



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11350.1B
N45
MAR 19 1999

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11350.1B

From: Commander, Naval Training Center, Great Lakes

Subj: BASE WIDE RECYCLABLE MATERIALS SALES PROGRAM (RMSP)

Ref: (a) Military Construction Codification Act (Public Law 97-214) of July 1982 (NOTAL)
(b) Deputy Secretary of Defense Memorandum, Sales of Recyclable Materials (10 USC 2577) of 28 Jan 1983 (NOTAL)
(c) OPNAVINST 5090.1B (Chapter 14) of 1 Nov 94
(d) NFESC UG-2003-ENV QRP Development Guide

Encl: (1) Recyclable/Non-Recyclable Materials

- Purpose. To promulgate command policy, objective and goals of the Recycle Materials Sales Program (RMSP) within Naval Training Center (NTC), Great Lakes. RMSP and Qualified Recycling Program (QRP) are synonymous.
- Cancellation. NTCGLAKESINST 11350.1A. This instruction has been substantially revised and should be reviewed in its entirety.
- Scope. This instruction applies to all component commands and tenant activities at NTC, Great Lakes. Reference (a) defines the authorized uses of revenue generated from the sales of certain materials which traditionally have been considered trash or waste. Reference (b) provides further guidance to the military departments, defines the responsibilities of the Defense Logistic Agency (DLA) with regard to market research and sales, and defines recyclable materials, a QRP, and a military installation. References (c) and (d) provide Navy guidance for establishing a QRP; specific types of materials shall be segregated for recycling; and set accounting procedures and uses within the Navy for revenues generated through sales of recyclable materials.
- Background. Commander, Naval Training Center (CNTC), Great Lakes, established the RMSP in support of federally mandated recycling requirements, presidential executive orders, national, U.S. Navy, and local efforts to conserve resources, protect our precious environment and to generate revenue to be utilized to support the quality of life of the NTC staff, students and civilian

MAR 19 1999

employees, including tenant activities. This program is also intended to reduce disposal costs and recognize the cost avoidance associated therewith. Participation in recycling is mandatory for all component commands and tenant activities onboard NTC Great Lakes, including military and civilian personnel, and for residents of all housing areas at NTC, Great Lakes. Reference (c) directs Navy activities to implement source separation and develop a single authorized QRP. Tenant activities shall participate in the host activity's QRP.

5. Procedures

a. Station forces will be organized to collect qualifying recyclable materials for subsequent sales to local businesses. Qualifying materials are those normally discarded and reused after physical or chemical processing such as: paper, computer paper, corrugated containers, scrap metals, glass containers, various types of plastic, tin cans, galley grease and aluminum cans. Enclosure (1) identifies those items acceptable/not acceptable for recycling.

b. Revenue generated through sales will be deposited into the NTC Great Lakes RMSP account managed by the NTC Comptroller. Sales shall first be credited to cover costs of operations, maintenance and the overhead for processing recyclable materials at the installation, which includes capital expenditures in support of equipment purchased for recycling purposes. Fifty percent of remaining funds may be authorized to fund projects for pollution abatement, energy conservation, and occupational safety and health activities, with the approval of the NTC Recycling Board. The remaining funds may be transferred to the local non-appropriated fund instrumentality morale and welfare account to be used for any Morale, Welfare or Recreation (MWR) activities, subsequent to approval of NTC Recycling Board. RMSP money may not be used for any project amounting to more than 50 percent of the established legal limit for a minor construction project.

6. Action

a. Assistant Chief of Staff, Installation and Environment, NTC, Great Lakes has overall authority for the basewide recycling program.

b. NTC Great Lakes Environmental Department (N45) is responsible for overall coordination of the RMSP and shall:

(1) Develop a military and civilian staffing plan to accomplish the assigned duties, review and update positions as necessary and provide oversight responsibilities for assigned personnel.

MAR 19 1999

(2) Serve as sole authority for the collection of recyclable materials; however, this does not preclude activities from turning in materials directly to Defense Reutilization/Marketing Office (DRMO). Any command choosing to turn recyclable materials in to DRMO directly shall contact the NTC Environmental Department for the purpose of tracking recyclables.

(3) Establish Recycling Center hours of operation.

(4) Establish RMSP collection points and schedules basewide.

(5) Arrange for disposition of those items for direct sale to recyclers, and ensure payment is made by check in the name of the NTC Comptroller and all checks are sent directly to the NTC Comptroller.

(6) Develop a tracking system for the purpose of tracking recyclable materials and maintain copies of all shipping receipts.

(7) Develop budgets for consumable supplies required in daily operations, as well as long range budgets for capital expenditures to include procurement of equipment.

