



DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
FPO AP 96349-0001

COMFLEACTINST 5090.8
N4E

JUN 3 0 2011

COMFLEACT YOKOSUKA INSTRUCTION 5090.8

From: Commander, Fleet Activities, Yokosuka

Subj: SOLID WASTE MANAGEMENT

Ref: (a) OSD memo of 1 Feb 08, DoD Integrated (Non-Hazardous) Solid Waste Management Policy
(b) OPNAVINST 5090.1C
(c) NAVFAC ESC User's Guide, UG-2068-ENV
(d) Executive Order 13514 of 5 October 2009, Federal Leadership in Environmental, Energy, and Economic Performance
(e) Japan Environmental Governing Standards
(f) DoD 4160.21-M-1, Defense Demilitarization Manual of 14 February 1995

Encl: (1) Commander, Fleet Activities (COMFLEACT), Yokosuka Qualified Recycling Program (QRP)
(2) Commander, Fleet Activities (COMFLEACT), Yokosuka Solid Waste Tonnage Report

1. Purpose. This instruction defines basic policies and procedures for the disposal of non-hazardous solid waste and provides requirements for the collection of solid waste generation and disposal data at Commander, Fleet Activities (COMFLEACT), Yokosuka.

2. Background. Non-hazardous solid waste management is a strategy to ensure solid waste is identified, classified, collected, transported, stored, treated, recycled, and disposed of in a manner protective of human health and the environment. Effective solid waste management requires the cooperation of all commands and activities in the COMFLEACT, Yokosuka Area of Responsibility (AOR). This instruction addresses the need for general, standardized solid waste disposal guidance for personnel living and working within the COMFLEACT, Yokosuka AOR. It also provides requirements for generation and disposal data collection in order to develop a clear understanding of solid waste streams and satisfy higher level reporting requirements.

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- a. Reference (a) establishes requirements for the Department of Defense (DoD) Pollution Prevention Measure of Merit.
- b. Reference (b), Chapter 16, establishes the basic requirements for installation solid waste management programs.
- c. Reference (c), Fiscal Year 2005 Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) Guide, establishes reporting requirements for solid waste generation and disposal data.
- d. Reference (d), Federal Leadership in Environmental, Energy and Economic Performance, establishes Federal Government solid waste diversion requirements.
- e. Reference (e) provides DoD environmental standards for solid waste management in Japan.
- f. Reference (f) sets DoD Demilitarization policy, prescribes uniform procedures for assigning demilitarization codes to DoD property, and directs methods for completing demilitarization.

3. Applicability. Requirements in this instruction are applicable to COMFLEACT, Yokosuka and all tenant commands and activities within the COMFLEACT, Yokosuka AOR, including both appropriated and Non-Appropriated Fund (NAF) activities. This instruction does not apply to non-recyclable hazardous waste.

4. Definitions

- a. Generator. Any person, unit, command, activity, or organization determined to be the source of non-hazardous solid waste.
- b. Pollution Prevention. Pollution prevention means source reduction, as defined in the Pollution Prevention Act of 1990, 42 U.S.C. Sections 13101-13109, and other practices that reduce or eliminate the creation of pollutants.
- c. Qualified Recycling Program (QRP). Organized operation that requires concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of the recyclable materials in order to maintain or enhance their marketability.

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d. Recycling. The result of a series of activities by which material that would become or otherwise remain waste, are diverted from the solid waste stream by collection, separation, and processing, and are used as raw material in the manufacture of goods sold or distributed in commerce, or the reuse of such material as substitutes for goods made of virgin materials.

e. Solid Waste. Garbage, refuse, sludge and other discarded material, including solid, semi-solid, liquid, and contained gaseous material resulting from industrial and commercial operations and from community activities.

f. Usable Property. Usable property is commercial and military type property other than scrap and waste that can be easily and economically repaired or restored to an operable state.

5. Program Criteria

a. Scope

(1) Solid Waste Diversion. In accordance with reference (d), 50% of non-hazardous solid waste shall be diverted from land fills and incinerators by 2015. Enclosure (1) provides guidance on how to recycle at COMFLEACT, Yokosuka.

