



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB  
CAMPENO 6280.1  
G-F

26 APR 2017

MCIWEST-MCB CAMPEN ORDER 6280.1

From: Commanding General  
To: Distribution List

Subj: SOLID WASTE (NON-HAZARDOUS) RECYCLABLE MATERIALS PROGRAM  
STANDING OPERATING PROCEDURES

Ref: (a) 10 U.S.C. 2577  
(b) DoDI 4715.4, Pollution Prevention  
(c) MCO P5090.2A, Environmental Compliance and Protection  
Manual  
(d) DON Qualified Recycling Program Guidance of 25 Sep 15

Encl: (1) Activity and Unit Recycling Procedures  
(2) Brass Turn-In Procedures  
(3) Instructions for Completing DD Form 1348-1A  
(4) Letter of Authorization  
(5) Facilities Maintenance Division Recycling Board Charter  
(6) Family Housing Recycling Procedures

Report Required: I. Quarterly and Annual Recycling Revenue Reports  
(Exempt) par. 4.b.(5).(b).

1. Situation. To establish uniform procedures for operating, managing, and enhancing Marine Corps Base, Camp Pendleton's (MCB CamPen) solid waste recycling program.

2. Cancellation. BO 6280.5B.

3. Mission. To promulgate information and assign responsibilities to MCB CamPen organizations and units relative to the recycling program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Approximately 35,803 Service Members are stationed aboard MCB CamPen, in addition to thousands of family members, civilian workers and visitors. Consequently, MCB CamPen generates well-over 1,000 tons of solid waste annually.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

26 APR 2017

(2) MCB CamPen now operates a single, authorized Qualified Recycling Program (QRP) in order to reduce the amount of trash entering MCB CamPen landfills. Every military unit and organization aboard MCB CamPen, as well as every Base household, shall participate to the fullest extent practicable in this Program.

(3) Per references (a) through (d), revenue generated from the QRP is used for operational, maintenance, and overhead costs incurred by the QRP. Excess funds, if any, may be used for pollution prevention, energy conservation, safety and health projects, or non-appropriated morale, welfare, and recreation purposes.

b. Subordinate Element Missions

(1) Area Commanders, in liaison with MCB CamPen's Recycling Program Manager (RPM), will supervise the implementation of our recycling program by:

(a) Task area S-4s to attend quarterly recycling meetings.

(b) Provide the RPM with an updated list of relevant points of contact.

(2) Tenant units and organizational Commanding Officers (battalion-level or larger), in liaison with the RPM, will supervise the implementation of our recycling program by:

(a) Prevent the scavenging of recyclables from recycling bins and trash containers.

(b) Ensure that all sensitive paper is shredded **prior to turn in** to the recycling center.

(c) Ensure that all personnel comply with this Order and the procedures in enclosures (1) through (4).

(d) Ensure all deliveries of recyclable scrap (metals) en route to the Director, Defense Logistics Agency (DLA) are screened at the Base Recycling Center prior to turn-in.

(3) Assistant Chief of Staff (AC/S), G-F (Facilities) will supervise the implementation of MCB CamPen's recycling program by serving as Chair of the QRP, per enclosure (5).

(a) The Facilities Maintenance Officer will manage the QRP in accordance with this Order and all applicable laws, regulations and instructions by:

1. Staffing, directing, and supervising the RPM.

26 APR 2017

2. Supervising landfill operations.

(b) The RPM will manage the QRP by ensuring Base occupants recycle recyclable trash to the greatest extent practicable, per this Order; supervising recycling program facilities and personnel; and acting as sales contracting officer for direct sales of QRP materials.

(4) Director, Family Housing, in coordination with the RPM, will supervise the implementation of the recycling program by ensuring Public/Private Venture partners are made aware of the recycling program, and that the partners provide all family housing residents with recycling containers and instructions on **how and what** to recycle in accordance with enclosure (6).

(5) Director, Facilities Resource Management Division will promote the recycling program by:

(a) Supervising the receipt, maintenance, and disbursement of revenues generated from the recycling program.

(b) As required by MCO 5090.4A and Assembly Bill 939, produce quarterly and annual recycling revenue reports that account for all revenues received, maintained, and disbursed within the fiscal year/quarter, and provide a copy to the ENVSEC Solid Waste Section for reporting. The Reports Control Symbol for this reporting requirement is (EXEMPT).

(c) In coordination with DLA, maintain records of receipt, maintenance, and disbursement of revenue generated from the recycling program.

(6) AC/S, Marine Corps Community Services (MCCS), in coordination with the RPM, will supervise the implementation of the recycling program by:

(a) Ensuring, wherever practicable, that MCCS activities participate in the recycling program.

(b) Using displays to promote the recycling effort.

(c) Informing MCB CamPen community of contributions to MCCS by the Base recycling program with identifying signage or labels.

