DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

S: 3 Nov 2008
S: 28 Nov 2008

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Integrated (Non-Hazardous) Solid Waste Management Policy

1. References:

a. Memorandum, ADUSD ,OUSD (AT&L), 1 Feb 2008, subject: DoD Integrated (Non-Hazardous) Solid Waste Management Policy (Attachment 1).

b. Memorandum, DASA, SAIE-ESOH, 11 Jul 2008, subject: Achieving the Goals of the DoD Integrated (Non-Hazardous) Solid waste Management Policy (Attachment 2).

2. The purpose of this memorandum is to provide the enclosed instructions for implementing the DoD Integrated (Non-Hazardous) Solid Waste Management Policy within the Army and in accordance with guidance from the Deputy Assistant Secretary of the Army for the Environment, Safety and Occupational Health.

3. The Acting Deputy Under Secretary of Defense (Installations and Environment) has issued implementing guidance for the solid waste and recycling requirements of E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management. By FY2010, all Defense installations are required to divert no less than 40% of the non-hazardous solid waste (without construction & demolition (C&D) wastes) and at least 50% of the C&D wastes from disposal in a landfill or by incineration. Specific Army implementing instructions are provided in the enclosure. Installations will report progress of all supported organizations and activities towards meeting these metrics, using Solid Waste Annual Report, Web-based (SWARWeb).

4. DoD policy also requires that installations have cost-effective waste prevention and recycling programs. Towards this end, all Army installations will incorporate the above stated goals of 40% diversion of solid wastes and 50% for C&D into their Integrated Solid Waste Management (ISWM) Plans which are required IAW AR 420-1 Chapter 23. By taking a comprehensive approach to managing non-hazardous solid wastes and C&D wastes, installations should be better able to determine the most cost effective, energy efficient and least-polluting means to handle the entire waste stream.

ISWM plans are to be updated no later than 3 Nov 2008, and the OACSIM POC notified of command compliance by 28 Nov 2008.

5. The OACSIM POC is Mr. William F. Eng, william.eng@us.army.mil, 703-602-5827, or DSN: 332-5827.

Encl
as

ROBERT WILSON
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ENCLOSURE

Headquarters, Department of the Army
Office of the Assistant Chief of Staff for Installation Management
Army Integrated (Non-Hazardous) Solid Waste Management Policy
15 August 2008

1. References:

a. Deputy Assistant Secretary of the Army (Environment, Safety, and Occupational Health) SAIE-ESOH memorandum, Achieving the Goals of the DoD Integrated (Non-Hazardous) Solid waste Management Policy, 11 July 2008.

b. Acting Deputy Under Secretary of Defense (Installations and Environment) OUSD (AT&L) memorandum, DoD Integrated (Non-Hazardous) Solid Waste Management Policy, 1 February 2008.

c. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 January 2007.

d. ACSIM memoranda, Sustainable Management of Waste in Military Construction, Renovation, and Demolition Activities, 6 February 2006, and Supplemental Guidance, 11 July 2006.

e. AR 420-1, Army Facilities Management, 12 February 2008

2. Purpose: To provide supplemental guidance for implementing the DoD Integrated (Non-Hazardous) Solid Waste Management Policy (Attachment 1), in accordance with the instructions contained in the Deputy Assistant Secretary of the Army for Environment, Safety and Occupational Health memorandum (Attachment 2).

3. Applicability:

a. This policy applies to all installations, facilities and activities under control of the Active and Reserve Components, to include IMCOM, ARNG, USAR, Army Commands, Army Service Component Commands, and Direct Report Units having installation management responsibilities. It applies to all supported organizations and entities, situated on or operating within the installation boundaries, to include non-RCI Army Family Housing, Defense Reutilization and Marketing Offices, Special Forces/Rangers units, separate medical facilities, warehouses, and industrial facilities, as well as construction or demolition projects, classified as OMA, MILCON, or BRAC, and executed by the installation Director of Public Works, the US Army Corps of Engineers, or other construction agencies.

b. Excepted from this policy are private partnerships and non-appropriated DoD agencies or entities, which while operating on the installation are completely independent of any host installation waste management services. Examples are RCI Housing Partnership, the Defense Commissary Agency (DeCA) and the Army & Air Force Exchange Service (AAFES). Although these organizations receive separate funding and have their own reporting requirements, they should be invited to make use of the installation solid waste and construction and demolition (C&D) wastes management services. DeCA and AAFES could add their waste management statistics to an installation's annual report data to ensure more comprehensive reporting. The installation planning, engineering, solid waste/recycling and environmental staffs must champion the cause for sustainable waste management.

4. Definitions: The definitions contained in the attachment to the ADUSD (I&E) 1 Feb 2008 memorandum apply as supplemented below:

Diversion – Include only the waste materials that ordinarily would have been disposed in a landfill or incinerated, but for the intervening diversion action. Do not include items such as:

- Grass clippings left on the mowed area. Rationale: grass clippings, if bagged are usually composted but not land filled. Most locales ban grass clippings from being deposited in landfills.
- Top soil / excavated earth. Rationale: except for when used as daily cover, soil is never deposited into valuable landfill space, but rather used as fill materials for grading projects. Disposal of contaminated soil would not be handled as either solid waste or C&D wastes.
- Waste to energy. Rationale: W-T-E, although an acceptable method of disposal, and in some cases the only practicable or economic option, is ranked third from last in the DoD ISWM hierarchy, and does not count as diversion towards the solid waste goal, IAW the policies of the Office of the Federal Environmental Executive. However, It is applicable in the energy reduction goals EO 13423, as promulgated by the US Department of Energy.

