



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11350.1
G-F/PWD
19 JUL 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 11350.1

From: Commanding General
To: Distribution List

Subj: REFUSE DISPOSAL PROCEDURES

Ref: (a) DOD 4160.21-M, "Defense Material Disposition Manual," August 1997
(b) BO 5090.17

Encl: (1) Contamination Control
(2) Landfill Information Sheet
(3) Use and Care of Dumpsters

1. Situation. Proper and timely disposition of refuse generated aboard military installations is paramount to the health, safety, and general well-being of all personnel who live, work, and train aboard them. Understanding the process and each individual's responsibility therein is equally as important.

2. Cancellation. BO 11350.2D.

3. Mission. To establish procedures and implement regulatory requirements for the disposal of refuse for Marine Corps Base, Camp Lejeune (MCB CAMLEJ); Marine Corps Air Station (MCAS), New River; and their tenants; hereafter referred to collectively as the "Installation."

4. Execution

a. Commander's Intent. In accordance with reference (a), the policy of the Installation is to support and utilize refuse management goals and policies as directed by higher authority. Landfill resources are essential to providing the operational support necessary to sustain and enhance combat readiness of the Marine Corps and the Installation, thus requiring proper disposal enforcement and involvement from Installation patrons.

b. Concept of Operations. Through a coordinated effort, the Public Works Division (PWD) collects refuse and operates the landfill to dispose of it for the Installation. Enclosures (1) and (2) list items which cannot be disposed of at the landfill and include the responsibilities of the tenant commands on how to prepare specific items for disposal.

c. Tasks

(1) MCB CAMLEJ and MCAS New River Departments and Tenant Commands shall:

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(a) Establish points of contact for each unit as a means of allowing landfill personnel to contact the unit directly for any questions or concerns.

(b) Prevent the placement of hazardous or unauthorized material into any trash container, as well as at the landfill, as defined by enclosures (1) and (2).

(c) Ensure personnel do not block access to containers with vehicles or equipment; parking lots and access roads/lanes must be maintained to allow the landfill vehicles to safely service the dumpsters.

(d) Maintain the cleanliness of assigned dumpsters and surrounding areas. Enclosure (3) provides additional guidelines for the use and care of dumpsters.

(e) Ensure proper separation, conservation, and disposition of recyclable material. Recyclable materials will be separated at the point of origin and be free of other material. Special containers have been placed throughout the Installation for the collection of recyclables. Large quantities of recyclables should be delivered to the landfill for disposition.

(f) In case of fire inside a dumpster, call Emergency Services and then notify the landfill. In case of vandalism, contact the Provost Marshal followed by the landfill. The landfill can be reached at (910) 451-2946.

(g) Ensure all dumpsters and refuse containers assigned to the unit are properly maintained by the unit as well as the areas surrounding them. Failure to properly maintain the containers and surrounding areas may prevent timely service of the containers.

(h) Ensure compliance with the procedures set forth in this Order as well as the enclosures.

(2) Supervisors and Managers of Food Preparation Activities (to include service clubs, cafeterias, snack bars, and other similar operations) shall:

(a) Ensure proper separation and disposition of trash and food wastes.

(b) Ensure proper cleaning of all dumpsters and galvanized trash cans each time they are emptied. Washing of these containers will be accomplished only at locations which have proper drains for the disposal of water containing food particles. Galvanized trash cans will not be painted.

(c) Ensure wet waste is triple bagged in sealed waterproof bags before being placed in the dumpster. Waterproof plastic bags can be purchased from the Self-Service Center. The use of these bags will reduce insects, smell, and the amount of dumpster cleaning required.

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(3) Family Housing Director shall: Advise Family Housing occupants of this Order and current regulations for refuse separation/segregation and collection within the respective housing areas in accordance with the waste collectors under contract by the respective housing management company of each area.

(4) Public Works Officer shall:

(a) Ensure all contractor personnel are provided with the pertinent specifics of this Order and the Landfill Standard Operating Procedures when a contract is awarded as well as ensure all contractor personnel comply with these regulations.

(b) Operate the landfill in accordance with all local, state, and Federal regulations.

(c) Direct the establishment of a plan for regular refuse collection and ensure adherence to established plans when at all possible.

d. Salvaging. Wood may be salvaged from the Treatment and Processing (T&P) Facility in accordance with the following guidelines:

(1) Units can use serviceable pallets when available. They can only be picked up during normal working hours and by authorized organizations.

