

USACE FINANCE CENTER INTERNAL POLICY: UFC 109**SUBJECT: RECYCLING**

1. **Purpose.** The purpose of this guide is to outline the procedures for recycling in the USACE Finance Center (UFC). This guide applies to all employees, contractors and visitors on site in Millington, TN.

2. **Philosophy.** Recycling is the way of the future not only in our homes but our office environments as well. Not only does recycling save money, it preserves the environment and our health. Estimates show that each man, woman and child produces an average of four (4) pounds of trash every day, almost 1,500 pounds a year. Most of this garbage gets buried in landfills and we are running out of landfill space at an alarming rate. Paper alone makes up about twenty-five (25) percent of many cities' garbage, much of which could be diverted through office paper recycling programs. As many as seventeen (17) small trees are required to make one (1) ton of paper. Recycling slows the strain on our forest resources. Up to sixty-four (64) percent less energy is required to produce paper from waste paper instead of virgin wood pulp. In the case of office paper, the equivalent of almost three (3) barrels of oil is saved for every one (1) ton of paper recycled. The manufacturing of paper from used paper instead of from trees produces nearly sixty (60) percent less air and water pollution. The manufacturing of recycled paper uses only one-half of the water that is required in the manufacturing of virgin paper. The UFC actively supports recycling as many materials as possible. Proceeds will go to the Naval Support Activity Mid-South Moral Welfare and Recreation (MWR).

3. **Procedures.** You may use computer paper type boxes for your recyclable paper. Place it near your desk. When you're through with any paper, simply toss it into the box. There is no need to crumple paper or remove staples – it takes up more space and takes time removing those staples. When your container is full, simply take your box to one of two recycling areas within the UFC. For your convenience recycling areas are located on either end of the building (Room 125 or 152). Please place aluminum cans directly into the aluminum can containers located in the snack and vending area (Room 114). Containers are plastic lined for sanitary purposes. Please empty any excess liquid in the sink prior to placing the cans in the recycling container. Liquids left in cans can contribute to rodents and insects in the work areas, which we all want to avoid.

4. **Acceptable Materials for Recycling:**
 - a. Paper Goods: Please place the following paper and cardboard in separately marked recycling bins located in room 125 or 152:

(1) Computer paper (bond, pin-fed, single sheet, Xerox type,). Colored paper is acceptable.

(2) Envelopes

(3) Newspapers

(4) Magazines and catalogues

(5) Adhesive notes

(6) Adding machine tape

(7) Cardboard (Separately marked bins)

b. Metal and Aluminum goods. Place aluminum/tin in recycling containers marked only as "aluminum". These containers are located in the Snack and Vending (Room 114). Please do not mix paper with the aluminum recycling materials.

(1) Staples

(2) Metal Clips

(3) Aluminum cans

(4) Tin cans

c. Other Goods.

(1) Standard sized wooden pallets

5. Unacceptable Materials for Recycling. Please keep the following contaminants out of the recycling bins:

(1) Plastics

(2) Laser Toner Cartridges

(3) Food

(4) Carbons

(5) Shredded paper

(6) Wet paper

6. **Changes.** This policy letter will be maintained on the UFC LAN. Changes will be made as needed to maintain current policy. POC for this policy guide is Linn Lindsey, x8517.

FOR THE DIRECTOR:

A handwritten signature in cursive script, appearing to read "James R. Greene".

JAMES R GREENE
Deputy Director, Resource Management
USACE Finance Center