



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

MCIEAST-MCB CAMLEJO 5090.17D  
G-F/PWD  
7 MAY 2025

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5090.17D

From: Commander  
To: Distribution List

Subj: CAMP LEJEUNE AND NEW RIVER SOLID WASTE REDUCTION - QUALIFIED RECYCLING PROGRAM

Ref: (a) MCIEAST-MCB CAMLEJO 11350.1B  
(b) MCIEAST-MCB CAMLEJO 11013.4  
(c) EO 14057, "Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability", Section 207, December 8, 2021  
(d) UFC 1-200-02, "High Performance and Sustainable Building Requirements," December 1, 2020  
(e) MCO 5090.2  
(f) MCIEAST-MCB CAMLEJO 5090.91A  
(g) DOD Instruction 4160.28, "DoD Demilitarization (DEMIL) Program," November 30, 2022  
(h) MCIEAST-MCB CAMLEJO 11100.5C  
(i) MCIEAST-MCB CAMLEJO 11014.1  
(j) MCIEAST-MCB CAMLEJO 5090.9A  
(k) SECNAVINST 5211.5F  
(l) NAVSEA OP 5 Vol 1, Rev. 7  
(m) MCO 5100.29C Volume 8

Encl: (1) .50 CAL or Smaller Brass Turn-In Quick Guide

Report(s) Required: I. Cash Collection Voucher Quarterly and Annual Forestry Program Reports (Report Control Symbol DD-1131 and D-5090-11), par. 4b(2)(b)  
II. Solid Waste Annual Data Report (Report Control Symbol: MCIEAST-MCB CAMLEJ 5090.16-04) par. 4b(7)(g)

1. Situation

a. This Order pertains to Marine Corps Base Camp Lejeune (MCB CAMLEJ), and Marine Corps Air Station (MCAS) New River, further referred to as the Installation, and all tenant commands.

b. Per the references, Federal facilities are required to implement recycling efforts as an avenue for reduction of solid waste generation and land filled material.

c. The Department of Defense (DoD) has established guidelines for the management and implementation of a Qualified Recycling Program (QRP). A QRP is defined by DoD as an organized recycling operation at an Installation that requires concerted efforts to recover material from the solid waste stream, as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials in order to maximize their marketability. Proceeds from the sales of authorized recyclable materials are credited to the

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Installation's QRP account. Compared to other Pollution Prevention (P2) programs, the QRP helps sustain the Installation recycling program by generating revenue from the sales of recyclable materials.

2. Cancellation. MCIEAST-MCB CAMLEJO 5090.17C.

3. Mission

a. This Order outlines procedures and assigns tasks that support the Installation's solid waste reduction and recycling efforts.

b. Summary of Revision. This Order is being revised to accommodate key position changes and contact information. All references have been reviewed to ensure policies and procedures with regards to the QRP are being followed. This Order should be reviewed in its entirety.

4. Execution

a. Commander's Intent. The Installation will operate a well-managed recycling program in order to best manage the financial and environmental resources entrusted to us. The QRP will extend the life of our landfills while generating income which can be used for other P2 and morale, welfare, and recreation efforts around the Installation. The intent of this Order is to establish a QRP that will have significant impacts on waste reduction, while maximizing profits through the sale of recycled materials.

b. Tasks

(1) Assistant Chief of Staff (AC/S), G-4 shall:

(a) Inform the QRP Program Manager and Landfill Manager in advance of events generating large volumes of recyclable materials (barracks furniture replacement, vehicle maintenance activities, mess-hall operations, renovation projects, etc.).

(b) Ensure administrative and/or office recycling containers are made available for units to purchase through ServMart.

(c) Require units to turn-in spent brass (.50 caliber and below) to the QRP for sale.

(2) AC/S, G-8 shall:

(a) Ensure sufficient QRP-generated funds are made available to sustain the infrastructure, equipment, and personnel needed to maintain the Program.

(b) Assist the QRP Manager with quarterly reconciliation of all revenues received, maintained and disbursed within the fiscal year for reporting to Headquarters Marine Corps.

(3) AC/S, G-F: Oversee the implementation and operation of the Installation's recycling program.

(4) Director, Public Works Division (PWD) G-F shall:

(a) Ensure the sale of any QRP commodity is accomplished through appropriate direct sale or contract service. As applicable, ensure that generated net proceeds from sales are deposited within the Installation Command's QRP account.

(b) Operate and manage facilities, equipment, labor, and contract services required that are not exclusively purchased or used by the QRP program per references (a) and (b) to support transportation, processing and disposal of recyclables collected within Installation military cantonment, training, industrial, maintenance, and administrative functional areas.

(c) Incorporate provisions in contracts requiring contractors to meet the diversion goals for solid waste and construction and demolition products and/or debris to the maximum extent practicable per reference (c).

(d) Provide solid waste diversion and recycling data (typically in tons) to the Qualified Recycling Program Manager for all construction, demolition and renovation projects. Data shall include, but is not limited to, the type of waste, recycled material, and amount diverted.

(5) Director, Asset Management Branch, PWD, G-F: Ensure all DD1391, request for proposal and specifications, include requirements mandated in references (c) and (d).