(2) Tenant Commands. Tenant commands and activities in the COMFLEACT, Yokosuka AOR generating, on average, one or more ton(s) of solid waste per day shall develop standardized solid waste management plans in accordance with reference (b).

(3) Recycling. Tenant commands (e.g. U.S. Naval Ship Repair Facilities and Japan Regional Maintenance Center Yokosuka, Japan, U.S. Naval Hospital, Yokosuka, Military Family Housing, Unaccompanied Personnel Housing, U.S. Fleet and Industrial Supply Center (FISC), Yokosuka, Defense Logistics Agency Distribution Depot Yokosuka, Japan, and so on) in the COMFLEACT, Yokosuka AOR shall support and participate in base recycling efforts to the maximum extent practicable. The Navy Exchange (NEX), Japan District, Defense Commissary Agency (DeCA), Yokosuka Morale, Welfare, and Recreation (MWR), Fleet Activities (FLEACT) Yokosuka and any other Non-Appropriated Fund (NAF) activity may operate an authorized recycling program independent of the COMFLEACT, Yokosuka Public Works Department (PWD) QRP;

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however, they may still participate on a voluntary basis and receive reimbursement for the sale of their recyclable commodities through the COMFLEACT, Yokosuka PWD QRP less costs associated with the processing and sale of their recyclable commodities.

b. Solid Waste Management Plans (SWMP)

(1) Tenant commands and activities required to develop a SWMP in accordance with paragraph 5a(2) above may obtain templates, upon request, from the COMFLEACT, Yokosuka Solid Waste Program Manager.

(2) Basic Requirements. SWMP's shall include, at a minimum, a start-up guide for a solid waste management program, overviews of applicable solid waste categories, a decision tree for solid waste disposal, contact information for disposal issues, electronic versions of reference material, provisions for reporting solid waste generation and disposal data.

(3) An up-to-date copy of all SWMP's shall be provided to the COMFLEACT, Yokosuka Solid Waste Program Manager.

(4) The COMFLEACT, Yokosuka Solid Waste Program Manager shall provide assistance to tenant commands in developing their SWMP's, upon request.

c. Solid Waste Categories

(1) Useable Government Property

(a) Non-Hazardous Government Property. All useable government property that does not contain hazardous material shall be turned in for Reutilization, Transfer, or Donation (RTD) screening through DLA Disposal Services, Sagami; except in such cases where the item qualifies for local disposal in accordance with reference (f), Chapter 8, Abandonment and Destruction (A/D), and the generator issues an A/D Certification.

(b) Hazardous Government Property. Useable government property deemed hazardous shall be categorized as Hazardous Material (HAZMAT) and turned in to the FISC Yokosuka HAZMIN Center. HAZMAT rejected by the FISC, Yokosuka HAZMIN

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Center shall be downgraded to hazardous waste, except in such cases where the material qualifies for disposal via the COMFLEACT, Yokosuka PWD QRP.

(2) Hazardous Waste. Government property that is not useable must be screened for hazardous contents. All property that meets the definition of hazardous waste as defined in reference (e), Section C6.2.6 shall be classified as hazardous waste and disposed of via the COMFLEACT, Yokosuka Hazardous Waste Center, except in cases where the waste qualifies for turn-in via the COMFLEACT, Yokosuka PWD QRP.

(3) Recyclable Waste. Government property not classified as useable property (with the above exceptions noted) or hazardous waste must be screened for acceptance by the COMFLEACT, Yokosuka PWD QRP. Recyclable waste must be disposed of in accordance with the COMFLEACT, Yokosuka PWD QRP Turn-In Guide. A list of eligible recyclable commodities may be obtained from the FLEACT, Yokosuka PWD QRP Manager.

(4) Regular Waste. Non-useable, non-hazardous, non-industrial waste and non-recyclable government property may be disposed of as either burnable or non-burnable regular trash via the green trash dumpsters located throughout COMFLEACT, Yokosuka if the volume of material being disposed of is of a reasonably small amount.

(5) Industrial Waste. Non-useable, non-hazardous, non-recyclable government property and regular waste such as asphalt block, concrete block, construction waste, debris, green waste, mixed refuse, oily soil or sludge, rubble, sandblast sand, sea garbage, sludge, soil, wood waste and some home electrical appliances shall be disposed of via the base industrial waste contract. Disposal via this method requires access to DoD E-mail and the use of a government purchase card.

