



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
JBPHH HI 96860-5102

JBPHHINST 5090.3

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14 Jun 16

QUALIFIED RECYCLING PROGRAM INSTRUCTION 5090.3

Subj: JOINT BASE PEARL HARBOR-HICKAM QUALIFIED RECYCLING PROGRAM

Ref: (a) 10 USC 2577
(b) DoD Instruction 4715.4
(c) DoD Integrated (Non-Hazardous) Solid Waste Management Policy of 1 February 2008
(d) OPNAVINST 5090.1B
(e) CNICINST 7300.1
(f) COMNAVREGHIINST 5090.3B
(g) QRP Guide UG-2039-ENV

1. Purpose. To establish policies and procedures for a qualified recycling program at Joint Base Pearl Harbor-Hickam per references (a) through (d) and to ensure the sale of recyclable materials to commercial businesses are conducted per reference (e). This instruction applies to all Joint Base Pearl Harbor-Hickam departments and tenant activities on board Joint Base Pearl Harbor-Hickam.

2. Background Reference (a) redefines the authorized use of funds generated from the sales of certain materials that traditionally have been considered trash or waste. Reference (b) requires DoD agencies and field activities to establish and execute cost-effective waste prevention to reduce the volume of non-hazardous solid waste and to establish procedures governing qualified recycling programs. Reference (c) implements the solid waste and recycling requirements of E.O. 13423 of January 2007 requiring all facilities to maintain waste prevention and recycling programs in the most cost-effective manner possible in order to meet specified diversion goals of construction and demolition debris and non-hazardous solid waste without construction and demolition debris. Reference (d) provides guidance for establishing and operating qualified recycling programs on Navy installations. Reference (e) provides guidance

14 Jun 16

for collection and disbursement of qualified recycling programs generated funds. Reference (f) requires installations within Navy Region, Hawaii to establish an integrated solid waste program to include a recycling program that is cost effective and meets diversion rates set forth in reference (c). Reference (g) provides guidance for establishing a qualified recycling program, specifies types of materials that shall be segregated for recycling, and sets accounting procedures and uses within the Department of Navy for funds generated.

3. Discussion. Qualified recycling program staff and/or service contracts will collect qualified recyclable materials for subsequent sales through direct sales per reference (a). Qualifying materials are those normally discarded and may be reused after physical or chemical processing. Saleable materials include but are not limited to mixed paper, glass, plastic containers, corrugated containers, scrap metals, and aluminum cans. All sales of recyclable material will be conducted and sale transactions fully documented to ensure that compliance with reference (e) are verifiable. Sales proceeds shall first be used to cover the operating expenses of the recycling program. The installation commander can use up to 50% of the balance remaining for pollution prevention, energy conservation, or occupational health and safety activities. The balance remaining may be transferred to the non-appropriated Morale, Welfare, and Recreation (MWR) line of accounting for any approved program.

3. Responsibilities

a. Joint Base Commander shall:

- (1) Designate a qualified recycling program manager.
- (2) Establish a qualified recycling program committee.

b. Deputy Joint Base Commander shall:

- (1) Serve as the chairperson of the qualified recycling program committee.
- (2) Designate qualified recycling program committee members.

14 Jun 16

c. Qualified Recycling Program Manager shall:

(1) Be responsible for the overall management of the qualified recycling program.

(2) Designate an individual, trained in acquisition regulations, to conduct local sales and award contracts.

(3) Report all matters related to fraud or criminal conduct to the Joint Base Commander or call audit, internal review, or criminal investigation personnel.

(4) Require designated contracting sales officer to sign all documents requiring signature for the government.

(5) Perform contract administration actions.

(6) Assure recycling revenues are used per 32 CFR Part 172. Specifically, revenue from the sale of appropriated funded qualified recycling program materials must be managed in accordance with reference (e).

(7) Maintain required accounting records and supporting documentation for all proceeds received from the sale of recyclable materials and for disbursement of funds for authorized purposes.

(8) Develop and as needed update recycling collection and dispersal plans to include the use of service contracts and qualified recycling program personnel based on business case analysis of most economical option.

(9) Provide promotion and publicity for the recycling program through various methods within installation and community channels.

(10) Serve as qualified recycling program committee member.

(11) Maintain all program and audit records available for audits and inspections.

(12) Work closely with Defense Reutilization and Marketing Office (DRMO) to ensure any monies made from selling

14 Jun 16

qualified recyclable materials are transferred to the proper qualified recycling program suspense account, if necessary, at least quarterly.

d. Public Works Officer (JB4) shall:

(1) Oversee the daily operations of the qualified recycling program.

(2) Ensure proper collection and transportation of recyclable material to the installation recycling center or commercial facility based on best value assessment.

(3) Ensure all recycling operations comply with pertinent environmental requirements.

(4) Ensure that all recycling operations comply with pertinent safety requirements.

(5) Ensure qualified recycling program financials are administered in accordance with reference (e).

(6) Liaison with Commander, Navy Region, Hawaii, N9 who provides Human Resource Office (HRO) services to include Labor Employee Relations (LER) for non-appropriated Funds (NAF) personnel.

e. Morale, Welfare and Recreations (MWR) Department Shall:

(1) Provide a list of projects to potentially be funded with recycling revenues to the qualified recycling program committee for approval.

f. The Qualified Recycling Program Committee shall:

(1) Meet quarterly or more, as required, to review and recommend approval of recycling projects submitted for funding.

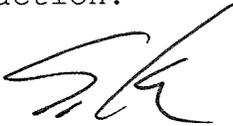
(2) Conduct annual review of the qualified recycling program in conjunction with the Environmental and Financial audit and inspection.

(3) Plan and approve the expenditure of excess funds from the sale of recycled materials.

JBPHHINST 5090.3

14 Jun 16

4. Action. All Joint Base Pearl Harbor-Hickam departments and tenant commands shall participate in and support the recycling program set forth in this instruction.



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