



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNA/AACINST 5090.2A
15/PWD
2 October 1996

USNA/AAC INSTRUCTION 5090.2A

From: Superintendent, U.S. Naval Academy/Annapolis Area Complex

Subj: RECYCLING MATERIALS PROGRAM

Ref: (a) Executive Order 12873 (NOTAL)
(b) OPNAVINST 5090.1B
(c) Memorandum of Understanding between U.S. Naval Academy Public Works Department and Morale, Welfare, and Recreation Department (NOTAL)
(d) DOD Single Line Item Release/Receipt Document (DD Form 1348-1)

1. Purpose. To publish procedures for operating a Qualifying Recycling Program (QRP) at the Naval Academy and Annapolis Area Complex.

2. Cancellation. USNAINST 5090.2. This directive is a complete revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Management Control Objectives

a. To comply with references (a), (b), and (c).

b. To identify valuable resources now being lost in the waste stream and to divert these resources to the recycling program, the Recycling Planning Board will be established to foster an awareness as to the value of resources and investigate the feasibility of recycling materials of any potential value.

c. To fund needed environmental projects and to improve/expand military morale, welfare, and recreation.

d. The Annapolis Area Complex (AAC), Morale, Welfare, and Recreation Department (MWR) is designated as the only collection agent and managing activity for the Naval Academy Complex QRP. All QRP activities within the complex must be approved by and coordinated with the MWR Department. MWR collects, processes, and sells recyclable materials to generate revenues to support the QRP, MWR, and environmental programs.

e. Organizations, special interest groups, and individuals are not authorized to establish recycling programs to access waste containers, or to remove recyclable materials from the complex. This includes, but is not limited to, paper, cardboard, aluminum cans, etc. All activities within the AAC involved with removing refuse will forward the total weight and destination (recycling, landfill, etc.) of materials to the Environmental Division Solid Waste Manager on a monthly basis.

4. Funding of Program. The QRP is funded by the Public Works Department (PWD) Environmental Division.

5. Proceeds from Sale of Recyclable Materials. Accumulation of recycling funds is not affected by end of fiscal year and may be carried forward and merged with proceeds of subsequent years.

a. Recycling Planning Board oversees the distribution of sales proceeds. The QRP Manager may access sales proceeds for the following purposes:

(1) Public awareness programs

(2) Recycling supplies

(3) Maintenance for recycling equipment

(4) Purchase of recycling equipment, not to exceed \$20,000 without prior approval of the RRRP Planning Board

(5) Training

b. If the Program does not generate an overall profit, proceeds will first be used to cover recycling costs.

c. If the Program does generate an overall profit (which will be determined by the QRP Manager/Recycling Planning Board, it will be distributed as follows:

- 50 percent to the Pollution Prevention Program
- 50 percent to MWR

d. The Environmental Division Director will manage the funds to be placed into the Pollution Prevention Program.

6. Recyclable Materials. Qualifying as recyclable materials are those normally discarded which may be reused after physical or chemical processing. Salable materials include laser printer cartridges, high grade paper, mixed paper, data cards, corrugated cardboard, aluminum, batteries, glass, plastic, tires, steel cans, metal drums, pallets, wood dunnage, scrap metal, and used oil. The definition of recyclable materials excludes the following materials:

a. Precious metal-bearing scrap.

b. Items that may be used again for their original purpose or functions without any special processing; e.g., used vehicles, vehicle or machine parts, bottles (not scrap glass), electrical components, and unopened containers of unused oil/solvent, furniture, filing cabinets, etc.

c. Ships, planes, weapons, or any discarded material that must undergo demilitarization or mutilation prior to sale, except for small arms cartridge cases and material demilitarized or mutilated prior to turn in to the Defense Reutilization and Marketing Office (DRMO).

