NORTHWEST REGIONAL MAINTENANCE CENTER
LOCAL STANDARD ITEM

FY-**17**

ITEM NO: 099-07NW
DATE: **10/6/2016**
CATEGORY: ___I____

1 SCOPE

1.1 Title: General Contractor Solid Waste Management Requirements for Bremerton Naval Complex (BNC).

2 REFERENCES

2.1 Standard Items

2.2 WAC 173-303, Washington Dangerous Waste Regulations

2.3 WAC 173-304, Minimal Functional Standards for Solid Waste Handling

3 REQUIREMENTS

3.1 Manage non-hazardous solid waste as follows:

3.1.1 Obtain government disposition and disposal determination of all waste via the SUPERVISOR.

3.1.2 Segregate salvageable, reusable, and recyclable items, and place in containers designated for each commodity.

3.1.3 Segregate and containerize at the source waste designated as solid waste to prevent spills or discharges to the environment.

3.1.4 Cover and contain all solid waste to prevent it from blowing away and to prevent water run-on or run-off.

3.1.5 Maintain the area around solid waste collection areas clean and free of debris.

3.1.5.1 Dispose of solid waste prior to the end of each work shift in containers specified by the SUPERVISOR.

3.2 Manage Solid Waste Tracking Sheet (SWTS) as follows:

3.2.1 Track disposal of solid waste via SWTS for each accumulation container shipment.

3.2.2 If scales are not available, calculate the weight based on the formula provided in the Monthly Project Waste Summary

Report (e.g., 3 cubic yards multiplied by 250 = 750 pounds). The SWTS shall be summarized monthly on the Monthly Project Waste Summary Report.

3.2.3 Submit the Monthly Project Waste Summary Report package to the SUPERVISOR no later than the tenth calendar day of the following month.

3.2.4 Ensure the transporter has the SWTS (face-to-face hand-off) before leaving the BNC (Note 4.5).

3.2.4.1 In the event that a face-to-face hand-off is not possible, firmly affix a clear (no colors) waterproof envelope to the front left corner of the accumulation container (a zipper sealed bag duct-taped to the box, is acceptable).

3.2.5 Inspect the accumulation box at the end of the shift but prior to pick-up.

3.2.6 Complete the applicable portion of the SWTS, and place it in a waterproof envelope.

3.2.7 Do not allow waste transport without SWTS in the envelope.

3.2.8 Empty containers of solid waste at least once per week, unless otherwise authorized by the SUPERVISOR.

3.2.9 Contained and cover all solid waste during transport to prevent littering.

3.2.10 Leave all areas clean at project completion.

3.2.11 Do not dispose of solid waste at any site that has not been approved by the SUPERVISOR prior to removal from the worksite.

3.2.12 Comply with all federal, state, and local laws when disposing of solid waste.

3.2.13 Ensure solid waste is not hauled to any facility unless it is permitted to handle that type of waste.

3.2.14 Ensure vehicles and haulers used for the transportation of solid waste are permitted, licensed, or otherwise approved by the applicable County Health District(s).

3.2.15 Submit a completed “Waste Disposal Application” to Code 106.33 for review/approval and joint signature, via the SUPERVISOR if the contractor is to dispose of solid waste at the local transfer facility (Note 4.6). When required by the receiving facility.

3.2.16 Comply with all local testing requirements for solid waste disposal.

3.3 Manage oily waste as follows:

3.3.1 Accomplish the requirements of 2.1 for Used Oil for management of oily waste water.

3.3.1.1 Label oily wastewater containers with an ID label, marked with the words “Oily Wastewater”.

3.3.2 Accomplish secondary containment requirements of 2.1 for oily waste containers.

3.3.3 Manage other used oil and oily wastewater based on its designation and direction on the E-WIS.

3.4 Manage disposal of Ultra High Pressure (UHP) non-skid waste per 3.1, 3.2, and as follows:

3.4.1 Provide all containers required for the on-site management as well as the off-site disposal of the waste.

3.4.2 Submit an E-WIS for pre-designation of non-skid solids (with water) and an E-WIS for non-skid solids (without water).

3.4.2.1 In block 18, mark the “Contractor-Arranged” box and identify the transporter and disposition facility. For pre-designation, block 18 does not have to be completed, but the E-WIS must be re-submitted with this information prior to disposal.