(6) Other Waste. The COMFLEACT, Yokosuka Solid Waste Program Manager may be consulted in cases where solid waste cannot be properly identified or categorized.

d. Recycling

(1) COMFLEACT, Yokosuka PWD QRP. The COMFLEACT, Yokosuka PWD QRP is managed by the FLEACT, Yokosuka PWD Recycling Branch Head and exists to reduce waste, prevent

pollution, and conserve natural resources by diverting non-hazardous solid waste from the solid waste stream where economically feasible and then selling it for profit in order to recoup program management cost and related overhead expenses. Generators of recyclable waste are responsible for segregating waste in accordance with COMFLEACT, Yokosuka PWD QRP Turn-in requirements.

(2) Eligible Recyclable Commodities. The list of eligible recyclable commodities is determined by changes in local recycling markets, including the availability of new recycling processing techniques and technologies. A current up-to-date list of eligible recyclable commodities can be obtained from the FLEACT, Yokosuka PWD Recycling Branch Head.

(3) All tenant commands and activities, except non-appropriated fund activities, shall participate to the maximum extent practicable, in the COMFLEACT, Yokosuka PWD Recycling Program. Navy Working Capital Fund (WCF) and NAF activities may participate on a voluntary basis and be entitled to reimbursement for the sale of their recyclables, less 10% for administrative and contract management support expenses. WCF and NAF activities desiring reimbursement are obligated to provide all appropriate lines of accounting; otherwise, reimbursement will not be made.

(4) COMFLEACT, Yokosuka PWD QRP Turn-In Guide. A COMFLEACT, Yokosuka PWD QRP Guide, enclosure (1), is maintained by the Recycling Branch Head and details all requirements and procedures for turning in recyclable commodities, including an up-to-date list of eligible recyclable commodities, available services, recycling yard hours of operation, points of contact, and more.

d. Reporting Requirements

(1) Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) Guide. The COMFLEACT, Yokosuka Solid Waste Program Manager shall forward the Naval Facilities Engineering Command and Engineering Service Command SW P2ADS data call to applicable tenant commands in the first week of October of each calendar year to include requests for Solid Waste Operations information, Other Select Waste Information, Green Procurement Program information, and Acquisition information as applicable.

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(2) Deadlines. Tenant commands and activities receiving requests for information in support of the SW P2ADS shall provide responses no later than two calendar weeks from the date the request for information is received.

(3) Waste Generation and Disposal Data. All commands and activities in the COMFLEACT, Yokosuka AOR, including non-appropriated fund activities, issuing waste disposal contracts shall provide copies of their contracts to the COMFLEACT, Yokosuka Solid Waste Program Manager, including waste generation and disposal data using the COMFLEACT, Yokosuka Solid Waste Tonnage Report, enclosure (2).

(4) Information Security. The COMFLEACT, Yokosuka Solid Waste Program Manager shall not provide waste disposal information to any person or organization outside an official capacity and on a need-to-know basis, unless directed by higher authority.

6. Contact Information

a. The COMFLEACT, Yokosuka Solid Waste Program Manager and the FLEACT, Yokosuka PWD QRP Manager may be contacted at DSN 243-3817.

b. The FLEACT, Yokosuka PWD Pollution Prevention Manager is responsible for hazardous waste disposal and may be contacted at DSN 243-2732.

c. The FLEACT, Yokosuka PWD Environmental Director is responsible over the COMFLEACT, Yokosuka Solid Waste Program Manager, the QRP Manager, and the Pollution Prevention Manager and may be contacted at DSN 243-6592.

d. The FLEACT, Yokosuka Public Works Officer is responsible over the FLEACT, Yokosuka PWD Environmental Director and can be reached at DSN 243-6046.