(2) Scrap wood can be picked up by any person authorized on the Installation during normal working hours as long as the removal process does not interfere with landfill or T&P operations. During times of heavy traffic or when landfill or T&P employees deem it unsafe, no scrap wood can be picked up.

(3) Logs may be removed provided they are accessible without climbing the pile they are on and can be loaded immediately; splitting or cutting of firewood on site is not permitted.

(4) The loading and hauling of any material taken from the T&P Facility is the responsibility of the unit or individual; landfill or T&P equipment will not be used to load or gain access to any material.

(5) Posted rules and regulations shall be adhered to at all times; landfill and T&P personnel have the right to deny access to any material which creates an unsafe condition for anyone.

(6) Soil and compost may be retrieved by any authorized patron of the Installation when it is available. If available, it will be located outside the fence on Piney Green Road, across from the landfill, near Building 1002. All patrons must load their own soil or compost without assistance from any landfill personnel or equipment.

(7) At no time will salvaging from the Recycling Center, landfill, dumpsters, or refuse containers be allowed.

5. Administration and Logistics

a. Locations of collection stations are established by the Operations Branch, Public Works Division. Additional locations and dumpsters will be provided when properly justified by written request from the requesting activity to the Operations Branch via a work request.

b. Collection stations and the landfill are to be used only for refuse generated aboard the Installation.

c. Collection stations for food waste, grease, and bones may be established by a contract with Defense Logistics Agency Disposal Services, administered by the Contracting Office of the Resident Office in Charge of Construction.

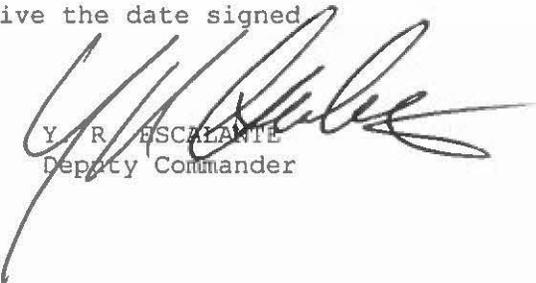
d. Refuse collections are performed on a regularly scheduled basis (subject to manpower constraints, traffic, and overall refuse volume). Justifiable irregular collections may be provided by calling the landfill at (910) 451-2946.

e. For any questions or matters pertaining to recycling, refer to reference (b).

6. Command and Signal

a. Command. This Order is applicable to Installation personnel to include tenant and subordinate commands, contractors, and staff sections.

b. Signal. This Order is effective the date signed


Y. R. ESCALANTE
Deputy Commander

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CONTAMINATION CONTROL

Contamination is anything placed in a container which cannot go into the landfill.

Common examples of contamination include:

- Cardboard mixed with trash
- Metal or Wood mixed with trash
- Furniture
- Plastic bottles
- Concrete mixed with dirt

Recycling is mandatory - separate plastics, paper, metal and cardboard from trash.

If the loads from the container are contaminated, the organization is required to clean it before they receive their container back or before the load is accepted by the landfill. No more loads will be taken from the organization until the situation is resolved.

Measures to prevent contamination are:

- Mark the container(s) "BN Only" or "Not for Public Use"
- Move container(s) away from the road
- Lock the doors and/or cover the top
- Fence the container(s)
- Educate everyone about recycling and separating the trash
- Provide personnel with a way to recycle
- Check containers regularly
- Notify the Provost Marshal Office if unauthorized use of the containers is occurring.

Questions can be directed to the following:

- | | |
|-----------------------------|----------------|
| Landfill Clerk | (910) 451-2946 |
| Recycling Manager | (910) 451-4214 |
| Quality Control Coordinator | (910) 451-4213 |
| Landfill Manager | (910) 451-4998 |

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LANDFILL INFORMATION SHEET

GENERAL TRASH

These items can be mixed together in trash, but cannot contain asbestos:

- Roofing Shingles
- Insulation
- Glass (except bottles)
- Drywall
- Particle board/composite board/oriented strand board
- Laminated/Formica-covered wood
- Hollow core interior doors
- Floor tile
- Porcelain and ceramics
- Fiberglass
- Polyvinyl Chloride pipe
- Ceiling Tile

ASBESTOS

Must be delivered before 1000 on Monday-Thursday by APPOINTMENT ONLY

- Must be wrapped in 6 mil plastic, sealed with duct tape and labeled prior to delivery per all applicable state and Federal regulations.
- Manifest must be provided at time of delivery

ORGANIC PRODUCTS

The following must be separated from other items:

Leaves, pine straw, grass, shrub clippings.