3.4.3 Containerize non-skid waste to prevent spills or discharges to the environment.

3.4.4 Maintain the collection area clean and free of debris.

3.4.4.1 Track disposal in accordance with 3.2. For shorter duration upkeeps and Carrier Incremental Availabilities, the Waste Summary Report shall be submitted as agreed upon by the contractor and the SUPERVISOR.

3.4.4.2 Empty containers no less than once per week, or as otherwise permitted by the SUPERVISOR.

3.4.4.3 Ensure the waste is contained and covered during transport.

3.5 Dispose of hydro blast pressure washing wastewater from CHT tank and piping system cleaning at 10,000 psi or above.

3.5.1 Submit an E-WIS for pre-designation of CHT Hydro blasting wastewater.

3.5.2 Collect hydro blasting wastewater into collection tanks.

3.5.3 Allow solids/sludge to settle to bottom of tank and separate the solids/sludge from the wastewater by pumping the wastewater to another tank.

3.5.4 Collect a sample of the waste water and provide to the SUPERVISOR for testing (Note 4.7).

3.5.5 Disinfect wastewater with 200 ppm Sodium Hypochlorite liquid bleach solution (Note 4.8).

3.5.5.1 Thoroughly mix the wastewater and bleach solution for 30 minutes.

3.5.6 Coordinate with Shop 99 to send disinfected hydro blasting wastewater to Oily Water Treatment System (OWTS) for treatment when informed by the SUPERVISOR that the testing is satisfactory.

3.5.7 Remove from the BNC prior to cleaning any residual solids/sludge from the tanks (see paragraph 3.8).

3.6 Dispose of pressure washing CHT waste water (>150 PSI to < 10000 PSI).

3.6.1 Submit an Electronic Waste Information Sheet (E-WIS) for pre-designation of Pressure Washing CHT wastewater. Identify any degreasers or other additives used in the process.

3.6.2 Collect pressure washing waste water into collection tanks.

3.6.3 Allow solids/sludge to settle to bottom of tank and separate the solids/sludge from the wastewater by pumping the wastewater to another tank.

3.6.4 Collect a sample of the waste water and provide to the SUPERVISOR for testing (Note 4.7).

3.6.4.1 Transport waste water off site to an approved facility for disposal if informed by the SUPERVISOR that the waste water is not treatable at the OWTS.

3.6.5 Disinfect wastewater with 200 ppm Sodium Hypochlorite liquid bleach solution. (Note 4.8)

3.6.5.1 Thoroughly mix the wastewater and bleach solution for 30 minutes.

3.6.6 Coordinate with Shop 99, via the SUPERVISOR, to transport wastewater to the OWTS after SUPERVISOR notification that the testing is satisfactory.

3.6.6.1 Do not transport to OWTS if degreasers were used during the pressure washing process.

3.6.7 Remove from the BNC prior to cleaning any residual solids/sludge from the tanks (see paragraph 3.8).

3.7 Dispose of sea growth and raw sewage solids.

3.7.1 Dry sea growth out as much as possible either before or after removal.

3.7.1.1 Add kitty litter to absorb any residual liquid residue.

3.7.1.2 Mark the bag with the words “Sea Growth” to identify the contents.

3.7.2 Add kitty litter to absorb any residual free liquid in raw sewage solids (Note 4.9).

3.7.2.1 Mark the bag with the words “Raw Sewage Solids” to identify the contents.

3.7.3 Coordinate with NAVFAC, via the SUPERVISOR, to ensure the container will be removed from the BNC within 24 hours to keep odors at a minimum.

3.7.3.1 Double-bag to discourage vectors and reduce down odor.

3.7.3.2 Place bags in the Solid Waste Common Trash dumpsters.

3.8 Dispose of CHT Piping from CHT Systems per direction on the returned E-WIS.

3.8.1 Solids from this piping shall be handled as raw sewage solids per 3.8.2.

3 Notes

4.1 Local Standard Item Requirements apply to Prime Contractors and their subcontractors.

4.2 The SUPERVISOR will consult with PSNS & IMF, Code 106 for clarification of any requirements specified in this local standard item.

4.3 Definitions.

4.3.1 Dangerous Waste. Waste as defined as dangerous waste under WAC-173-303. This includes, but is not limited to, hazardous waste, extremely hazardous waste and state-only dangerous waste (definitions may be found in WAC-173-303).

