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|---------------------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>                | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b>            |                                                              |                                   |
| Approved By:<br><i>Melissa Lowlavar / Phil Anderson</i> |                                                              |                                   |

## 1.0 PURPOSE

This procedure establishes the operating parameters for the Qualified Recycling Program (QRP), including designation of the Directorate of Public Works, Environmental and Natural Resources Division (DPW-ENRD) as the responsible proponent for the QRP at Fort Rucker. This work instruction contains information on the organization, members, and responsibilities for the program. The purpose of the QRP is to retain the revenues from recovering and recycling materials from the solid waste stream, while minimizing the costs of solid waste disposal and sustaining our environmental future.

## 2.0 SCOPE

The requirements of this procedure are applicable to all military, civilian and contract personnel at Fort Rucker.

## 3.0 DEFINITIONS

| TERM                 | DEFINITION                                                                                                                                                                                                                                                   |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AAFES                | Army Air Force Exchange Service                                                                                                                                                                                                                              |
| ADEM                 | Alabama Department of Environmental Management                                                                                                                                                                                                               |
| C&D                  | Construction and Demolition                                                                                                                                                                                                                                  |
| DeCA                 | Defense Commissary Agency                                                                                                                                                                                                                                    |
| DFAS                 | Defense Finance and Accounting Service                                                                                                                                                                                                                       |
| DFMWR                | Directorate of Family, Morale, Welfare, and Recreation                                                                                                                                                                                                       |
| DLADS                | Defense Logistics Agency Disposition Service                                                                                                                                                                                                                 |
| DoD                  | Department of Defense                                                                                                                                                                                                                                        |
| DPW-ENRD             | Directorate of Public Works, Environmental and Natural Resources Division, located in Building 1121; Phone: 334-255-1658                                                                                                                                     |
| Excluded Materials   | Materials that may not be sold through a QRP. The proceeds from their sale SHALL NOT be returned to a QRP. DoDI 4715.4, enclosure 3, paragraph 10, and 32 CFR section 172.2 (b)(3)(i) contains the list of these items.                                      |
| Firing Range Residue | Material (e.g., shell/bomb fragments) consisting of expended brass or aluminum and mixed metals in a form that is unrecognizable from its original configuration. Firing range residue does not require further demilitarization, and is not an MLI or CCL). |
| GC                   | Garrison Commander                                                                                                                                                                                                                                           |
| GRMO                 | Garrison Resources Management Office                                                                                                                                                                                                                         |
| GSA                  | General Services Administration                                                                                                                                                                                                                              |
| HQDA                 | Headquarters, Department of the Army                                                                                                                                                                                                                         |

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|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

| <b>TERM</b>              | <b>DEFINITION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LRC                      | Logistics Readiness Command                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MICC                     | Mission and Installation Contracting Command                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| NAF                      | Non-Appropriated Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Other QRP Materials      | Materials that initially fit neither the definition of recyclable materials nor the definition of excluded materials. Typically, such materials are received in such poor condition and/or are of low value that they probably are not reusable; could not be donated; or would be too costly to process. These materials, such as refrigerators, cabinets, or desks, must undergo local screening to determine their recycling potential. These materials may be recycled by the QRP if a cost-effective way can be found to do so.                                            |
| Precious Metals          | Any item containing any of the following listed elements: gold, silver, platinum, palladium, osmium, radium, iridium, and ruthenium.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Speculative Accumulation | Defined in 40 CFR 261.1(c) (8): A material is accumulated speculatively if it is accumulated before being recycled. A material is not accumulated speculatively, however, if the person accumulating it can show that the material is potentially recyclable and has a feasible means of being recycled; and that during the calendar year commencing on January 1 the amount of material that is recycled, or transferred to a different site for recycling, equals at least 75% by weight or volume of the amount of that material accumulated at the beginning of the period |
| SJA                      | Staff Judge Advocate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| SWARweb                  | Solid Waste Annual Report, Web-based                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| QRP                      | Qualified Recycling Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| USAACE                   | United States Army Aviation Center of Excellence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## **4.0 RESPONSIBILITIES**