5. Requirements:

a. Implement Integrated Solid Waste Management - Installations will incorporate into their AR 420-1 required Integrated Solid Waste Management (ISWM) plans, the diversion goals of 40% solid waste and 50% C&D to be achieved by 2010, and the DoD guidelines which are an attachment to Reference 1.b. All ISWM plan changes must be made no later than 3 November 2008 and a status report provided to OACSIM of command compliance by 28 November 2008. ISWM plans may be amended to reflect the new metrics pending the next scheduled plan update. Guidance on

ISWM plan preparation is available from the Army Engineering and Support Center, Huntsville and the Army Center for Health Promotion and Preventative Medicine. Huntsville's TECHINFO website has an electronic template for tailoring an ISWMP: http://www.hnd.usace.army.mil/techinfo/CPW/pwtb.htm. USACHPPM guide, TG-197, is at: http://chppm-www.apgea.army.mil/documents/TG/TECHGUID/TG197.pdf.

b. Continuous Improvement – Installations, regions or commands, which have attained the 40% solid waste or the 50% C&D diversion goals ahead of schedule will continue to make continuous improvement, with an aspirational target of 1% improvement over the previous year's diversion rate as reported in SWARWeb.

c. Waste Prevention and Recycling Programs - In accordance with EO 13423, all installations and facilities will have and maintain cost-effective waste prevention and recycling programs. Installations will have a Qualified Recycling Program or participate in a recycling program, as an integral part of the solid waste management program and a tool for maximizing diversion or recovery of recyclable materials from the non-hazardous solid waste stream. Some installations, which are either in remote locations or too small to have a cost-effective waste prevention or recycling program, will manage their wastes in the most efficient and effective manner with the means at their disposal.

d. Construction & Demolition Wastes - All military construction, major renovation, and demolition activities shall include C&D waste management requirements in the solicitation documents, IAW reference 1.d. For example, contract bid specifications should reference the Unified Facilities Guide Specifications for demolition work and for the selection of methods for the reduction, reuse, and recycling of demolition wastes, or in the case of MILCON Transformation, the request for proposals should require a minimum target of 50% diversion.

e. Economic Analysis/Market Research – Decisions on what to recycle or what NOT to recycle, and well as methods of collection, sorting and processing must be based on current and thorough research, an understanding of markets and the materials recycling industry. Recycling program managers must have a firm foundation in economic analysis, good business sense, and be always open to new opportunities.

f. Minimum Reportable Quantities – A minimum quantity of 1.0 tons per day generation at a site or separate activity is required before reporting. This threshold was established for National Guard and Army Reserves, because many training centers do not generate enough wastes for service contractors to provide weight measurements and there have been a lack of trained support staff to make valid estimates. Since retaining the 1.0 ton per day minimum criterion would result in perpetually under-reporting by the Army, the Guard and Reserves headquarters must take steps to

develop tools, which are credible and reproducible for approximating waste generation and diversion. Therefore, beginning with the FY 2009 annual report, the Army National Guard and the Army Reserves will begin to aggregate and report their waste management data on a State-by-State basis for the Guard and a Regional Readiness Command basis for the Army Reserves, such that over the next five (5) years, 100 percent of the solid wastes and C&D wastes quantities are captured and reported.

6. Reporting:

a. Responsibilities - The installation has primary responsibility to ensure correct non-hazardous solid waste and C&D waste data for all activities occurring within the boundaries are reported, unless otherwise exempt. It is the duty of the generators of non-hazardous solid waste and C&D wastes to ensure that complete and accurate waste information is provided to the installation point-of-contact in a timely manner for reporting in SWARWeb. The installation should ensure that construction or major renovation bid documents include requirements for the government representative and the contractor to adhere to the installation's waste management requirements of minimum diversion and accurate and timely reporting. The installation should also ensure that its waste management program officials are included at construction pre-bid conferences and contract pre-mobilization meetings to re-enforce the installation's sustainable waste management regulations and reporting requirements.

b. SWARWeb – Army Installations will ensure that solid waste management and C&D activities and quantities are captured and reported in the Solid Waste Annual Reporting System, Web-version (SWARWeb). End of fiscal year data must be inputted by mid-November each year to ensure the roll-up of Army data and the validation process is completed before the OSD deadline. A change is being implemented to move to semi-annual reporting, beginning in 2009. SWARWeb is accessible via the Army Environmental Reporting Online (AERO) portal at https://aero.aqpea.army.mil. New users must request a USER ID before access to the system is authorized. The enclosure to Reference 1.d. provides C&D diversion data reporting requirements for use in SWARWeb. An on-line tutorial for new SWARWeb users is available.

7. The OACSIM POC is Mr. William F. Eng, william.eng@us.army.mil, 703-602-5827.

Attachments:
1. ADUSD (I&E) OUSD(AT&L) memorandum, DoD Integrated (Non-Hazardous) Solid Waste Management Policy, 1 February 2008
2. DASA (ESOH) OASA (I&E) memorandum, Achieving the Goals of the DoD Integrated (Non-Hazardous) Solid waste Management Policy, 11 July 2008