4.3.2 Hazardous Materials. Any material, which by virtue of its potentially dangerous nature (e.g., toxic, flammable, corrosive, oxidizing, irritating, sensitizing, reactive) requires controls in its use, packaging, handling, storage, or stowage to assure safety to life and property. This definition is intended to apply to proprietary industrial, commercial, or locally prepared blends, mixtures, formulations or compounds of gases, liquids and solids intended for use at the job site.

4.3.3 Sanitary Wastes

4.3.3.1 Sewage. Black water or grey water characterized as domestic sanitary Sewage and normally discharged through domestic sanitary sewage systems.

4.3.3.2 Black Water. Human body wastes and the wastes from toilet and other receptacles intended to receive or retain body wastes.

4.3.3.3 Grey Water. Discarded water from drainage systems (excluding rainwater), sinks, showers, dishwashers, laundries, and garbage grinders.

4.3.4 Solid Waste includes rubbish, problem wastes, garbage and other discarded solid, semi-solid and liquid materials (except dangerous/hazardous wastes, asbestos, PCBs) resulting from industrial, commercial, and agricultural operations and from community activities. The term "solid waste" may also be referred to as "non-dangerous/hazardous solid waste".

4.3.4.1 Rubbish. All non-putrescible, non-painted wastes such as paper, boxes, glass, crockery, metal, lumber, and cans.

4.3.4.2 Garbage. Any solid scraps resulting from preparation, cooking, dispensing, and consumption of food.

4.3.5 Liquid Wastes. Liquid wastes that are designated solid waste and that are not permitted to be disposed of at a municipal solid waste landfill because of its liquid state.

4.3.6 Problem Waste. Waste defined as problem waste in WAC-173-304. The County Health Department may have a more stringent definition, which must be adhered to.

4.4 Bremerton Naval Complex (BNC) includes Puget Sound Naval Shipyard & Intermediate Maintenance Facility (PSNS&IMF) Bremerton site and Naval Base Kitsap (NBK) at Bremerton.

4.5 The transporter removes the SWTS from the envelope, signs on the appropriate line, and provides it to the receiver for signature at the disposal site. The receiver completes their portion of the SWTS and returns it to the contractor.

4.6 The completed SWTS will need to be presented to transfer facility personnel before the waste will be accepted.

4.7 The tank has to be thoroughly mixed to ensure a representative sample is collected.

4.8 200 ppm = 2 gallons of 10% Sodium Hypochlorite liquid bleach for every 1,000 gallons of wastewater or 4 gallons of 5% Sodium Hypochlorite liquid bleach for every 1,000 gallons of wastewater.