### **4.1 Garrison Commander**

- a. Make QRPs available to all tenant organizations and tenant contractors.
- b. Structure the program for a variety of recyclables with emphasis on total waste stream reduction.
- c. Ensure QRPs comply with all applicable public laws, executive orders, DoD and Army policies and regulations, as well as state and local requirements.
- d. Encourage and support the expansion of existing recycling programs to take on new commodities.
- e. Encourage new and innovative methods of recycling both existing and new recyclables.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

- f. Establish management controls to correct program weaknesses and comply with major command/major claimant oversight.
- g. Establish an annual incentives and awards program for enhancements to recycling programs.
- h. Encourage participation in partnership programs with other Services, other DoD activities, federal agencies, municipalities, and community organizations.
- i. Encourage regional plans to improve cost-effective recycling programs.
- j. Investigate complaints and, if appropriate, initiate investigative activities.
- k. Ensure that proceeds from the QRP are used in accordance with 10 U.S.C. 2577.
- l. Review the proposed actions of the recycling/QRP committee.
- m. Act as chairperson or designate a chairperson for the committee.
- n. Designate a trained individual to conduct, through a warranted contracting officer, local sales and award term and/or spot sales contracts.
- o. Communicate metrics to all tenant organizations.

#### **4.2 Garrison Resource Management Office**

- a. Controls the flow of funds.
- b. Establishes the QRP account.
- c. Receives the sale proceeds and mails a copy of the cash collection voucher to DFAS.
- d. Conducts an annual audit of the QRP Budget Clearing Account \*\*F3875 —Proceeds of Sales, Recyclable Materials to ensure the recycling revenue is used in accordance with 10 USC 2577.
- e. Ensures that projects considered for local funding with recycling proceeds are also not included in the normal military construction program.
- f. Maintains all program and audit records and makes them available for audit and inspection.
- g. Returns the balance of funds in excess of \$2,000,000 to the U.S. Treasury at the end of the fiscal year.

#### **4.3 Director, MICC**

- a. Solicits, awards, and administers acquisition and sales contracts that support the QRP operations.
- b. Includes provisions that support green procurement and recycling programs in construction and demolition contracts, including those for renovations and remodeling.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

- c. Reviews existing activity solid waste collection and handling contracts for modification to specifically outline recycling and QRP participation and reporting requirements for solid waste management data.
- d. Ensures that future contract awards also require participation in the QRP, where cost effective.

#### **4.4 Chief, DPW-ENRD**

- a. Plans collection, transportation, storing, and processing of recyclable materials.
- b. Champions the inclusion of provisions for green procurement and recycling in construction and demolition (including renovations and remodeling) contracts.
- c. As directed by the MICC, administers contracts that support the QRP.
- d. Develops contracts in support of the QRP.
- e. Reports solid waste management data, including QRP data and tenant recycling data, to HQDA using SWARWeb.
- f. Acquires solid waste and recycling equipment.
- g. Supervises QRP operations including:
  - i. Ensuring recycling revenues are used in accordance with 10 USC 2577 and maintaining required accounting records and supporting documentation for all proceeds received from the sale of recyclable materials and for disbursement of funds for authorized purposes.
  - ii. Properly screening Other QRP Materials through an informal process or coordinate with the local DLADS prior to sale.
  - iii. Ensuring excluded materials are not sold through the QRP. Consult with DLADS on questionable items.
  - iv. Tracking and maintaining records of recyclable weights and dollar amounts of transactions, including SWARWeb reporting.
  - v. Procuring equipment for operating the QRP.
  - vi. Performing personnel management functions for QRP employees.
  - vii. Ensuring proper training of QRP employees.
  - viii. Developing QRP Standard Operating Procedures (SOPs) to include safety procedures.
  - ix. Maintaining an active education and promotion program.
  - x. Monitoring participation in the QRP.
  - xi. Maintaining a list of contacts from each building or activity to assist in coordinating the QRP.
  - xii. Addressing customer complaints.
  - xiii. Performing annual program reviews including cost-benefit analyses.
  - xiv. Advising the commander on the status of the QRP.
- h. Designate agent to provide report of all Construction & Demolition (C&D) debris reused, recycled, and disposed of by quarter and by

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

material type and weight for the bi-annual SWARweb report for the recycling program.