(6) Resident Officer in Charge of Construction (ROICC) shall:

(a) The ROICC will review materials maintained by the contractor to ensure ordering and disposal practices are conducted in a manner that is compliant with Federal and state regulations.

(b) The ROICC will provide solid waste diversion data (typically in tons) to the Qualified Recycling Program Manager for all construction demolition and renovation projects. Data shall include, but is not limited to, the type of waste and amount diverted.

(c) Ensure contractors properly sort materials and transport the materials to the Installation's Recycling Center and/or recycling efforts coordinated through the Installation's Recycling Office.

(7) QRP Program Manager, PWD, G-F shall:

(a) Serve as the Command's Subject Matter Expert for all recycling efforts aboard the base.

(b) Assist the Landfill Manager in ensuring recycling container pick-up schedules are efficient based on container loads and pick-up frequency.

(c) Initiate 'Direct Sale' documents for the sale of recyclable materials. Provide departmental accounting personnel with lists of vendors/buyers appropriate to the commodity.

(d) Continually analyze the Installation's waste streams for recyclable commodities.

(e) Develop and execute an annual QRP budget to include: maintenance and repair costs, labor for personnel performing QRP tasks, equipment purchased by and used exclusively by the QRP, training and courses, conferences for recycling personnel, contractual agreements for purchase of equipment and repairs, awards and incentives, and advertising. Also, explore avenues for funding recycling initiatives through P2 initiatives.

(f) Assist the Solid Waste Manager in the preparation of Solid Waste Annual Data call report.

(g) Operate, manage, maintain, and repair the Material Recovery Facility and facilitate replacement of associated equipment with applicable QRP funds in a manner that supports and promotes the goals and objectives of references (c) through (f).

(h) Develop and update annually the Installation Qualified Recycling Program Business Plan to include strategies for implementing new recyclable commodities.

(i) Develop written operating procedures for Material Documented as Safe (MDAS) management of ammunition and explosives residue from ranges and training areas that ensure chain-of-custody and MDAS documentation requirements are met per references (l) and (m).

(8) QRP Recycling Coordinator, PWD, G-F shall:

(a) Assist the QRP Manager in analyzing current and proposed recycling programs to evaluate their potential in reaching solid waste diversion goals.

(b) Assist the QRP Manager in developing and initiating a comprehensive outreach and education program designed to inform tenant and organic commands of recycling initiatives and the appropriate tie-ins with landfill diversion goals.

(c) Notify units if Personally Identifiable Information (PII) is discovered in the white paper recycling bins. Ensure discovered PII is secured and returned to the unit for proper disposal.

(d) Conduct classroom instruction regarding recycling objectives as requested.

(e) Assist unit and tenant commands by providing on-site directions on disposal and recycling of commodities.

(9) Director, Environmental Management Division (EMD), G-F shall:

(a) Ensure that the Installation complies with all applicable regulatory requirements related to P2 references (a) through (m) by appointing a Solid Waste Environmental Program Manager.

(b) Review Solid Waste Working Group (WG) objectives and targets to ensure solid waste diversion and recycling goals align and meet the Installation Commander's intent.

(c) Include recycling, outreach, and education initiatives as part of the Command's education and outreach during annual Earth Day events.

(10) Environmental Compliance Branch, EMD, G-F shall:

(a) Provide technical assistance relating to solid waste and recycling handling procedures.

(b) Manage the Used Oil/Used Fuel recycling program including: collection, sampling and testing of Used Oil/Used Fuel, servicing of oil/water separators and grit chambers, and storage and transport of Used Oil/Used Fuel.

(c) Ensure organizations are properly managing solid waste and recycling facilities through the Environmental Compliance Evaluation Program; document environmental deficiencies and elevate deficiencies to unit commands.

(11) Environmental Compliance Officer (ECO) shall:

(a) Serve as the major subordinate command point of contact for matters involving recycling issues and compliance with this Order.

(b) Conduct quarterly inspections of all environmental areas, including recycled material storage areas to ensure compliance with all applicable recycling orders and policies.

(12) Environmental Compliance Coordinator (ECC) shall:

(a) Serve as unit/department point of contact and liaison between the unit and QRP personnel for matters involving recycling issues and compliance with this Order, Standing Operating Procedures and/or Headquarters, U.S. Marine Corps directives.

(b) Conduct monthly inspections of all recycling containers and areas and ensure all unit/department required inspections are conducted to promote recycling efforts at the unit level.

(13) All Organizations aboard MCB CAMLEJ and MCAS New River:

(a) Ensure all solid waste disposal activities are performed in accordance with references (a) through (m'w). Solid waste materials, items or scrap that does not appear to be covered in these references can be addressed through the QRP Manager and/or the QRP Recycling Coordinator. The QRP can accept the following items for recycling: standard white office paper, corrugated cardboard, aluminum cans, plastic drinking bottles, glass bottles, fired brass cartridges (.50 caliber and below), scrap metal and scrap untreated and unpainted wood. Unpainted wood is defined as not being totally covered in paint, i.e., green painted crates-markings are ok. Scrap

concrete may be accepted on a case by case basis, contact the QRP Recycling Coordinator at (910) 451-4214 for more information. The QRP is not currently accepting paper that is not standard white office paper, or other types of plastics. Accepted items can be brought to the QRP's facility for recycling and cannot be comingled.

