

Environmental Standard Operating Procedure			
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Title: Solid Waste Recycling Local

1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for properly recycling solid waste materials.

2.0 APPLICATION

This guidance applies to those individuals who manage solid waste recycling onboard Marine Corps Air Station (MCAS) Miramar.

3.0 PROCEDURE

- 29 CFR 1910 (Code of Federal Regulations)
- DoD (Department of Defense) Instruction 4715.4
- MCO P5090.2A Ch 17 (USMC Environmental Compliance and Protection Manual)
- Hazardous Waste Management Plan (HWMP)
- Hazardous Material Business Plan (HMBP)

4.0 PROCEDURES

4.1 Discussion:

Collection and recycling of non-hazardous solid waste must be performed in a safe and efficient manner. Collection methods must prevent fires, safety hazards, and pest harborage.

All solid waste that can be recycled should be recycled. All recyclable items shall be placed in containers intended to collect like materials. Units must ensure that only non-hazardous wastes and other locally approved waste materials are disposed of in approved solid waste containers. Each work space, regardless of size, must contact the installation recycling manager to set up a local recycling collection point.

4.2 Operational Controls:

The following procedures apply:

1. Place all recyclable items in approved recyclable material collection containers.
2. Contact the installation recycling manager to set up a local recycling collection point or if a recycling container is needed.
3. Flatten all cardboard before placing in designated containers.
4. Use designated containers for all paper. All work spaces will ensure that all sensitive materials are shredded.
5. Ensure shredded paper is placed in sealed plastic bags before placement into recycling containers.
6. Segregate newspapers from all other paper if newspaper-specific recycling containers have been provided.
7. Ensure recyclable materials are placed in the proper recyclable collection containers.
8. Disposal of liquids in recyclable containers is prohibited.
9. Ensure recycling containers are not blocked by vehicles or other objects.
10. Scavenging and/or the unauthorized removal of recyclables are prohibited.
11. Dumping is prohibited throughout the installation.
12. If there are any questions or concerns about what items can be recycled, contact the Recycling Center at 577-6636.

Housing:

13. Contractors for the Family Housing Department shall ensure installation residents receive recycling collection containers.
14. Housing residents will recycle all eligible items in approved containers provided and place them curbside during scheduled pick-up times to include:
 - a. Cans (i.e., aluminum, steel, tin, and metal).
 - b. Glass.
 - c. Plastics (#1, 2, 3, 4, 5, 6, & 7).
 - d. Paper (newspaper, magazine, and other paper).
 - e. Cardboard.

f.

MCAS Miramar Quality Recycling Program (QRP):

15. All ferrous and non-ferrous metal will be turned over to the recycling center. The DD form 1348-1A and/or Fund Site Number (FSN) are not required.
16. No government property (items with serial numbers) will be accepted.
17. Brass will be accepted only by appointment and only if accompanied by a letter from the unit's S-4 office stating that there is a qualified personnel from the unit who is responsible for turn-ins and any situation that may arise from that unit's turn-ins.
18. All white goods (e.g. refrigerators, washers, dryers, etc) will be turned in to the Defense Reutilization and Marketing Office (DRMO).
19. Ensure all metals turned in to DRMO have a label or stamp in the remarks box of the DD form 1348-1A that specifically states the following FSN:
 - a. Recyclable Materials Program

17F3875.27RM 007 00681 000027 3C 000000
20. Ensure that records of all required training and certifications are current and available for inspection.
21. Ensure turnover folder information is kept for this ESOP and available for inspection.
22. Wear personal protective equipment (PPE) as applicable at the recycling center.
23. Keep fire extinguishers readily accessible and near potential hazardous areas.
24. Ensure eyewash is operating properly, is readily accessible and is located near potential hazardous areas.
25. Properly clean up all spills immediately and report the spill to the supervisor and Environmental Management Department 577-1108.
26. Maintain site inspection records for three (3) years
27. If there are any specific situations or other concerns not addressed by this procedure, contact the Recycling Program Manager at the QRP.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Recycling Center weekly inspection records.
2. Training records and certifications for personnel.
3. Spill reports.

4.4 Training:

All applicable personnel must be trained in this ESOP. This includes, but is not limited to the following:

1. Hazardous Communication Standard Training.

4.5 Emergency Preparedness and Response Procedures:

Refer to HWMP/HMBP.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Solid Waste Recycling Local - Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are recyclable containers provided and utilized as applicable? a. White dumpsters-cardboard. b. White drag-ons (for large warehouse areas)-cardboard.			

<p>c. Large blue or beige plastic containers—individually labeled for paper (blue); bottles (plastic or glass) and cans (beige).</p> <p>d. Blue and white bags (for office space)-colored and white office paper.</p> <p><i>(MCO P5090.2A)</i></p>			
<p>2. Are housing residents recycling eligible materials in appropriate containers provided by housing office? <i>(MCO P5090.2A)</i></p>			
<p>3. Is cardboard flattened before it is placed in designated containers? <i>(MCO P5090.2A)</i></p>			
<p>4. Is paper placed in designated recyclable containers, including shredded sensitive materials? <i>(MCO P5090.2A)</i></p>			
<p>5. Is shredded paper placed in sealed plastic bags before placement into recycling containers? <i>(MCO P5090.2A)</i></p>			
<p>6. Are newspapers segregated from all other paper if multiple containers are provided? <i>(MCO P5090.2A)</i></p>			
<p>28. Are recyclable materials placed in the proper recyclable collection container? <i>(MCO P5090.2A)</i></p>			
<p>29. Are appointments made for brass recycling? Is brass recycling accompanied by a letter from the unit's S-4 office? <i>(MCO P5090.2A)</i></p>			
<p>30. Do all metals turned in to DRMO have a label or stamp in the remarks box of the DD form 1348-1A that specifically states the following FSN:</p> <p>a. Recyclable Materials Program</p> <p>17F3875.27RM 007 00681 000027 3C 000000</p> <p><i>(MCO P5090.2A)</i></p>			
<p>7. Are training and inspection records maintained and available for inspection for up to three years?/ <i>(MCO P5090.2A)</i></p>			
<p>8.</p>			
<p>9. Is turnover folder information maintained for this ESOP?</p>			
<p>10. Is proper PPE being worn as applicable at the recycling center? <i>(29 CFR 1910)</i></p>			

11. Are eyewash stations operating properly, readily accessible and placed near potential hazardous areas? (29 CFR 1910)			
12. Are spill kits and fire extinguishers kept near potential hazardous areas at the recycling center? (29 CFR 1910)			
13. Are inspection records maintained for three years? (MCO P5090.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator:

Name: _____

Signature: _____

Date: _____