#### **4.5 QRP Manager**

- a. Tracks sales records of qualified scrap by direct sales. Ensures direct sales records shall contain item description, sale price, sale date, payment date, weight of scrap sold, list of bidders and winning bidder.
- b. Maintains QRP records on operating costs, including purchase of equipment, maintenance, program operation and expansion, labor costs, training, publicity, and overhead for processing recyclable materials.
- c. Accurately records incomes and expenditures. This data shall be used to calculate the annual QRP profit or loss using the following equation:  
 $\text{Income} - \text{Expenses} = \text{Profit or Loss}$
- d. Develops records of cost avoidance. Ensures that cost avoidance shall be estimated by determining the weight or volume of the material diverted from the waste stream, and calculating the labor, prorated hauling costs, maintenance costs, landfill tipping fee, and any other disposal charges that would have been incurred in the absence of waste prevention/recycling.
- e. Identifies, processes, and markets all qualified recyclable materials, except those that the manager determines are required by regulation to be recycled through other means.
- f. Properly screens Other QRP Materials through an informal process.
- g. Ensures excluded materials are not sold through the QRP.
- h. Assists in the implementation of recycling programs within each Partner in Excellence, Division, Directorate, and post facility. Maintains contacts with other organization's Recycling Coordinators to ensure compliance with QRP procedures.
- i. Manages the overall Fort Rucker QRP to ensure the continuation and expansion of an aggressive program that will guarantee that Fort Rucker receives full benefit from the accumulation and sale of all qualified recyclable materials.
- j. Provides information on accumulated commodities to the QRP Financial Manager to conduct local sales (term and spot sales) and award contracts.
- k. Implements safety and training procedures to ensure a quality workplace for program employees.
- l. Ensures recyclables commodities are accumulated and sold in a manner that is not considered speculative accumulation.
- m. Authorizes the expense records for operating and overhead costs. Ensures that QRP records on operating costs shall include purchase of equipment, maintenance, program operation and expansion, labor

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

costs, training, publicity, and overhead for processing recyclable materials.

- n. Retains records of profit distributions to DFMWR, Pollution Abatement, Energy Conservation, Occupational Health, or Safety projects.
- o. Sells all qualified recyclable materials marketed by the QRP Operations Manager, except those that the manager determines are required by regulation to be recycled through other means
- p. Conducts local sales (term and spot sales) and awards contracts.
- q. Requires the designated non-appropriated fund (NAF) contracting sales officer to sign all documents requiring signature for the federal government.
- r. Performs contract administrative actions.

#### **4.6 DPW-ENRD**

- a. Ensures that all solid waste operations comply with pertinent environmental requirements.
- b. Serves as liaison with regulatory officials on solid waste issues.
- c. Assists in promoting sustainable recycling and the QRP through education of installation personnel about the benefits of recycling.
- d. Advises about advances in recycling methods and technologies.

#### **4.7 Safety Office**

The Safety Office ensures that all recycling operations comply with pertinent safety requirements.

#### **4.8 Tenant Activities and Contractors**

In accordance with DoDI 4715.4, tenant activities and contractors (where cost effective) residing on DoD properties shall participate in the installation's QRP. AAFES' Post Exchanges and DeCA commissaries are permitted to sell their recyclables outside the QRP and retain the proceeds, or they must participate in the installation QRP. Tenant activities and contractors must provide solid waste management data, as appropriate for input into SWARweb, to the host installation for summary reporting.

#### **4.9 QRP Oversight Committee**

- a. Establish program objectives to maximize recycling of materials and minimize solid waste disposal.
- b. Advise the GC on program decisions, such as recycling program changes, facility improvements, and equipment purchases, as well as excess recycling fund disbursements.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