(b) Ensure respective ECCs/ECOs address organizational recycling concerns by participating as a member of the EMS Solid Waste WG as necessary.

(c) Assume responsibility for all recycling containers within the unit's area of responsibility. Develop procedures at the unit level that:

1. Discourage/prevent the illicit disposal of other solid wastes in recycling containers and actively pursue problematic units, contractors, and other Installation personnel in order to prevent contamination of recyclable containers and materials.

2. Prevent the scavenging of recyclable commodities. Emphasis should be placed on securing scrap and non-ferrous metals to the maximum extent practical. Ensure recycling containers that pose security risks or contamination concerns have those risks and/or concerns addressed at the major subordinate command level through the respective ECC.

3. Protect PII and "Controlled Unclassified Information" by developing an SOP for shredding information prior to recycling.

(d) Annually review unit level practices with the QRP Program Manager to identify potential improvements.

(e) Develop brass turn-in procedures at the unit level that:

1. Require upon turn-in to the Recycling Center the unit provide a copy of the following: Unit Letter of Appointment for Certifiers/Verifiers per references (l) and (m), from their Commanding Officer (CO), Officer In Charge, or by direction authorization if the letter of appointment is not signed by the CO, and a completed 1348-1a.

2. Requires segregation of all casings by caliber, clips, and links. Segregation must remain throughout the turn-in process.

3. Requires all casings, links, clips, and packaging be 100 percent visually inspected by both the appointed certifier and verifier to ensure no live ammunition, unfired primers, misfired rounds, or any material posing an explosive hazard are present. This certification and verification must be documented on the 1348-1a.

4. Requires all units to schedule turn-in of ammunition casings in advance. Appointments are available through the Base Recycling Center, Building 982 at 910-451-4214 or via email at [Lejeune\\_recycling@usmc.mil](mailto:Lejeune_recycling@usmc.mil). Turn-ins are conducted Monday through Thursday 0700-1400.

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5. Requires all units to provide an adequate working party to assist in the timely processing of turned-in material.

6. Requires senior ranking person to take custody of any discovered live rounds, turn live rounds into the Ammunition Supply Point and adjust the expenditure report.

(f) Disseminate the Brass Turn-in Quick Guide, enclosure (1), to unit G-4/S-4s for all tenant command dissemination and reference.

(g) Contact PWD's Work Reception at 451-3001, in order to request solid waste/recycling dumpster service.

5. Administration and Logistics. This Order falls under the cognizance of the Commanding General, MCIEAST-MCB CAMLEJ, and can be modified and waived as the CG deems necessary and appropriate to support requirements as they develop.

6. Command and Signal

a. Command. This Order is applicable to all MCB CAMLEJ and MCAS NR commands to include tenant commands, staff sections and any other agencies which are affiliated with the Marine Corps, Department of the Navy, or DoD.

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

  
G. B. PACE  
Acting

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)



# .50 CAL or Smaller Brass Turn-In Quick Guide



- Units will inspect the Material Potentially Presenting an Explosives Hazard (MPPEH), complete the 1348-1A provided by the QRP and sign the certification statement located on the provided DD form 1348-1A certifying that the material is inert. The 1348-1A and the Unit's up-to-date copy of the appointment letter from the Commanding Officer or Officer in Charge for personnel that are authorized to certify and verify MDAS must accompany the material being turn-in to the QRP.
- Units can request an appointment from the QRP, once ammunition is issued and/or when MDAS has been certified for turn-in. If units are unable to make the scheduled turn-in they must call or email the QRP to cancel.

Units are required to provide:

- Document Numbers (DODAAC Julian Date and a Unit 4 digit code) (M####YDDDCODE) (M116365link)

DD FORM 1348-1A, JUL 91 (EOL) ISSUE RELEASE/RECEIPT DOCUMENT																													
24 DOCUMENT NUMBER																													
25 NATIONAL STOCK NO. & SUPPLY (38-41)																													
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The material listed on this form has been inspected or processed by DDESB approved means, as required by DoD policy, and to the best of my knowledge and belief does not pose an explosive hazard.																													
Unit: _____ Verifier: _____ Certifier: _____ Phone # : _____ (Print Name above or Electronic Sign Below) Name / Rank: _____ Signatures: -> _____																													

QRP will provide:

Weights and Signature (after receipt)



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**Points of Contact and Other Recycling Program Commodities:**

Base Recycling Center (Building 982) at 910-451-4214 or email

[Lejeune\\_Recycling@usmc.mil](mailto:Lejeune_Recycling@usmc.mil).

- Fired Brass Cartridges .50 caliber and below
- Cardboard
- Metals
- Plastic drinking bottles
- Scrap Wood
- Ink toner cartridges
- Glass bottles
- Standard white office paper
- Aluminum cans

Base Landfill (Building 982)

- Recycling/Solid Waste Dumpsters - based on an on-call delivery and request for pick up, please call 910-330-1286.