7. Action

a. Commanding Officers, Officers-in-Charge, Department Heads will:

- (1) Support the U.S. Naval Academy QRP.
- (2) Disseminate the contents of this instruction to all personnel concerned and monitor compliance with its provisions.
- (3) Designate and appoint by letter a Recycling Monitor for their respective commands or departments. Forward a copy of the appointment letter to the QRP Manager.

b. Recycling Planning Board will:

- (1) Meet quarterly, or as required, to plan and coordinate recycling program.
- (2) Review and approve projects for funding from recyclable materials account.
- (3) The following will constitute the Recycling Planning Board:

Deputy for Operations-Board Chairman

Commandant of Midshipmen

Commanding Officer, Naval Station

Public Works Officer

Supply Officer

Comptroller

Environmental Division Director, PWD

Solid Waste Program Manager, Environmental Division

Director, Morale, Welfare, and Recreation

Qualified Recycling Program Manager, MWR

Defense Reutilization and Marketing Officer (DRMO)

Chief, Ft. Meade

c. MWR Director will:

- (1) Serve as a member of the Recycling Planning Board.
- (2) Appoint/hire a full-time QRP Manager
- (3) Provide labor/equipment as required to adequately support the USNA Complex QRP (per reference (c)).

d. The QRP Manager will:

- (1) Serve as the single manager for the USNA/AAC QRP.
- (2) Develop USNA/AAC QRP collection plan and coordinate collection and delivery.
- (3) Maintain memorandum records to verify receipt of funds from sale of recyclable materials.
- (4) Maintain liaison with DRMO and review DRMO records concerning scrap metal sales.
- (5) Provide data as required for the completion of the annual Solid Waste Report to the Naval Facilities Engineering Service Center.
- (6) Develop service and sales contracts for recyclable materials.
- (7) Maintain close liaison with the Environmental Division Director/Solid Waste Program Manager concerning program changes and developments.
- (8) Obtain equipment as required.

e. USNA Comptroller will:

- (1) Accept reimbursements from recycling contractors and DRMO (Columbus, OH) for recyclable materials turned in at DRMO (Ft. Meade, MD) and ensure funds are credited to proper account. The following accounting data will be used on reference (d):

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- (2) Establish and maintain financial accounting records, procedures, and supporting documents for funds received and disbursed from sale of recyclable materials.
- (3) Prepare and distribute Recyclable Material Fund Status Report quarterly.
- (4) Disburse proceeds from sale of recyclable materials as delineated in paragraph 5a.
- (5) Ensure balance of funds received from sale of recyclable materials does not exceed \$2 million at end of fiscal year. Excesses of over \$2 million will be deposited to the U.S. Treasury.
- (6) Maintain Status of Funds Authorization, NAVCOMPT Form 2025, monthly; and Reconciliation of Expenditures/ Collections, NAVCOMPT Form 2036, quarterly.

f. Public Works Officer will:

- (1) Make sure projects considered for funding from recyclable materials account are consistent with USNA/AAC master plans.
- (2) Provide transportation of scrap metal to DRMO when required.
- (3) Ensure reference (c) is reviewed annually and appropriate changes are made.
- (4) Ensure this instruction is kept current.

g. Environmental Division Director and Solid Waste Program Manager will:

- (1) Assist the QRP Manager with the development of the Recyclable Material Collection Plan and coordinate collection and delivery to DRMO.
- (2) Coordinate design and construction of pollution prevention projects selected for funding from recyclable materials account.

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(3) Complete Solid Waste Annual Report to Naval Facilities Engineering Service Center and report results to the Recycling Planning Board.

h. Public Affairs Officer will assist with promotion and publicity of the recycling program.

i. Supply Department will review reference (d) for transfer of recyclable materials to DRMO.

j. Command and Tenant Activities. USNA/AAC activities are participants by virtue of their location within the Complex, which is identified as a single installation for purposes of this program. Commanders and Commanding Officers of shore activities are required to cooperate in waste collection and source separation programs. As such, each activity will pay a negotiated amount for inclusion into the program if deemed appropriate by the Recycling Planning Board.

k. Defense Reutilization and Marketing Office (DRMO) will:

(1) Develop service and sales contracts for scrap metals.

(2) Provide technical advice to Recycling Planning Board on ways to increase proceeds.

(3) Maintain records of quantity and types of material sold for recycling.

(4) Transfer funds received from sales of recyclable materials on a continual basis to Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5008, ATTN: Comptroller, Recycling Material Account.

(5) Provide the QRP with a copy of reference (d) when recyclable materials are turned in.



E. C. WALLACE
Deputy for Operations

Distribution:
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