## 5.0 PROCEDURE

### 5.1 Recyclable Commodity List

- 5.1.1 The commodities recycled with in the QRP will be determined based on conducting assessments of the costs and benefits for each selected material. Each assessment will include a baseline that will be used for tracking quantities for each recyclable.
- 5.1.2 The QRP manager will maintain a current listing of recyclable commodities and the specific procedures for handling each commodity. This information will be disseminated through the Sustainable Fort Rucker website.
- 5.1.3 Materials that can be recycled through the QRP include:
  - 5.1.3.1 Typical recyclable materials found in the municipal solid waste stream (glass, plastic, aluminum, newspaper, etc.)
  - 5.1.3.2 Scrap metal (except from Army Working Capital Fund (AWCF) activities unless they choose not to recycle on their own).
  - 5.1.3.3 Expended small arm firing range brass (up to and inclusive of .50 cal or 12.7mm) and gleanings made unusable for military firing (e.g., crushed, shredded, annealed, or otherwise rendered unusable as originally intended prior to recycling in accordance with DUSD(ES) Memorandum)
  - 5.1.3.4 Storage and beverage containers (metal, glass, and plastic)
  - 5.1.3.5 Office paper (high quality, bond, computer, mixed, telephone books, and Federal Registers) and supplies, including ink/toner cartridges, if they are not used to reduce the price of replacements
  - 5.1.3.6 Commissary and Exchange Store recyclable wastes (cardboard, etc.); if the commissary or exchange does not have a recycling program, it must turn these items in to the QRP (unless otherwise excluded by law)
  - 5.1.3.7 Scrap wood and lumber, including crates and pallets (unless restricted by reuse rules)
  - 5.1.3.8 Rags and textile wastes which have not been contaminated with hazardous material or hazardous waste
  - 5.1.3.9 Automotive and light truck-type tires
  - 5.1.3.10 Used motor oil

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

- 5.1.3.11 Food wastes from dining facilities
- 5.1.3.12 Office-type furniture that is broken or too costly to repair
- 5.1.3.13 Ammunition cans, if not reused by the government as ammunition cans, but must be rendered inert by a technically qualified individual
- 5.1.3.14 Donated privately-owned personal property

5.1.4 Materials that cannot be recycled through the QRP include:

- 5.1.4.1 Government material furnished to a contractor
- 5.1.4.2 Precious metal-bearing scrap
- 5.1.4.3 Scrap metal generated from AWCF activity
- 5.1.4.4 Items that must be demilitarized at any time during its life cycle, except for small arm brass and firing range gleanings, as noted above (excludes items with demilitarization Codes A & B)
- 5.1.4.5 Hazardous material and waste, except ethylene glycol based antifreeze, used oil, and batteries
- 5.1.4.6 Commissary store wastes (food, scraps, bone, fats, trims, meats)
- 5.1.4.7 Materials that can be reused by the government for their original purpose without special processing
- 5.1.4.8 Economically repairable items (e.g., used vehicles, vehicle or machine parts)
- 5.1.4.9 Unopened containers of oil, paints, or solvents
- 5.1.4.10 Fuels (uncontaminated and contaminated)
- 5.1.4.11 Munitions List Items (MLI) or Commerce Control List Item (CCLI)
- 5.1.4.12 Printed circuit boards containing hazardous materials
- 5.1.4.13 Items required to be mutilated prior to sale or release to the public
- 5.1.4.14 Ammunition cans, if reused by the government as ammunition cans
- 5.1.4.15 Drugs, biologicals, and controlled substances
- 5.1.4.16 Nitrate based film
- 5.1.4.17 Electronic components

## 5.2 Material Tracking Procedures

- 5.2.1 Personnel at the recycling center will record all transactions in a tracking spreadsheet approved by the QRP manager. The tracking information will be submitted to the QRP manager at least on a monthly basis.



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|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

5.2.2 The QRP manager will request recycling data from other organizations that recycle materials that are not turned in to the recycling center on a quarterly basis to add to the tracking spreadsheet. These organizations include, but are not limited to, DLADS, AAFES, and DeCA.

5.2.3 The QRP manager or designee will enter all recycling and disposal data in SWARweb prior to the annual reporting deadline in accordance with Army guidance.

### **5.3 Accounting Procedures**

5.3.1 All direct sales transactions will be recorded in the tracking spreadsheet. Copies of all checks and deposit tickets will be scanned and kept in an electronic folder on the shared DPW-ENRD network drive for reference and audit purposes.

5.3.2 The QRP manager will request a copy of the account report from GRMO and confirm that the funds have been transferred to the correct account.

#### **5.3.3 Use of Sales Proceeds**

5.3.3.1 Proceeds from the QRP may be used for the following purposes:

5.3.3.1.1 Proceeds must first be used to cover the costs of operations, maintenance, and overhead for processing recyclable material, including the cost of any equipment purchased for recycling purposes.

5.3.3.1.2 Up to 50% of the balance remaining may then be used for P2, energy conservation, and occupational safety and health projects (not to exceed half the cost of a minor construction project).