D. A. OWEN

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COMFLEACTINST 5090.8

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Stocked:

Commander, Fleet Activities, Yokosuka

PSC 473, Box 1

FPO AP 96349-0001

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CFAY Qualified Recycling Program (QRP)



Acceptable Recyclable Material

- ❖ **Mixed Metal:** (up to 30% by weight of foreign attachments such as metal desks and tables (remove wooden tops), modular furniture (remove non-metal components to the maximum extent practicable), bicycles (no processing required), metallic oil filters (gravity drained), white goods [i.e. metal toasters, ranges, microwaves, etc.], pipes (remove insulation), metal furniture (remove cushions) electronic scrap [i.e. radios, personal computers (government owned computers and circuit cards must be turned in to DRMO) (TVs, printers and FAX machines are NOT recyclable)], lead-acid batteries, and so on...
- ❖ **Other Scrap Metal:** Clean (i.e. no foreign attachments) aluminum, stainless steel, heavy steel, copper wire and cable (insulation cable is accepted), copper bearing scrap, cast iron, zinc, clean copper and brass, lead, etc.]
- ❖ **Commercial-Grade Refrigeration Equipment:** (Requires DRMS Form 2016, Freon-free certification) – these are the large, stainless steel industrial grade units. This category excludes household refrigeration/AC units.
- ❖ **Commercial Washers/Dryers:** Metal, commercial units only, machines with plastic exteriors are not accepted. Standard household units are not recyclable through the QRP.
- ❖ **Cooking Oil:** Solid or liquid form (base residents must deliver direct to the QRP)
- ❖ **Used Fuel Oil:** (contact the Hazardous Waste Center, DSN: 243-5777)
- ❖ **Textiles:** [i.e. shirts, pants, socks, towels, etc. (must be clean)].
- ❖ **Paper-Based Products:** [i.e. cardboard, newspaper, white paper, catalogues books, magazines, shredded paper, and mixed paper]. Please call the QRP for specific inquiries.
- ❖ **Wood Waste:** Stackable pallets in good condition and clean crating material.
- ❖ **Waste Tires:** Tire only (rims must be removed). This category excludes rubber tires fused to rims (i.e. many types of forklift tires).

Roy Ito (Program Manager)
DSN: 243-5806; E-mail: roy.ito@fe.navy.mil

Collections

English: DSN: 243-5806
Japanese: CELL: 030-1021-5889

- The QRP has a limited number of hoppers for direct on-site support.
- Collection services are available; however, customers with urgent needs or restrictive schedules should make their own arrangements to deliver material to the recycling yard.
- Unfortunately, collection services are not available to base residents who must deliver their recyclables directly to the recycling yard.
- Customers must load their own material onto QRP vehicles. QRP personnel may reject any turn-ins of recycled material co-mingled with regular trash.
- The QRP recycling yard is behind the base taxi office at building 4856 (aka J-1080) and open to receive turn-ins anytime, **Monday to Friday between 0800-1200 and 1300-1500.**

Customers desiring to rummage must wear a **HARD HAT, HIGH-TOP SAFETY BOOTS, LONG SLEEVE SHIRT AND PANTS** at all times. **ADDITIONALLY**, approval from yard personnel is required prior to rummaging, especially during periods of heightened yard activity. **All customers must stand clear of personnel and equipment operating in the yard and may be asked to depart and return another time or day if their safety is in question.**

POLICY SUBJECT TO CHANGE WITHOUT NOTICE

Effective Date: May 2011

Enclosure (1)



Commander, Fleet Activities (COMFLEACT), Yokosuka Solid Waste Tonnage Report JUN 30 2011

Company / 会社名: _____
 Title / 工事名: _____
 Contract Number / 契約番号: _____
 Date / 日付: _____
 Telephone / 電話番号: _____

In case of solid waste to be disposed of at off-base. 米軍基地から出た廃棄物を基地外で処分した場合								
	INCINERATED 焼却処理		LAND-FILLED 埋め立て処理		RECYCLED リサイクル		TURN-IN QRP Yard QRPヤードに持ち込み	
	KG	COST (\$)	KG	COST (\$)	KG	COST (\$)	KG	KG
Scrap Metal								
Paper								
Green/Yard Waste								
Textiles								
Rubber								
Glass								
Clear Glass								
Other Glass								
Plastic								
P.E.T Bottles								
Other Plastic								
Wood								
Pallets								
Other Woodwaste								
White Goods								
Commercial Refrigerators								
Household Refrigerators								
Commercial Air Conditioners								
Ovens/Ranges								
Microwaves								
Commercial Washing Machines								
Household Washing Machines								
Commercial Dryers								
Other Household Appliances								
Electronic Scrap								
PC's								
PC Peripherals								
Flatcreen Monitors / Televisions								
Players								
Other Electronic Waste								
Solid Hazardous Waste								
Recyclable Hazardous Waste								
Dry-cell Batteries								
Non-Recyclable Hazardous Waste								
Other Solid Waste								
Sludge								
Debris								
Residue								
Concrete Waste								

