charter

1. The Recycling Board Charter makes recommendations to the Commanding Officer (CO), MCB CamPen regarding the disposition of revenue generated from the Qualified Recycling Program (QRP).

2. Membership. Recycling Board members shall be composed of representatives from the following organizations/units:

a. Chair: Assistant Chief of Staff (AC/S) Facilities or the Facilities Manager, MCB CamPen.

b. Representative members from:

(1) CG, 1st Marine Division, CamPen.

(2) CG, 1st Marine Logistics Group, CamPen.

(3) CO, Marine Corps Air Station, CamPen.

(4) CO, Naval Hospital, CamPen.

(5) AC/S Marine Corps Community Services, MCB CamPen.

(6) AC/S Environmental Security, MCB CamPen.

(7) AC/S Comptroller, MCB CamPen.

(8) Facilities Maintenance Officer, MCB CamPen.

3. The AC/S Staff Judge Advocate, or designated representative, shall serve as counsel.

4. At the discretion of the Chair, or upon the request of any member of the Recycling Board, technical staff or other advisors may be invited to attend Recycling meetings.

5. Duties and responsibilities. Committee meetings shall be held semi-annually. The Chair will present to the Recycling Board recommendations consistent with the purpose of this Charter, applicable laws, regulations, and federal agency directives. Recommendations approved by the Recycling Board shall be forwarded to the CO, MCB CamPen, or designated representative, for consideration and final approval.

Family Housing Recycling Procedures

1. Policy. MCB CamPen military Family Housing residents will recycle to the greatest extent practicable. The Family Housing Department shall coordinate with Private Party Venture (PPV) partners to ensure residents receive recycling collection containers.

2. Procedures

a. Cans. Before recycling, all aluminum, steel, tin, and metal cans shall be rinsed of food and placed in a recycling container for pick-up.

b. Glass. Before recycling, all glass bottles and jars shall be rinsed of food and placed in a recycling container. Plate glass, windows, mirrors, and cooking glass are not accepted.

c. Plastics. All empty plastic containers #1, 2, 3, 4, 5, 6, and 7 are recyclable, and should be rinsed of food before placing in a recycling container for pick-up.

d. Paper. Newspaper, magazines, and other paper, may be bound or bagged, for recycling, and placed outside with other recyclables for pick-up. Do not recycle carbon paper, shredded paper, film, wrappers, tissue, paper towels, or disposable diapers.

e. Cardboard. Flatten cardboard boxes and place them outside with other recyclables for pick-up.

f. Pick-up. Place recyclables by the curb no later than 6:00 a.m. on designated pick-up days.

3. Scavenging, the unauthorized removal of recyclables is prohibited. Report all scavenging to the Provost Marshal's Office, the RPM, or district Family Housing representatives.

4. Drop-sites are available 24 hours, 7 days a week, at all Recycling Centers.

5. Dumping is prohibited throughout the Base.

BO 6280.5B

23 Jul 07

6. Contact district housing representatives or the Recycling Program Manager at 725-4892 for more information.

Enclosure (7)