(8) Submit requests for consumable supplies to be purchased from non-appropriated RMSP funds in support of the Recycling Center, to the NTC Comptroller, Code T4.

(9) Ensure projects, nominated for funding with the proceeds of these sales, are reviewed as required by reference (b).

(10) Promote the RMSP by establishing contact with Command Recycling Managers and, when requested, assist in the training of Command Recycling Building Monitors (RBM).

(11) Publicize the RMSP by use of posters, POD/POW notes, USN-TV advertisements, bulletin articles and the use of appropriate signs strategically placed at sites that have been improved by recyclable program finds. Costs of such advertisements shall be charged to the RMSP when necessary.

(12) Participate in the annual evaluation conducted by NTC Command Evaluation to ensure proper program implementation and proper use of funds.

(13) Serve as a member of the NTC Recycling Board. Board members determine the proper usage of funds generated by the RMSP after all operational costs are funded.

MAR 19 1999

(14) Provide annual material recycling quantities and sales receipts to the Assistant Chief of Staff for Installations and Environment, Code N451 for inclusion in the Solid Waste Annual Report submitted by the NTC Environmental Department to the Naval Facility Engineering Service Center.

(15) Conduct training for all RBM's.

c. NTC Comptroller (Code T4) shall:

(1) Maintain required accounting records and supporting documentation for all proceeds received from the sale of recyclable materials, disbursement of funds for authorized RMSP expenditures and authorized projects.

(2) Prepare all payment documents for expenses properly approved for payment.

(3) Prepare accounting and monthly status of funds reports and submit to NTC Environmental Department, Code N451 on a monthly basis.

(4) Serve as a member of the NTC Recycling Board. Board members determine the proper usage of funds generated by the RMSP after all operational costs are funded.

(5) Provide funds from RMSP account to purchase consumable items for the RMSP, charging the RMSP account, with copy to the Assistant Chief of Staff for Installation and Environment, and Code N451.

d. NTC Recycling Board shall:

(1) Establish procedures for determining the proper usage of funds generated by the RMSP.

(2) Make determinations of the best usage of the RMSP funds and forward findings to the NTC Comptroller for distribution of funds.

(3) NTC Recycling Board members include: NTC Environmental (Code N45 & N451), NTC Comptroller (Code T4), NTC Command Evaluation (Code N01F), and Command Master Chiefs (CMC) from Service School Command (SSC), Recruit Training Command (RTC), & Naval Hospital Corps School.

e. The NTC, Morale Welfare and Recreation Department (Code N6) shall:

MAR 19 1999

(1) MWR Auto Maintenance Facility shall maintain non-appropriated fund vehicles on a reimbursable basis.

(2) Fund one FTE to work in the Recycling Center.

f. NTC Command Evaluation (Code N01F) shall:

(1) Establish and maintain annual review of records of the RMSF and make recommendations to the CNTC, when appropriate, for corrective actions.

(2) Serve as a member of the NTC Recycling Board. Board members determine the proper usage of funds generated by the RMSF after all operational costs are funded.

g. Defense Reutilization and Marketing Office (DRMO), Great Lakes shall:

(1) Develop service and sales contracts for recyclable material.

(2) Contact the NTC Environmental Department, (Code N451), when recyclables are to be shipped off station for the purpose of completing Recyclable Material Tracking Forms.

(3) Maintain records of quantity and types of material sold for recycling and submit to the NTC Environmental Department, (Code N451), on a monthly basis.

(4) Transfer all generated funds to the Comptroller, (Code T4), for deposit in the proper account with copies to NTC Environmental Department, (Code N451).

(5) Identify those items that are not readily marketable by DRMO and provide written notice to NTC Environmental Department, (Code N451), so markets can be located for sale of those items.

(6) Coordinate with local organizations to provide regular employee training on scrap identification and preparation methods.

h. Family Housing Department (N51) shall keep residents of Navy Housing informed of program procedures and schedules, and provide information during residents' check-in.

i. Acquisition Group, EFA MW/PWC/NTC shall ensure, as appropriate, that all contracts contain an administrative clause informing contractors of mandatory participation in recycling of all waste material from projects. This recycling can be accomplished by

MAR 19 1999

donation to NTC RMSP Program or through local or commercial programs.

j. Component Commands and Tenant Activities within Naval Training Center, Great Lakes shall:

(1) Assign, in writing, a command/activity Recycling Manager with a copy to be submitted to the NTC Environmental Department, Code N451, within thirty days of this instruction for the establishment of communications.

(2) Establish written policy for management of the NTC recycling program at their command/activity.