COMFLEACT, Yokosuka Public Works Department, Environmental Division, Qualified Recycling Program
 POC(TEL): Mr. Norio Yanagawa/柳川 範雄
 Telephone/内線: 243-2587
 E-mail: Norio.Yanagawa.JA@fc.navy.mil

Solid Waste Tonnage Report (Explanations)

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Solid waste must be recycled to the most practical extent possible in order to minimize land-filled and incinerated waste. So all recycled waste at COMFLEACT, Yokosuka must be properly documented. Reporting requirements include the weight of waste recycled and costs associated with efforts to recycle the waste.

廃棄物の埋め立て処理や焼却処理を最小限に抑えるために、現実的に可能な限りのリサイクルが義務づけられています。それに伴い、リサイクルにかかる費用やリサイクルの総量の報告などを行うため、米海軍横須賀基地内でのリサイクルについて適切な記録を残す必要があります。

Category	Description
Scrap Metal (金属くず)	All ferrous and non ferrous metal having 30% or less foreign attachments. 付属品が30%以下の全ての金属と非鉄金属物。
Paper (古紙)	All paper-based products such as white bond paper, colored paper, craft paper, shredded paper, cardboard, catalogues, and magazines. 白いコピー用紙、色紙、模造紙、シュレッダー紙、ダンボール、雑誌などの紙類すべて。
Green/Yard Waste (剪定くずなど)	Waste resulting from land scaping and tree trimming requirements such as leaves, grass clipping, tree branches, etc. 庭仕事や伐採から出た剪定くずなどの廃棄物 (例えば、葉っぱ、芝刈りゴミ、木の枝など)
Textiles (古繊維)	All cloth, vinyl, and weather proof fabrics canvas material, and so on. 全ての洋服、ビニル、耐候性素材、テント生地など。
Rubber (ゴム/タイヤ)	Rubber vehicle tires only (rims and other foreign attachments must be removed); excludes matting, innertubes, hose pipes, flooring, mats, door stops, or any other types of rubber. ゴム製のタイヤのみ (ホイール等、付属品は取り除くこと); マット、タイヤの中のゴム製のチューブ、ホース、床用マット、ドアストッパー等、他のあらゆるゴム製品は対象外
Glass (ガラスくず)	1) <u>Clear Glass</u> (both whole or crushed clear bottles); 2) <u>Other Types of Glass</u> (all glass except clear crushed or whole clear bottles). 1) 透明のガラス (粉砕してあるもの、又は原形を留めているもの); 2) その他のガラス (透明でないガラス製品で粉砕、又は原型を留めているもの)。
Plastic (廃プラスチック)	1) <u>Plastic (P.E.T.) Bottles</u> (both colored and clear plastic bottles); 2) <u>Other Plastic</u> (all plastic not categorized as Plastic Bottle). 1) ペットボトル (色つき、透明どちらも可); 2) その他のプラスチック (全てのプラスチック製品でペットボトル以外のもの)。
Wood (木くず)	1) <u>Pallets/Crates</u> (all wood derived from pallets and shipping crates); 2) <u>Other Wood Waste</u> (all wood not used for pallets and shipping crates and excludes wood categorized as Green/Yard Waste). 1) パレット/木箱 (パレットや配送木箱から出る全ての木くず); 2) その他の木くず (パレット、配送木箱や植物性/庭ゴミを除く、その他の木くず)。

Solid Waste Tonnage Report (Explanations)

Solid waste must be recycled to the most practical extent possible in order to minimize land-filled and incinerated waste. So all recycled waste at COMFLEACT, Yokosuka must be properly documented. Reporting requirements include the weight of waste recycled and costs associated with efforts to recycle the waste.