(7) AC/S G-4, in coordination with the RPM, will promote the recycling program by:

(a) Procuring, whenever practicable, materials made from recyclable materials.

26 APR 2017

(b) Informing the RPM in advance of events generating large volumes of recyclable materials (i.e., metal barracks furniture replacement).

(c) Supervising the Base Consolidated Material Service Center's vendor recycling.

(8) The Director, DLA is requested to:

(a) Receive, whenever practicable, maintain, and sell recyclable materials, per references (a) through (d).


(b) Provide the RPM with an accounting of revenue received from sales of recyclable scrap.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) directives can be found at: <https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units and activities under the command of MCIWEST-MCB CAMPEN.

b. Signal. This Order is effective the date signed.

  
G. S. JOHNSTON  
Chief of Staff

DISTRIBUTION: A-3  
B  
C

Activity and Unit Recycling Procedures

1. Policy. Every unit, organization, and agency operating under Marine Corps Base, Camp Pendleton's (MCB CamPen) United States Environmental Protection Agency identification number shall recycle their trash. Enclosure (6) of this Order is also applicable to units and unit barracks.

2. Procedures

a. Cardboard. Flatten cardboard and place in the nearest white collection container, or the unit's designated container.

b. Paper. Place paper into designated containers or bags. Separate newspaper from other paper if multiple containers are provided. If bags are provided, empty paper into the large, blue containers. The Base Recycling Program Manager (RPM) will exchange large, blue containers weekly, or "on-call." All units shall ensure that no classified material or sensitive papers with social security numbers, or data that violates the Privacy Act, are placed into recycling containers. Units requiring containers should request them through the RPM or the nearest Base Recycling Center.

c. Shredded Paper. All shredded paper shall be placed into clear plastic bags and placed into the large, blue containers.

d. Brass. Deliver spent brass shell casings to a Base Recycling Center with a completed DD Form 1348-1A, located on the Defense Logistics Agency website: (<http://www.dla.mil/DispositionServices.aspx>). Containers must be certified as containing "no live ordnance."

e. Ferrous and Non-Ferrous Metals. Deliver all scrap metal to a Base Recycling Center. A DD Form 1348-1A is not required.

f. Self Service Items. MCB CamPen's Self Service Center recycles many types of materials (e.g., printer toner cartridges). Deliver all toner cartridges to the Base Recycle Center. Contact the Self Service Center or the nearest recycling center for more information.

g. Polystyrene and Shrink Wrap. Place into the nearest white cardboard collection container.

3. Universal waste, to include but not limited to, computers, televisions, telephones and printers shall be handled as follows;

a. Government property shall be returned to Base Property or to Defense Logistics Agency with required paperwork.

b. Personal property can be turned in to a Base Recycling Center or any recycling entity off Base that receives such material.

4. Contact the RPM at 725-4892 for more information.

26 APR 2017

Brass Turn-In Procedures

1. The procedures for the turn-in of expended ammunition retrograde material to the Base Recycling Center, are outlined below:

a. All units must provide a DD 1348-1A, found on the Defense Logistics Agency website: (<http://www.dispositionservices.dla.mil/Pages/default.aspx>). Completed DD Form 1348-1A must include the following statement at the bottom of the form:

(1) "I certify that the items listed hereon have been personally inspected by me and, to the best of my knowledge and belief, contain no items of a dangerous or hazardous nature."

(2) All units must provide a letter of authorization to the Recycling Operations Officer, enclosure (4), identifying those individuals who have been certified by their unit as qualified inspectors.

b. All units must schedule turn-in of ammunition casing at least 48 hours in advance. Appointments are available through the Base Recycling Center at (760) 725-4892. Casings must be inspected before turn-in by qualified individuals listed in enclosure (4) to ensure no live ammo, unfired primers, or misfired rounds are present.

c. Casings must be sorted by caliber and contain no contaminants such as steel clips, links, dirt, wood or other debris. **Base Recycling Center accepts small arms brass of .50 cal and below only.**

d. All units must provide a working party to ensure the timely unloading and sorting of fired brass.

2. Recycling personnel will inspect all ammunition casings to verify that all items are inert and expended to their final disposition. Any loads found to contain live rounds, clips with brass, links with brass, wood, dirt, or any other discrepancies will not be accepted. The unit commander will be notified if live ordnance is found.

3. Units are not to use the Base Recycling Center's containers to dispose of trash, wood ammo crates, boxes, or any other debris.

