**DEPARTMENT OF THE ARMY**
**JOINT BASE MYER – HENDERSON HALL**
**204 LEE AVENUE**
**FORT MYER, VIRGINIA 22211-1199**

**REPLY TO ATTENTION OF**

SEP 1 6 2016

IMMH-PW

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum PW-2, Recycling Policy

1. REFERENCES.

a. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance 2009.

b. Executive Order 12873, Federal Acquisition, Recycling and Waste Prevention October 1993.

c. Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, September 1998.

2. PURPOSE. This memorandum sets forth the Joint Base Myer-Henderson Hall policy governing recycling.

3. APPLICABILITY. This policy is applicable to all military and civilian personnel who live, work, or are authorized access to Joint Base Myer-Henderson Hall.

4. POLICY. JBM-HH is committed to reaching both local and Department of Defense (DoD) waste reduction goals. The DoD has established the goal of diverting at least 50% of non-hazardous solid waste that is generated by the end of fiscal year 2015. To help meet this goal, JBM-HH uses Single Stream Recycling, a recycling program whereby all clean, recyclable materials, except cardboard, are combined into one recycling bin. Not only does a recycling program benefit our environment, but it is MANDATORY in accordance with Executive Order 13514, DoD policies, directives and all applicable federal and state laws and regulations.

5. PROCEDURES.

a. All military units, installation activities, tenant organizations and contractors will:

(1) Establish a recycling program Standard Operating Procedure tailored to their organization for the management of recyclable materials.

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(2) Appoint a Recycling Compliance Person(s) (RCP). The RCP(s) will interface with the Directorate of Public Works, Environmental Management Division (EMD) to ensure program requirements are met.

(3) Provide the names of the RCP(s) to the EMD in writing.

b. All military units, installation activities, and tenant organizations will ensure that all new requests for contracting actions, including accompanying Statements of Work (SOW) or Performance Work Statements (PWS), for construction, renovation, and demolition projects include contract performance requirements to divert a minimum of 50 percent (by volume) of non-hazardous construction and demolition debris from the landfill. All such requests for contracting actions will include a requirement that the contractor submit a solid waste and recycling activity date report within 30 days of the end of the project through the cognizant Contracting Officer Representative to the EMD. Requirements for contractors to meet the actions outlined in paragraph 5a(1)-(3) above must also be delineated in the SOW or PWS.

c. The EMD will routinely assess the installation recycling program for compliance.

d. The following materials are recyclable and shall be collected in JBM-HH recycle containers for Single Stream Recycling: white paper, glass and plastic bottles, aluminum cans, newspaper and mixed paper. These recyclable materials, with the exception of cardboard, shall be comingled and placed into the same recycle container. All recyclable cans and bottles should be emptied and rinsed prior to being placed in recycle containers. Clean, recyclable material shall NOT be placed in solid waste/trash dumpsters.

e. Other recyclable material, such as toner and ink cartridges shall be turned into EMD, Building 321. For further assistance, contact the Recycling Coordinator at 703-696-3791. Do not place wood pallets, batteries and scrap metal in either recycling or solid waste dumpsters. Batteries, with the exception of car batteries, should be dropped off at EMD, Building 321. Drop car batteries off at the Firestone Station, Building 452, Fort Myer. Wood pallets and scrap metal shall be segregated and turned in via special pick-up arranged through JBM-HH DPW by calling the Work Coordination Branch at (703) 696-3263.

f. The weight of any recyclable materials recycled outside of the JBM-HH recycling program shall be reported to the EMD annually as requested.

g. Disposal of yard waste, soil, or construction/demolition debris in refuse or recycling containers is not authorized unless the container is specifically marked for such debris. Yard waste and other compostable items should be disposed of through the garden plot composters.

h. DPW will provide recycling containers for use inside and at outside locations throughout the JBM-HH. In administration facilities and in residential quarters, all clean, recyclable materials shall be comingled in a single, recycle container.

i. Custodial staff will collect and transfer recyclable materials in plastic bags marked with JBM-HH lettering to specifically designated containers/dumpsters.

j. Building coordinators for facilities not serviced by the custodial staff shall ensure recyclables are collected in recycle containers.

k. All other recyclable materials not addressed in this policy shall be reported to the EMD for possible inclusion into the JBM-HH recycling program.

l. Special pickups can be arranged for cardboard removal after move-in by calling the Work Coordination Branch at (703) 696-3263.

6. PROPONENT. The JBM-HH Directorate of Public Works, Environmental Management Division is the proponent and POC for this policy at (703) 696-3791.

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