- No bags or containers allowed
- Nothing longer than 6' or wider than 2" in diameter

ASPHALT

Accepted at the discretion of the Landfill Manager.

WOOD PRODUCTS

These can be mixed together in a load but must be broken down:

- Scrap lumber (painted and unpainted)
- Embark and packing boxes
- Broken untreated pallets

These must be in SEPARATE loads:

- Trees/limbs/shrubs - 10' or smaller sections with as little dirt as possible
- Serviceable pallets
- Broken treated pallets
- Salt treated wood
- Creosote treated wood
- Ammunition crates

FURNITURE must have a DD-1348 and be downgraded to SCRAP by Base Property and Defense Reutilization Management Office.

LEAD-BASED PAINTED WOODS

Must be delivered before 1400 Monday-Thursday

- Cut in less than 8' sections
- Wrapped in 6 mil plastic and sealed.

SOIL

Non-contaminated soil is accepted.

CONCRETE

- Must be delivered and separated by type-clean or lead painted.
- No exposed wire or rebar

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RECYCLABLES

Must be separated before delivery at the Recycling Center.

- Plastic containers
- Aluminum cans/foil
- White paper
- Steel cans (clean)
- Glass bottles
- Cardboard
- Vinyl siding
- Newspaper
- Ink/toner cartridges

PRODUCTS NOT TAKEN

Contact Environmental Management Division at (910) 451-5837 for assistance with the following products:

- Hazardous Waste
- Liquid Waste
- Paint and Paint cans
- Appliances (white gear)
- Batteries
- Communication Wire
- 55 Gallon Drums
- Oil Filters
- Petroleum Containers
- Polychlorinated Biphenyls (PCBs) and PCB Containers

Contact Defense Logistics Agency Disposal Services at (910) 451-8598 for assistance with the following products:

- Metal
- Computer Equipment
- Barbed Wire
- Concertina Wire
- Tires

Contact Explosive Ordnance Disposal at (910) 451-0558 for assistance with anything pertaining to ammunition or ordnance.

QUESTIONS?

Landfill Manager	(910) 451-4998
Landfill Clerk	(910) 451-2946
Recycling Manager	(910) 451-4214

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USE AND CARE OF DUMPSTERS

Efficient and reliable refuse collections are dependent upon the support and cooperation of the dumpster users. The following Dos and Do Nots will greatly assist in providing better service:

DO crush or flatten all cardboard boxes before placing them in a designated "CARDBOARD ONLY" container. Organizations receiving furniture or equipment generating large quantities of cardboard and packing material should submit a Work Request to PWD requesting temporary additional container support, so as not to overfill existing containers. Do not place non-cardboard packing material in cardboard containers.

DO contact Public Works Division when requesting temporary additional container support for anticipated heavy refuse production (i.e., preparation for or return from a deployment).

DO containerize (bag) loose refuse prior to placing it in the dumpster to prevent scattering when the can is dumped. Loose refuse that falls from the container will be policed by the unit.

DO police around the containers.

DO NOT overfill containers. Containers should not be filled to the point refuse falls out when the doors are opened whether from the side or top of the container.

DO NOT place grass, leaves, pine straw, lumber, tires, metal, pallets, dirt, or excessively heavy material in container unless it is specifically designated for such use. Unauthorized material (contamination) will be removed by the using unit before the container will be serviced.

DO NOT place any type of ammunition, explosives, range residue, or related items, to include packaging material, in containers. All ammunition, explosives, and dangerous articles/material potentially presenting an explosive hazard must be delivered to the landfill with the appropriate inert certifications and command appointment letters for a certifier and verifier.

DO NOT place fire, burning refuse, hot ashes, or matches in containers.

DO NOT park any type of vehicle or equipment in front of or within 15 feet to either side or back of any container.

DO NOT run water into containers or attempt to pack-down the refuse in any way. Refuse which is packed into a container will not come out when it is dumped and will be removed by the using unit before it will be serviced.

DO NOT break glass bottles, jars, or other glass items when placing them in the containers.

DO NOT leave water in containers after rinsing them out as this will result in rusting and shorten the lifespan of the container.

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DO NOT pile refuse in any form against, on top of, or around the containers. Containers with refuse piled on or against them will not be serviced until the refuse is removed.

DO NOT place any type of hazardous material or liquid waste in the containers.

DO NOT paint or mark the containers in any way without authorization from Base Landfill personnel.

DO NOT move containers. Containers which have been moved by unauthorized personnel will not be serviced until they have been returned to the original location. If the container needs to be moved, contact the landfill at (910) 451-4213 to coordinate a new location.