DEFENSE LOGISTICS AGENCY
STRATEGIC MATERIALS
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OCT 05 2012

DLA Strategic Materials

MEMORANDUM FOR ALL MATERIALS MANAGEMENT EMPLOYEES

SUBJECT: Recycling

Attached for your information is our updated Depot Recycling Procedure which I have reviewed and am reissuing.

This reissue replaces previous procedures and other memoranda concerning Recycling in DLA Strategic Materials. Depot Managers are directed to add this revised program to their user library and discuss the contents during a periodic safety meeting.

Should you have any questions please contact Mike Pecullan at (703) 767-7620.

RONNIE FAVORS
Administrator
DLA Strategic Materials

Attachment

Federal Recycling Program Printed on Recycled Paper

Hard copies of this document may not be the current version. Refer to the "I Am The Key" to verify the current version

DLA STRATEGIC MATERIALS

DEPOT RECYCLING PROCEDURE

DLA Strategic Materials has initiated several projects that utilize best management practices so we may be in compliance with our Environmental, Safety and Occupational Health Policy Statement. There are several key areas that we must concentrate on as follows :

1. Purchase recyclable products and supplies when available.

2. Employ product substitution when considering recycling or when a non- hazardous substance can be substituted for a hazardous material in our operation and still achieve the same results.

3. Consider a process change through engineering updates if a better ways can be developed to perform our daily activities that can prove to be more environmentally friendly than the previous operation(s).

4. Recycle per the bullets referenced below as another important method in the prevention of pollution.

5. Think "GREEN" in all our purchases and activities at our depots in order to protect the environment and prevent pollution.

6. All hazardous and non- hazardous waste created by the depots will be properly prepared for shipment and documented and disposed of in accordance with all applicable Federal, State and Local rules and regulations. It is DLA policy (DLAI 4102) to utilize DLA Disposition Services for disposal of hazardous and universal wastes; a decision not to use their services requires prior approval by the DS-E Staff Director.

7. We welcome and encourage suggestions and comments from our staff and the community on recycling possibilities, conserving energy, prevention of pollution and any best management practices that we can implement in order for us to reduce our landfilled solid waste thus enabling us to continue to be responsible stewards preserving our nation's natural resources for many years in the future.

The following recycling projects will be implemented and maintained by all staffed depots:

1. **OFFICE PAPER :** We will purchase only recycled paper products and supplies when available. A large container will be positioned in the main office area as a collection point . The office staff as well as depot field personnel are to recycle any used office paper when generated.

2. **ALUMINUM CANS:** A container labeled "Recycling Aluminum Cans" will be placed in the depot break area or as designated and will act as a deposit point for all aluminum cans recycled.

3. **INK CARTRIDGES:** A central location in the main office area will be designated as the collection point for used ink cartridges that are to be recycled.

4. **PLASTIC:** A location in the break room or as designated will be utilized as a deposit point for plastic bottles or any other plastic items for recycling . This container can be labeled "Plastic Recycling" or whatever manner you decide to mark this container.

5. **UNIVERSAL WASTES:** Batteries, pesticides, mercury-containing equipment and lamps shall be managed in accordance with the requirements noted in 40 CFR 273.1 through 40 CFR 273.5.

Each depot shall maintain a continuing record, by weight, of all solid waste (non-hazardous), and construction and demolition debris, either disposed of or diverted. Records for each shall include but not be limited to the date, type material, number of transport vehicles, disposal company and/or facility to which the material was sent.

Records of hazardous waste shall be maintained in a separate system.