4.9 Raw Sewage Solids do not require an E- WIS or Waste Stream Number.

ATTACHMENT A

SOLID WASTE MANAGEMENT

Common Industrial Waste Streams and How to Manage Them

Common Office Type Waste Streams and How to Manage Them

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Remember:	• You cannot throw anything (i.e., waste) away without a designation! • All waste must be designated by submitting an Electronic Waste Information Sheet (E-WIS) to Code 106.33 (unless otherwise specified in this table or by your Project ESH Manager) even if it is **not** hazardous waste. • **YOU** are responsible for filling out an E-WIS for each waste stream you originate. • Whenever possible, have waste pre-designated by Code 106.33 before you start your job. • Manage waste per the instructions written on the returned E-WIS. • Bag color restrictions at the facility: ➢ **BLUE** – Asbestos or asbestos-containing only ➢ **RED** – Infectious medical waste ("Bio-Hazard") ➢ **YELLOW** – Radiological Controls (RadCon) **COMMON TRASH:** The term used at the Bremerton Naval Complex (BNC) for non-hazardous waste that is not reusable or recyclable, and not designated as asbestos waste, dangerous/hazardous waste, food waste, landfill-controlled/problem waste, liquid waste, medical waste, mixed waste, PCB waste, radioactive waste, or any combination thereof. Common items found are: • **Cloth:** Uncontaminated rags, head gear, rope, twine, canvas, tarps, etc. • **Glass:** Beverage bottles, food jars, broken picture glass, windows, cases, etc. If broken, protect from personal cuts and injury during handling. • **Inert Office Materials:** Pencils, pens, tape dispensers, paper clips, staples, binders, diskette holders, tape, rubber bands, etc. Reuse whenever possible. Binders and folders can be recycled, see Paper: General in the Office Type Waste section. • **Lunch Room Waste:** Food wrappers, utensils, food stuff (half-eaten sandwich, banana peelings, etc.), napkins, bags, cartons. Other food related items like aluminum, metal, glass, or plastic type cans, jars, bottles, or containers can be recycled. • **Paper Products:** White or colored papers, envelopes, direct mailings, coated papers, file folders, unbleached papers, post-it notes, etc. Recycle whenever possible and per recycling guidelines posted at collection centers. See Paper: General in the Office Type Waste section. NOTE: You can also recycle NOFORN, FOUO, Privacy Act, or Business Sensitive papers in paper recycling containers. ▪ **Personal Care Items:** including combs, brushes, toiletries, cigarette butts, shampoo bottles, cotton swabs, etc., ▪ **Plastics:** Wrappers, plastic bags, cases, uncontaminated tarps, shrink wrap, etc. Recycle whenever possible and per recycling guidelines posted at collection centers, especially empty beverage containers. ▪ **Wood:** Unpainted, untreated, wooden poles, handrails, wedges, scraps, sawdust, furniture fixtures, etc. Reuse or recycle whenever possible.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Abrasive Blasting Materials, Spent	This category consists of silica sand, sandblast grit, garnet blast grit, steel shot, non-skid, and material being blasted (paint, metal, insulation material, etc.). • To be **recycled**, the grit or steel shot must be designated by Code 106.33, dewatered, and free of trash. Arrangements must be made by the originator with Shop 99HM (call 476-7777) for disposition of grit. • To be **disposed** in the landfill, the grit must be designated as non-hazardous by Code 106.33 (the TCLP metal constituents are below dangerous waste levels), have an approved Waste Disposal Application, and be dewatered. • If it is designated as **hazardous**, manage waste per the requirements stated on the returned WIS.
Battle Lantern Batteries, Used, 6-Volt	These batteries are usually managed as a Universal Waste. Submit a Waste Information Sheet (WIS) to Code 106.33 for designation and manage waste per the requirements listed on the returned WIS. Please provide an MSDS or manufacturer information whenever possible when submitting the WIS. **NOTE: Used non-consumable batteries, i.e. car or emergency light batteries are recycled at Building 978.**
CHT: Calcified	See "*Organic Material: Raw Sewage Solids*". NOTE: Code106.33 would NOT get an E-WIS for this (no different than a dead bird, rat, etc.)
CHT: Piping from CHT Systems	If Code 106.33 has designated the piping as non-hazardous and the piping can be disposed of or recycled, observe the following: • If the piping is "smelly," there is visible residue, or you can't see through it due to bends in the pipe, flanges, etc., securely bag or cap the ends, label as "sewage," and dispose of in 40-cubic-yard dumpsters for common trash. • If the piping is from a well-chlorinated system and there is no visible residue (you can see through both ends of the pipe), take the CHT labels off and recycle the metal.
CHT: Raw Sewage Solids	See "*Organic Material: Raw Sewage Solids*".
CHT: Spill Clean-up	When a spill happens, call 911. This substance is a health hazard and must be handled accordingly. CHT (sewage) spill clean-up waste must be placed into drums and solidified with an absorbent substance.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
CHT: Spill Clean-up Residue	When a spill happens, call 911. This substance is a health hazard and must be handled accordingly. CHT (sewage) spill clean-up residue (i.e., small amounts of CHT cleaned up with kitty litter) must be bagged before placing in the dumpsters. Free liquids are **not** allowed.
Common Trash: General	Refer to the definition of common trash and the completed WIS for Waste Stream 985-0001. If what you have is an item listed there and your code, shop, or project is listed as a Waste Originator, it has already been designated by Code 106.33. If working on a project, it may need a different waste stream number. ***Remember:*** Reuse or recycle what you can first (see other headings on your left for your item). Bag waste (being careful to observe bag color restrictions). Determine if marking is required. Although a label is not required for common trash, ask yourself: "If a person did not work here, would they know what the waste inside the bag is, and would they know it was not hazardous?" If the answer is "no," label or at least legibly mark the bag for identification. Place into the appropriate dumpster.
Construction/ Demolition Debris	Do not assume this is common trash! Waste streams to be generated from the demolition process should be identified via a WIS to Code 106.33, and designated **prior to assignment** of work. If there are suspected or known contaminants, this information must be provided to Code 106.33 on each WIS. Code 106.33 will sample if required to support waste designations and assignment of waste streams. Manage each waste stream to be generated per the applicable waste management plan and the returned WIS.
Cooking Grease, Used	A sales contract for recycling used cooking grease is in place. DO NOT PUT USED COOKING GREASE IN ANY DUMPSTER!! Manage this recyclable item as follows: • Contact Shop 99HM at 476-7777 to request drums for used cooking grease. They will provide the drums and necessary secondary containment to collect any overflow that might occur. • Use ID Label, PSNS&IMF 5090/82, provided by Shop 99HM and identify the contents as "Used Cooking Grease." Place on the side of the drum, toward the top, where it can easily be seen. • It is the responsibility of the originator of the grease (i.e., ship, club, etc.) to ensure the accumulation drums and secondary containment areas are kept clean. • Do not put **anything** other than cooking grease into the accumulation drum. • When one accumulation drum is full, contact Shop 99HM again to exchange it for an empty drum. Because time must be allowed for response, it is highly recommended that the call be made **before** all of the drums are full. • If you are vacating a space (whether on the pier or in a building), it is imperative Shop 99HM is contacted to pick up the grease container(s) and secondary containment **prior** to your departure.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Drums, Steel, Empty	The BNC has a recycling contract for empty, open top and bung top, 55-gallon steel drums with lids and bands that do not designate as extremely hazardous waste (EHW). Take them to Shop 99HM for accumulation (even though they are not HW). When a truckload of drums has accumulated, Shop 99HM will notify the RMTS for pick-up via the recycling contractor.