5.3.3.1.3 The remaining balance may be transferred to the non-appropriated fund (DFMWR) account at the installation.

5.3.3.2 Proceeds may only be used for the three purposes listed in 5.3.3.1.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

- 5.3.3.3 At the end of the fiscal year, any balance over \$2,000,000 in the QRP account reverts to the Treasury.

## **5.4 Direct Sales Procedures**

- 5.4.1 All direct sales will be conducted in accordance with the procedures described in described in 40 U.S.C. 484 ; 41 CFR Parts 101-45 and 101-46; DoD 7000.14-R, Vol 11A; DoD 4160.21-M; and FMR, Part 102-38.
- 5.4.2 All sales will be conducted using one of the approved sales methods for QRPs. These methods include:
- 5.4.2.1 Sealed Bid: Used for one-time, advertised competitive type sales for property already generated; and for term, advertised competitive sales for property generated over a period of time in quantities that can be reasonably estimated.
- 5.4.2.2 Spot Bid: Used for one-time, advertised competitive type sales for property already generated.
- 5.4.2.3 Auction: Used for one-time, advertised competitive type sales for property already generated. An auction is a sale where the bid amounts of different bidders are disclosed as they are submitted, providing bidders the option to increase their bids if they choose. Bids are submitted electronically and/or by those physically present at the sale. Normally, the bidder with the highest bid at the close of each bidding process is awarded the property.
- 5.4.3 Public Advertising
- 5.4.3.1 All direct sales of recyclable materials shall only be made after publicly advertising in FedBizOps (FBO) for a minimum of seven (7) days prior to acceptance of bid and contract award.
- 5.4.3.2 Materials shall be offered for sale under terms and conditions that permit full and open competition, and shall be described as completely and accurately as possible.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

5.4.3.3 Property shall be put into lots and displayed in a manner that will enhance sales value.

5.4.3.4 The QRP manager will also use the Sustainable Fort Rucker website to publish the government offering, including photographs as possible.

#### 5.4.4 Bidding

5.4.4.1 All bids will be submitted in such a manner that the time and date of the bid and the bidder's identity are documented

5.4.4.2 Except for Term Sealed Bid sales, the requirement for a bid deposit is at the discretion of the Sales Contracting Officer. When a bid deposit is required, the normal amount is 20% of the bid price for the average estimated quantity to be generated over a 3-month period. Bid deposits shall only be in the form of a credit card, company check accompanied by a bank guarantee, bid bond or letter of credit, or a guaranteed negotiable instrument (cashier's check, certified check, travelers check, and money orders).

5.4.4.3 Bid deposits will be deposited into account X6501, "Small Escrow Amounts."

5.4.4.4 Upon award of the disposal contract, the successful bidder's deposit will be transferred to the Recycling Budget Clearing Account \*\*F3875 and the remaining bid deposits returned to the unsuccessful bidders.

5.4.4.5 All bids shall be publicly disclosed at the time and in the manner stated in the advertisement. In general, the winning bids will be posted to the Sustainable Fort Rucker website.

#### 5.4.5 Negotiated Sales

5.4.5.1 A negotiated sale is a sale where the selling price is arrived at between the seller and buyer, subject to obtaining such competition as is feasible under the circumstances.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

- 5.4.5.2 Sales of recyclable materials may be negotiated when any of the following apply:
  - 5.4.5.2.1 The property has an estimated fair market value less than \$15,000.
  - 5.4.5.2.2 Bid prices after advertising are not reasonable and re-advertising would serve no useful purpose.
  - 5.4.5.2.3 Public exigency does not permit any delay such as that caused by the time required to advertise a sale.
  - 5.4.5.2.4 The sale promotes public health, safety, or national security.
  - 5.4.5.2.5 The sale is in the public interest under a national emergency declared by the President or the Congress.
  - 5.4.5.2.6 Selling the property competitively would have an adverse impact on the national economy, provided that the estimated fair market value of the property and other satisfactory terms of disposal can be obtained by negotiations.
  - 5.4.5.2.7 Otherwise authorized by Title 40 of the U.S. Code or other law.
- 5.4.5.3 All negotiated sales of personal property must be approved by the Office of the Secretary of the Army.
- 5.4.5.4 All negotiated sales of recyclable materials with an estimated fair market value above \$5,000 will be reported annually to GSA, Personal Property Management Policy Division (MTP), 1800 F Street, NW, Washington, DC 20405, within 60 days of the end of the fiscal year. The annual report will list and describe each sale separately.
- 5.4.5.5 Each negotiated sale of personal property with an estimated fair market value in excess of \$15,000 will be reported in advance of the sale with explanatory statements to the oversight committees for GSA in the

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

Senate and the House, in accordance with 40 U.S.C. 545.