(3) Ensure all materials turned in to NTC Recycling Program or DRMO, Great Lakes, are considered as recyclable materials. All activities using DD 1348-1 are required to enter the appropriate number 17F3875.62RM 007 000210 068566 3C 000021098004 in the remarks section to ensure monetary credit to the RMSP.

(4) Collect, sort, and deliver/schedule pick up of old corrugated cardboard, office products identified in enclosure (1) and aluminum cans to the Recycling Center during normal operating hours. Items must be sorted by category and be free of all contaminants, (i.e. refuse, garbage, carbon paper, etc.).

NOTE: Aluminum cans purchased by an individual for personal use may be taken home for individual's own recycling, but cannot be stored on site due to sanitation and safety requirements. If an individual chooses not to recycle for their own use, cans must be placed in an appropriate recycling bin and not the trash can.

(5) Ensure all recycle containers and surrounding areas are maintained in a clean, sanitary manner to avoid attraction of rodents and pests.

(6) Promote this program through General Military Training, POW/POD notes, and Captain's Call.

(7) Develop and submit potential projects requiring expenditures of profits from the RMSP account to Assistant Chief of Staff, Installation and Environment, Environmental Department, (Code N451), for approval by the NTC Recycling Board.

(8) Assign a Recycling Building Manager, (RBM) for each building. Building Maintenance Supervisors (BMS)/Building Petty Officers (BPO) may be used for this purpose. Submit name to the NTC

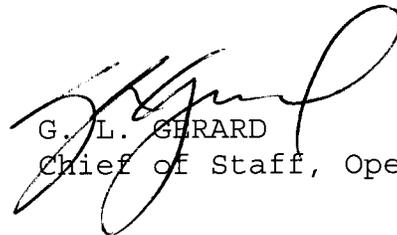
MAR 19 1999

Environmental Department, (Code N451), within thirty days of this instruction.

(9) SSC, RTC, Naval Hospital Corps School, and Naval Hospital shall provide two each temporary personnel to the NTC Recycling Facility in support of the basewide recycling efforts. CMCs from these commands shall serve as members of the NTC Recycling Board for the proper determination of funds generated by the RMSP.

(10) Transient Personnel Unit (TPU) shall provide twelve to fifteen personnel to the NTC Recycling Center in support of basewide recycling efforts. This support is provided as part of a Memorandum of Understanding between the ACOS, OPS and the TPU.

k. Non-appropriated Funded, and Navy Working Capital Funded Activities, Including Navy Exchange (NEX), Navy Public Works Center, and Defense Commissary Agency (DECA). If it proves uneconomical to collect and sell waste by-products or use them in the activity's recycling program, it is highly encouraged that these by-products be provided to the NTC RMSP or DRMO, as appropriate. Should these activities establish their own recycling programs they shall maintain records of quantity and types of materials sold for recycling and submit to the NTC Environmental Department, (Code N451), on a monthly basis.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case B) & III

MAR 19 1999

Recyclable/Non-Recyclable Materials

1. Recyclable Materials:

a. Paper products:

- White typing paper
- Colored typing paper
- White photocopy paper
- Colored photocopy paper
- Tabulating cards
- Index cards
- Computer paper
- Newspaper/newsprint
- Magazines
- Books
- Corrugated containers/cardboard
- Envelopes without plastic windows
- Personnel files
- Chipboard (Soda, Beer, etc. containers)

b. Plastics:

- PETE (1)
- HDPE (2)
- Vinyl (3)
- LDPE (4)
- PP (5) Medicine bottles only

c. Metals:

- Aluminum
- Aluminum cans
- Cupro nickel solids
- Carbon Steel
- Steel Clips
- Brass
- Stainless steel
- Less grade steels
- Scrap metals

d. Glass:

- Glass Containers (all colors)
- Windows

NTCGLAKESINST 11350.1B

MAR 19 1000

NTC Recycling Center utilizes a shredder for the destruction of sensitive documents. Certificates of Destruction available upon request.

e. Other Materials:

- Galley grease
- Contact the NTC Environmental Department for the recycling of the following items: Construction debris, concrete, tires, yard waste, pallets, batteries (automotive), ethylene glycol, oils, fluorescent light bulbs, and liquid mercury.

2. Non-Recyclable Materials:

- Carbon paper
- Wax paper
- Facial tissues
- Paper towels
- Styrofoam cups
- Egg cartons
- Film
- Photographs
- PP (5) Polypropylene other than medicine bottles
- PS (6) Polystyrene
- Other (7) other plastics

Contact the NTC Recycling Center at (847) 688-4477 if your item does not appear on this list.