Electrical Cable	All types of electrical cable are sent for recycling under the PCB cable recycling contract. We do not test this cable for PCB, asbestos, or heavy metals because the receiving facility is permitted to receive cable containing these contaminants. **There is no longer an electrical cable sampling requirement.** Contractors shall place their cabling into marked containers on the projects (as directed by the ESH Manager).
Fluorescent Tubes	Fluorescent tubes contain varying amounts of mercury causing them to designate as a hazardous waste. Manage and dispose of waste tubes as Universal Waste as detailed on the returned WIS.
Hoses, Rubber	Submit a WIS to Code 106.33 for designation of this waste.
Hull, Wash Water	You must notify Code 106.32 prior to starting work. If water pressure is less than 150 psi, hull wash water may go to the dry dock floor. For water pressures greater than 150 psi, refer to Local Standard Item 099-005NW paragraph 3.3.
Lighting Ballasts: Non-PCB	Lighting ballasts that are marked non-PCBs can go to general trash via the WIS process. Ballasts that are not marked Non-PCBs shall be designated by Code 106.33 and disposed of according to the returned WIS.
Mattresses from Submarines and Ships	Provided they have not been used in the hospital/infirmary areas, mattresses will be sold through DLA without health certification. Contact DLA at 476-7441 to see if a market is available for the mattresses and follow these procedures: • Contact NAVFAC NW, PRK33 for delivery of flat bed or van trailer. • Palletize lengthwise in groups of 20 mattresses, taking care to stack them evenly. **Immediately cover the stack with plastic to ensure no rainwater can come in contact with the mattresses during transport or storage.** • Using rope, tightly secure the stack to the pallet. • Take a mattress count and with help from DLA, completely fill out a turn-in document, DD 1348-1A. • Place the pallet(s) on the vehicle. • Contact NAVFAC NW, PRK33 to request scheduling for pickup and delivery to the DLA Fort Lewis transfer site, Building 513.
Medical Waste	Call Naval Base Kitsap Environmental Office at (360) 476-6614 for disposal instructions.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Metal: Cadmium-Plated Fasteners	These are **not** required to be managed as hazardous waste if they are properly managed as a recyclable material. These fasteners are a type of steel with particular storage requirements. Accumulate in a sealable container and take to the RMTS.
Metal: Carbon-Arc Electrode Ends	These rods are only 15 percent copper. When they are expended, there is not enough copper to reclaim. Dispose per guidance provided on the returned WIS.
Metal: Compressors with Motors Removed from Refrigeration Units	These **must** have the Freon and oil removed prior to turning in for scrap metal recovery at the Reutilization Material Transfer Station (RMTS). The Freon must be reclaimed by certified reclamation personnel. Drain the oil, following the oil handling procedures as indicated on the returned WIS. Seal the ends of the compressor oil lines. Contact RMTS for help in filling out a Material Delivery Record (MDR) which must be submitted with the units being turned in. On the MDR, use "copper-bearing metal scrap" as a description. Add the following additional verification to the description block: "Freon and Oil have been removed". Turn in to the RMTS.
Metal: Steel Containing Fillers	Steel containing fillers (e.g., syntactic foam, coal tar, pine tar, or asphalt varnish) are now recycled on a special contract. Keep separate from other metals.
Metal:	Steel shot is recycled through RMTS unless it has been used to remove PCB contaminated material. Contact Code 106.33 for disposal of steel shot with PCB.
Metal: Welding Rod Ends	With the exception of carbon rod stubs (i.e., carbon arc electrodes) and thorium-tungsten rod stubs, welding rod ends will be segregated into two categories: ferrous and non-ferrous. • If metals are normally accumulated in your area, you may place the **ferrous** rods in the container holding **light steel** and the **non-ferrous** rods in the container holding **non-ferrous metals.** • Using an MDR, identify the ferrous rod ends as "light steel." If non-ferrous, identify them as "non-ferrous welding rod ends." Turn rod ends into the RMTS.
Oil-Contaminated Items	Example: Oily rags. Do not just throw these away! They are controlled by Shop 99HM; and designated via the WIS submittal process.
Oil, Used	Used oil is recycled. Submit a WIS for your used oil and follow directions provided by Code 106.33. When it does not meet the criteria, it must be managed and disposed as a hazardous waste.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Organic Material: Raw Sewage Solids	• Where free liquid is still present, add kitty litter to absorb the liquid. • Double-bag (this is done to discourage vectors and cut down of the smell). • Mark the bag with the words "Raw Sewage Solids" or "Calcified CHT", whichever applies, to identify the contents. • Place bag in the common trash dumpster. • Make prior arrangements with NAVFAC NW, PRK33 Dispatcher, whenever possible, to ensure the container will be removed from the BNC within 24 hours to keep odors at a minimum. • **THIS WASTE DOES NOT REQUIRE A WIS OR WASTE STREAM NUMBER.**
Organic Material: Sea Growth (Marine Growth)	• Make prior arrangements with NAVFAC NW, PRK33 Dispatcher, to ensure the container used to accumulate sea growth will be removed from the BNC within 24 hours (to keep odor at a minimum). • Dry the sea growth out as much as possible, either before or after removal. Where free liquid is still present, add kitty litter to absorb the liquid residue. • Double-bag (this is done to discourage vectors and cut down on the smell). • Mark the bag with the words "Sea Growth" to identify the contents. • Place bag in the common trash dumpster. • **THIS WASTE DOES NOT REQUIRE AN E-WIS OR WASTE STREAM NUMBER.**
Polypropylene Shipboard Non-Skid	See "*Abrasive Blasting Materials, Spent*".
Respirator Cartridges	• When respirator cartridges are used in work areas generating dust which may be contaminated with lead, asbestos, and/or PCB: Manage spent units per the requirements that apply to the particular contaminant, along with other disposable Personal Protective Equipment (PPE) items used on the job. Check your WIS! Contact Code 106.33 via your Project ESH Manager if you need additional information.
Wastewater	Contact Code 106.32 for additional information.
Wire Rope (or greased metal cable	• When removing worn wire rope from its place of origin (such as replacing catapult cable), wind the old cable (wire rope) onto an empty reel, wrap with Herculite and seal. Then with help from DLA, fill out a DD 1348-1A (Jul 91) form, and turn in to DLA for resale. Wire rope may be used for another purpose where MIL-SPEC strength is not as crucial. An MSDS representing the grease must accompany the document. • When wire has been removed and there is no reel available, wipe it **clean**, cut it up into 6-foot lengths, put them in drums, and turn in to the RMTS. **The cable MUST be clean** or it will not be acceptable for recycling. Contact the RMTS Scrap Metal Coordinator at 476-7338 via the Project ESH Manager or Contract Representative for assistance.

