



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

MCIEAST-MCB CAMLEJO 5090.17A  
G-F/PWD

MAY 21 2019

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

From: Commander  
To: Distribution List

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

Ref: (a) MCIEAST-MCB CAMLEJO 11350.1  
(b) BO 11013.4E  
(c) EO 13693, Planning for Federal Sustainability in the Next Decade  
(d) Energy Policy Act (EPA) of 2005  
(e) MCO P5090.2A Ch 3  
(f) MCIEAST-MCB CAMLEJO 5090.91  
(g) DOD Instruction 4160.28, "DoD Demilitarization (DEMIL) Program," April 7, 2011  
(h) MCIEAST-MCB CAMLEJO 11100.5  
(i) BO 11014.1K  
(j) MCIEAST-MCB CAMLEJO 5090.9  
(k) SECNAVINST 5211.5E  
(l) NAVSEA OP 5 Vol 1  
(m) MCO 8020.10

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 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.

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2. Cancellation. MCIEAST-MCB CAMLEJO 5090.17.

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:

(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:

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

(b) Produce quarterly and annual recycling revenue reports that account for all revenues received, maintained, and disbursed within the fiscal year/quarter, and provide copies to the QRP Program Manager and/or the Base Recycling Coordinator via the Director, Facilities Support Contracts, Landfill Services, and QRP.

(c) In coordination with Defense Logistics Agency Disposition Services (DLADS), inspect and review DLADS' records of receipt, maintenance, and disbursement of revenue generated from the QRP.

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

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

(a) Ensure that 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) If applicable, incorporate and promote Leadership in Energy and Environmental Design (LEED) recycling requirements, per reference (c), in new and retrofit construction projects, in order to obtain project accreditation and promote the Installation's recycling efforts to increase QRP proceeds for recycling program growth and development.

(e) Provide solid waste diversion and recycling data (typically in tons) to the Installation P2 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, Installation Development Division, G-F: Ensure that all DD1391, request for proposal and specifications, include requirements mandated in references (c) and (d).

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

(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, and assists in contractor LEED accreditation.

(b) The ROICC will provide solid waste diversion data (typically in tons) to the P2 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.

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

(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) Coordinate with DLADS Disposal Specialists to ensure adequate contracts exist for the sale of recyclable materials as needed.

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

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

(f) 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.

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

(h) 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).

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

(j) 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:

(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.

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(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, as appropriate, classroom instruction regarding recycling objectives as part of the Environmental Compliance Coordinator (ECC)/Environmental Compliance Officer (ECO) training.

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

(f) Serve as the safety representative for the Landfill Services and QRP.

(10) Director, EMD, G-F:

(a) Ensure that the Installation meets all applicable regulatory requirements related to P2 references (a) through (l).

(b) As part of the Environmental Management System (EMS) Management Review Board, 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.

(11) Environmental Compliance Branch, EMD, G-F:

(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. Provide collection amounts to the MCB CAMLEJ QRP on a monthly basis.

(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.

(12) Environmental Compliance Coordinators (ECC):

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

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

(13) Environmental Compliance Officers (ECO):

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(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 (SOP) and/or Headquarter, 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.

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

(a) Ensure all solid waste disposal activities are performed in accordance with references (a) through (l). 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.

(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 "For Official Use Only" 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), 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 ammo, unfired primers, misfired rounds, or any material posing

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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 451-4214 or via email at Lejeune\_recycling@usmc.mil. Turn-ins are conducted Monday through Thursday 0700-1400.

(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 round into the Ammunition Supply Point (ASP) 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 (CG), 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.

  
S. A. BALDWIN  
Acting

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

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50 CAL or Smaller Brass Turn-In Quick Guide



1. 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 Commanding Officer's appointment letter for personnel that are authorized to certify and verify MDAS must accompany the material being turn-in to the QRP.

2. Units can request an appointment at the QRP, once ammo is issued and/or when MDAS has been certified for turn-in. Once establishing an appointment, the QRP will send a calendar invite to the requesting unit. Calendar reminders will be used to confirm the appointment. 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 (DODAC Julian Date and a Unit 4 digit code) (M#####YDDDCODE) (M1116365link)

Expended Live Casings		Blank	
50	Lbs	50	Lbs
45	Lbs		
9	Lbs		
7.62	Lbs	7.62	Lbs
5.56	Lbs	5.56	Lbs
Shot Gun	Lbs	Seams	
Mortar Tubes	Lbs	7.62	Lbs
Links	Lbs	5.56	Lbs
Clips	Lbs		

We certify and verify that material listed on this form have been inspected or processed by DDESB - approved means. These signatures are to certify that the materials potentially presenting an explosive hazard listed has been 100 percent properly inspected and to the best of my knowledge and belief presents no explosive hazard.

(Print Information or Electronic Sign Below)

Unit: \_\_\_\_\_ Verifier: \_\_\_\_\_ Certifier: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name Rank: Signatures: \_\_\_\_\_

QRP will provide:  
Weights and Signature (after receipt)

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).

- Brass
- Cardboard
- Metals
- Plastics
- Wood
- Random oddities

Base Landfill (Building 982)

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