廃棄物の埋め立て処理や焼却処理を最小限に抑えるために、現実的に可能な限りのリサイクルが義務づけられています。それに伴い、リサイクルにかかる費用やリサイクルの総量などを報告するため、米海軍横須賀基地内でのリサイクルについて適切な記録を残す必要があります。

Category	Description
White Goods (廃大型家電製品)	<p>1) <u>Commercial Refrigeration Equipment</u> (refrigeration equipment and freezers used in commercial settings); 2) <u>Household Refrigerators/Freezers</u> (used exclusively in households); 3) <u>Commercial Air Conditioners</u> (used for commercial purposes); 4) <u>Household Air Conditioners</u> (used exclusively in households); 5) <u>Ovens/Ranges</u> (any type is okay so long as the basic material content is metal; otherwise, it should be categorized as Other Waste.); 6) <u>Microwaves</u> (any type is okay); 7) <u>Commercial Washing Machines</u> (used for commercial purposes); 8) <u>Commercial Dryer</u> (used for commercial purposes only); 9) <u>Other Household Appliances</u> (includes all household appliances not specifically named).</p> <p>1) <u>業務用冷蔵庫</u> (業務用の冷蔵庫/冷凍庫) ; 2) <u>家庭用冷蔵庫/冷凍庫</u> (家庭用のみ) ; 3) <u>業務用エアコン</u> (業務用のみ) ; 4) <u>家庭用エアコン</u> (家庭用のみ) ; 5) <u>オーブンレンジ/コンロ</u> (どのタイプ可だが基本的に金属製素材のもの、そうでなければその他の廃棄物に分類される) ; 6) <u>電子レンジ</u> (どのタイプも可) ; 7) <u>業務用洗濯機</u> (業務用のみ) ; 8) <u>業務用乾燥機</u> (業務用のみ) ; 9) <u>その他の家電製品</u> (上記以外の家電製品など)</p>
Electronic Scrap (廃家電)	<p>All precious metal bearing scrap and includes five categories: 1) <u>PC's</u> (only includes the main tower unit); 2) <u>PC Peripherals</u> (all peripherals that connect to the main tower unit such as keyboards, printers, portable drives, etc.); 3) <u>Flat-screen Monitors/Televisions</u> (Cathode Ray Tube monitors/televisions are categorized as Other Waste); 4) <u>Players</u> (includes all music and movie players such as DVD players, VCR machines, stereos, etc.); 5) <u>Other Electronic Waste</u> (includes all waste not listed above that contains precious metal bearing scrap).</p> <p>全てのレアメタル、又は次の5つのカテゴリーを含んだもの: 1) <u>パソコン</u> (メインタワーユニットを含むものに限る) ; 2) <u>パソコンの周辺機器</u> (メインタワーユニットから接続されるキーボード、プリンター、ポータブルドライブなどの全ての周辺機器) ; 3) <u>液晶モニター/テレビ</u> (ブラウン管のモニター/テレビはその他の固形廃棄物に分類されます) ; 4) <u>オーディオ機器</u> (DVDプレーヤー、ビデオカセットレコーダー、ステレオなどの全ての音楽、映像機器) ; 5) <u>その他の廃家電</u> (前記のリストにない全てのレアメタルを含むもの)。</p>
Solid Hazardous Waste (固形有害廃棄物)	<p>1) <u>Recyclable Hazardous Waste</u> (containing recyclable hazardous contents); 2) <u>Dry-Cell Batteries</u> (A-cell, AA-cell, AAA-cell, C-cell, D-cell, and any other dry cell battery); and 3) <u>Non-Recyclable Hazardous Waste</u> (contains no recyclable hazardous contents).</p> <p>1) <u>リサイクル可能な有害廃棄物</u> (リサイクル可能な有害物質を含有するもの) ; 2) <u>乾電池</u> (単一、単二、単三、単四、単五の乾電池やその他の乾電池) ; 3) <u>リサイクル不可能な有害廃棄物</u> (リサイクルができない有害廃棄物を含むもの)。</p>
Other Solid Waste (その他の固形廃棄物)	<p>This is all waste not included in any of the above categories.</p> <p>上記のカテゴリーに含まれていない全ての廃棄物。</p>