ITEM	HOW TO MANAGE IT
Wood with Coal Tar	Wood with coal tar was used, before syntactic foam was invented, in many parts of ships and submarines (e.g., diving planes, rudders, etc.). When this wood is removed from the void spaces it cannot be recycled. Manage this waste as directed in your waste management plan and the returned WIS. **NOTE**: If wood with coal tar is left in the void space, it may be recycled with the metal. See "*Metal: Steel Containing Fillers*".
Wood: Empty Wooden Cable Reels	Leave intact if it is less than or equal to 4 feet in diameter. If greater than 4 feet in diameter, disassemble the reel; place the wood in a 40-cubic-yard dumpster for wood recycling, and the hardware in the applicable metal recycling container.
Wood, Used: General	Until further notice, used wood (with the exception of usable pallets) may be placed in 40-cubic-yard dumpsters provided for recycling. **Do not** place wood in the smaller dumpsters.
Wood: Pallets	After you have inspected your areas and determined which wooden pallets are no longer of use, send the pallets to Building 513. It is helpful, although not required, to segregate them into two stacks, hard wood and soft wood, at the point of origination. Soft wood pallets may be used to palletize other material destined for turn-in to DLA Fort Lewis. All commercial and non-standard DOD pallets shall be turned in, regardless of condition or size. A DD 1348-1A is not required when returning pallets. • Code 580.2 has the responsibility for storage, repair, and disposition of all pallets. Building 513 personnel perform the following: Segregate commercial vendor pallets from BNC pallets and return commercial pallets to provisionary who supports the home ported ships; transfer serviceable pallets to stock for subsequent issue and reuse; and send repairable pallets to the repair yard. In addition, uncontaminated pallets beyond repair are held for subsequent pickup by the wood recycling contract or placed in a 40-cubic-yard "Common Trash" dumpster. • **Remember**: Do not place damaged wooden pallets in 8-cubic-yard "Common Trash" dumpsters. They will damage the compaction equipment.
Wood, Used: Treated	Fire retardant wood (and/or Merch Wood) is now recycled. See "*Wood, Used: General*" for disposal instructions.