#### 5.4.6 Release of Materials

5.4.6.1 Purchasers are required to pay, before delivery of any property, the full purchase price based upon the quantity or weight as described in the sales offering, except for term sales.

5.4.6.2 Payment on term sales contracts shall be due upon issuance by the Sales Contracting Officer of a Statement of Account after release of property.

5.4.6.3 A QRP representative shall inspect all sales property prior to loading onto purchaser's conveyance or, if delivery is included in the terms of the sales, prior to off-loading, in order to prevent error, fraud, or theft.

5.4.7 If a recycled materials buyer, through direct sales, pays with a check, it must be payable to the US Treasury. Checks must not be made payable to the QRP or to a NAF account. The check with a Funds Transfer Document must be submitted to the finance office for deposit into the QRP account.

### 5.5 Operating Expenses Payment

5.5.1 In accordance with QRP accounting regulations, operating expenses for the recycling facility will be paid from the recycling proceeds first. These expenses include labor and equipment costs as well as reserves for equipment devaluation and labor costs for three months.

5.5.2 The QRP manager will include anticipated expenses in the QRP budget that is presented to the QRP committee each year.

5.5.3 The operating expenses will only require approval by the Garrison Commander and not by the full QRP oversight committee.

### 5.6 Distribution of Remaining Funds

Any funds remaining after approval of operating expenses and reserve funds will be distributed in accordance with QRP regulations. Up to 50 percent may be used for pollution prevention, energy conservation, and health and safety projects. From 50 to 100 percent may be used for DFMWR projects.

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

## 5.7 Recycling Center Turn In Procedures

- 5.7.1 Organizations may bring recyclable materials to the Recycling Center during normal business hours of 0730 - 1530.
- 5.7.2 Organizations should enter the facility utilizing the driveway on the south side of the building. All turn ins will be taken in to building 9322 and placed in designated bins during drop off hours.
- 5.7.3 Organizations will receive credit for the incentive program as described in EMS-WI-SW012, *QRP Incentive Program*, for applicable commodities turned in to the Recycling Center.
- 5.7.4 The Recycling Center will provide containers for dropping off segregated commodities on the weekend. These containers will be located behind building 9322. Weekend drop off containers should not be used during regular business hours.

## 5.8 DLADS Turn In Procedures

- 5.8.1 All QRP eligible materials that are sold through DLADS must be turned in using DD Form 1348-1A, *Disposal Turn-In Document*.
- 5.8.2 When turning in materials, indicate either W31BMV or W918VU as the DODACC.
- 5.8.3 Organizations turning in items to DLADS should include the following statement on the form:

This property is eligible for QRP reimbursement to Fort Rucker, AL  
QRP Fund Site: 21F 3875.1111 A2ABL 00000000000 F0211 S2  
1001  
QRP DODACC: W918VU  
QRP POC: Alfred T. Townsend, 334-255-1659

- 5.8.4 All items turned in for recycling through DLADS should be coordinated with Ms. Gerry Sykes at 334-255-2939 for access to the storage yard.

## 6.0 FORMS AND RECORDS

DD Form 1348-1A, *Disposal Turn-In Document*

|                                              |                                                              |                                   |
|----------------------------------------------|--------------------------------------------------------------|-----------------------------------|
| Reference Number:<br><b>EMS-WI-SW011</b>     | <b>FORT RUCKER</b><br><b>Environmental Management System</b> | Revision Date:<br>9 December 2014 |
| Title:<br><b>Qualified Recycling Program</b> |                                                              |                                   |

## 7.0 REFERENCES

Qualified Recycling Program Handbook, November 2010  
DODI 4715.4, Pollution Prevention  
EMS-WI-SW012, *QRP Incentive Program*