**Note: 40mm casings, 25mm casings, links, clips, grenade parts and serviceable ammo cans cannot be accepted by the Base Recycling Center.**

2 6 APR 2017

Instructions for Completing DD Form 1348-1A

Print or type the following:

LINE 1, BLOCK 23: The letter "L" for pound  
units of weight measurement

LINE 1, BLOCK 24: The letter "B" for pound  
units of weight measurement

LINE 1, BLOCK 2: Your unit name

LINE 1, BLOCK 3: Recycling Center

LINE 1, BLOCK 4: DEMIL CODE G

LINE 2, BLOCK 24: Your unit's RUC number

LINE 3, BLOCK 25: Your name

LINE 3, BLOCK 17: BRASS, 50 CAL, 7.62, 5.56

LINE 3, BLOCK 20: Total weight of turn in

LINE 3, BLOCK 22: Base Recycling personnel will  
sign when accepting brass  
turn-in

LINE 3, BLOCK 23: Date Base Recycling Center accepts

LINE 4, BLOCK 26: Your unit's phone number

LINE 5, BLOCK 27: Type the following statement:  
"I certify that the items  
listed hereon have been  
personally inspected by me  
and to the best of my  
knowledge and belief,  
contain no items of a  
dangerous or hazardous  
nature."

\*\*Your signature will be required at the bottom of the form\*\*

MCIWEST-MCB  
CAMPENO 6280.1  
26 APR 2017

Letter of Authorization

UNIT LETTERHEAD

6280  
UNIT  
DATE

From: Commanding General  
To: Base Recycling Manager

Subj: APPOINTMENT OF QUALIFIED AMMUNITION, EXPLOSIVES, AND  
DANGEROUS ARTICLES INSPECTORS

Ref: (a) DoD 4160.21-M-1

1. Per reference (a), the following personnel are designated as authorized/qualified to inspect/re-inspect and turn in property containing, or suspected of, containing live ammunition, explosives, and/or dangerous articles:

RANK	NAME	Last 5 of DoD ID#	SIGNATURE
------	------	-------------------	-----------

2. This letter of authorization supersedes all other letters.

3. Point of contact is \_\_\_\_\_ at \_\_\_\_\_.

Commander's signature



26 APR 2017

Facilities Maintenance Division

Recycling Board Charter

1. The Recycling Board Charter makes recommendations to the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) regarding the disposition of revenue generated from the Qualified Recycling Program.

2. Membership. Recycling Board members shall be composed of representatives from the following organizations/units:

a. Chair: Assistant Chief of Staff (AC/S), G-F (Facilities) or the Facilities Manager, MCIWEST-MCB CAMPEN.

b. Representative members from:

(1) CG, 1st Marine Division

(2) CG, 1st Marine Logistics Group

(3) Commanding Officer (CO), Marine Corps Air Station Camp Pendleton

(4) CO, Naval Hospital

(5) AC/S, Marine Corps Community Services

(6) Director, Environmental Security

(7) AC/S G-8

(8) Facilities Maintenance Office

3. The Staff Judge Advocate, or designated representative, shall serve as counsel.

4. At the discretion of the Chair, or upon the request of any member of the recycling board, technical staff or other advisors may be invited to attend recycling meetings.

5. Duties and Responsibilities. Committee meetings shall be held semi-annually. The Chair will present to the recycling board recommendations consistent with the purpose of this Charter, applicable laws, regulations, and federal agency directives. Recommendations approved by the recycling board shall be forwarded to the CG MCIWEST-MCB CAMPEN, or designated representative, for consideration and final approval.

Family Housing Recycling Procedures

1. Policy. Marine Corps Installations West-Marine Corps Base, Camp Pendleton Military Family Housing residents shall recycle to the greatest extent practicable. The Family Housing Department shall coordinate with Public Private Venture partners to ensure residents receive recycle collection containers.
2. Procedures:
  - a. Cans. Before recycling, all aluminum, steel, tin and metal cans should be rinsed of food and placed in a recycling container for pick up.
  - b. Glass. Before recycling, all glass bottles and jars should be rinsed of food and placed in a recycling container. Plate glass, windows, mirrors and cooking glass are not accepted.
  - c. Plastics. All empty plastic containers #one, two, three, four, five, six and seven are recyclable and should be rinsed of food before placing in a recycling container for pick up.
  - d. Paper. Newspaper, magazines and other paper may be bound or bagged for recycling and placed outside with other recyclables for pick-up. Do not recycle carbon paper, shredded paper, film wrappers, tissue, paper towels or disposable diapers.
  - e. Cardboard. Flatten cardboard boxes and place them outside with other recyclables for pick up.
  - f. Pick-up. Place recyclables by the curb no later than 6:00 a.m. on designated pick up days.
3. Scavenging, the unauthorized removal of recyclables is prohibited. Report all scavenging to the Provost Marshal's Office, the RPM, or district Family Housing representatives.
4. Drop sites are available 24 hours, seven days a week, at all Recycling Centers.
5. Dumping is prohibited throughout Marine Corps Base, Camp Pendleton.
6. Contact district housing representatives or the Recycling Program Manager at 725-4892 for more information.