ITEM	HOW TO MANAGE IT
Zinc Anodes	Zinc anodes, whether new or used, shall **not** be exposed to the environment while waiting for disposition. Cover with water resistant material to prevent storm water run-off when it rains. Used zinc anodes are a recyclable metal and shall be taken to RMTS for processing. Zinc anodes will be: • Placed on an appropriate weight bearing pallet, covered to protect from weather, and ID Label attached for identification or • Placed in a 55 gallon container, lid installed to protect from the weather, and ID Label attached to drum for identification. • Used zinc anodes will have the words “Used Zinc” written on the ID Label. • New zinc anodes will have the words “New Zinc” written on the ID Label. • Used zinc anodes going to RMTS will also have the Project number, contractor name, and contact number written on the container(s) or package(s).

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Cardboard: Non-corrugated	Non-corrugated cardboard, also called "chipboard," is recyclable and should be placed in the **PAPER RECYCLING CONTAINERS**. Types of non-corrugated cardboard are cereal boxes, frozen dinner boxes, soda boxes, paper clip boxes, folders, etc.

Corrugated Cardboard	When you cut through a piece of corrugated cardboard, so you have a view of the inside, you will see a sandwich effect: a wavy layer in the middle and a straight layer on the top and bottom. This is what almost all large boxes are made of, and is the type of cardboard that is recycled in the **CARDBOARD RECYCLING CONTAINER**.
	
	• Flatten corrugated cardboard and place in the designated and marked collection container. **DO NOT PUT OTHER ITEMS IN THE CARDBOARD RECYCLING CONTAINER.**
	• If the container is full, place on a pallet large enough to hold the flattened cardboard and place **next** to the accumulation container. If you know your Recycling Coordinator, ask them to contact the Recycling Hotline. If you don't know your Recycling Coordinator you must call the Recycling Hotline and let them know the container is full and you have additional cardboard on a pallet.
	• Cardboard with plastic coating or contaminated with food is not recycled because the process machinery will clog when those substances are present.
	  ➢ Place food-contaminated cardboard (e.g., pizza boxes) in either the common trash or the food waste dumpster (preferably toward the bottom if possible).
	  ➢ Please ensure the cardboard is flattened prior to placement in the dumpster. The flattening procedure reduces the space the cardboard takes up in the dumpster and allows easier compaction of the dumpster contents.
	• **Additional note**: Pizza boxes are **not** recyclable due to contamination by foodstuffs. Put in FOOD WASTE container.

Glass Containers	**GLASS CONTAINERS SHOULD BE RECYCLED!** Glass containers are being recycled in the same recycling and collection container as aluminum cans. Please rinse out glass containers before putting in the aluminum can recycling container. **If facilities are not available,** rinsing is not required. Color (clear, brown, green, blue, etc.) of the glass container does not matter.
Laser Printer Toner Cartridges	Used laser toner cartridges should be recycled. Unwanted cartridges are recyclable and should be placed in the **TONER RECYCLING CONTAINER** located on the loading dock platform in front of Building 997.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Metal: **Empty Aluminum Beverage Cans**	**EMPTY ALUMINUM BEVERAGE CANS SHOULD BE RECYCLED!** **DO** one of the following: • Take your empty aluminum beverage cans home (and recycle), **OR** • Accumulate them in the contractor-provided accumulation container located in the designated contractor's accumulation area for recyclables, **OR** • Own the process: Collect and accumulate the cans in a container provided by you and not located in the contractor's designated accumulation area, take the cans to a buy-back center. Do not remove the liners or cans within the liners from the contractor's accumulation containers (this is considered "stealing" and is punishable by law). IF your group has chosen to accumulate and collect empty beverage cans yourselves, and you have a contractor-provided container that you are not accumulating cans for contractor pick-up, please call the Recycling Hotline and ask that it be removed from your area. BUT please make sure that everyone knows where YOUR container is located.
Paper: **General**	**PAPER SHOULD BE RECYCLED!** • Paper recycling and accumulation is very simple. Information should be posted inside the paper recycling container lid or somewhere near the area. The current contract allows accumulation and recycling of all acceptable paper products in one container, and is called "Mixed Paper". • Items that are considered Mixed Paper and can go in the paper recycling bins are: ➢ Colored paper ➢ Envelopes (including ones with windows and padding) ➢ Carbonless paper ➢ Paper ream covers ➢ Magazines and Newspapers ➢ Construction paper ➢ Folders ➢ Non-corrugated cardboard • **Individual** accumulation containers (what you use at your desk) are neither required to look official nor must they be made in any particular way. An example of a common accumulation container is an empty box that used to hold copy paper. They fit nicely under the desk. You, the originator, are responsible for taking the paper from your individual container and placing it in the designated recyclable paper accumulation area in your building/outside area. • **For information concerning security-sensitive papers, contact the Security Department for instructions.** • PSNS & IMF has an "All Shred" policy for paper waste. Place all government produced paper in the lockable paper recycling receptacles. Commercially produced paper (e.g., newspapers and magazines) is encouraged to be shredded also to avoid mishandling.

COMMON INDUSTRIAL / OFFICE WASTE STREAMS AND HOW TO MANAGE THEM

ITEM	HOW TO MANAGE IT
Plastic: Empty Plastic Containers	**LOTS OF PLASTICS ITEMS ARE NOW RECYCLABLE!** • Accumulate empty **PLASTIC** containers in the same accumulation container as the empty **ALUMINUM** beverage containers. **If facilities are not available,** rinsing is not required. • The only segregation requirement is to be sure that what you are putting in the accumulation container is one of the described categories of plastics below (examples for each type of plastic is also given): ➢ **#1 PET:** Plastic drink containers must be emptied (i.e., void of contents). Remove the cap and dispose as common trash. Oven-ready meal trays. ➢ **#2 HDPE:** Frosted white (natural-color) plastic milk and juice containers must be emptied (i.e., void of contents). Remove the caps and dispose as common trash. Yogurt, margarine tubs, cereal box liners, detergent bottles, and grocery, trash and retail bags. ➢ **#3 PVC:** Plastic food wrap, vegetable oil bottles, loose-leaf binders ➢ **#4 LDPE:** Dry cleaning bags, produce bags, trash can liners, bread and frozen food bags, and squeezable bottles such a mustard or honey. ➢ **#5 PP:** Ketchup bottles, medicine bottles, aerosol can caps, and drinking straws. ➢ **#7 Other:** 3 and 5 gallon reusable water bottles, tupperware and other kinds of food containers.
Styrofoam: Packing *P-Nuts* Packing Sheets and Molded Packing	We do not currently have a market for packing *p-nuts*. Place in a bag (to keep them from flying everywhere) and dispose as common trash. Packing sheets or molded packing, commonly used when packing equipment or computers is very effective in absorbing shipping shock; however there is no market available for recycling them. Dispose as common trash.