



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

MAY 04 2016

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DPW-03 - Net Zero Waste

1. References:

a. Executive Order 13693, Planning for Federal Sustainability in the Next Decade, 19 March 2015.

b. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, 13 December 2007.

c. AR 420-1, Army Facilities Management, 12 February 2008, Rapid Action Revision 24 August 2012.

2. The purpose of the policy is to prescribe and establish guidelines that ensure Joint Readiness Training Center (JRTC) and Fort Polk organizations and individuals take action required to minimize the amount of waste produced and disposed on the installation in support of the Net Zero Waste initiative.

3. This policy applies to everyone who works, lives or visits at the Joint Readiness Training Center (JRTC) and Fort Polk including, but not limited to: Soldiers, resident and rotational units, civilians, contractors, tenants, residents, and visitors.

4. Fort Polk has been identified as a Net Zero Waste Pilot Installation by Assistant Chief of Staff for Installation Management (ACSIM). The installation's challenge is to eliminate waste entering landfills before 2020. Fort Polk is committed to achieving Net Zero Waste. A strong program will be required that includes efforts to refuse, reduce, reuse, recycle, and recover materials. Focused activities will be required to change the culture from one where used materials are considered waste, to one where everything is considered a resource.

5. Participation in the Fort Polk Net Zero program is a requirement. It is everyone's responsibility who lives, works, and plays on Fort Polk to eliminate waste. Commanders and Directors are expected to implement methods and processes to minimize waste. Cradle-to-cradle consideration will be given to the waste stream when purchasing items. While meeting the mission, everyone is responsible to make Net Zero a success at Fort Polk and will:

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a. Reduce the amount of materials required to accomplish tasks, for example through modification of processes, improved housekeeping, use of alternative materials and redesign of products and packaging.

b. Reuse or repurpose of items such that the useful lifecycle of the product can be extended to the maximum amount feasible.

c. Recycle unusable items back into their original commodity. Attention must be given during the acquisition process as to a product's recycled content and ability to be recycled at the end of its useful life.

6. The Garrison Commander has established Net Zero Waste Workgroups. These workgroups will be responsible for implementing the Net Zero Waste projects/actions required to redefine work processes, identify potential resources, and engage the community to set the installation on a glide path to meet the Net Zero Waste goal by 2020.

7. Initial implementation actions have been identified per Appendix A, and everyone is responsible to support these initiatives. Ongoing additional implementation actions and guidance documentation will be detailed as required. Actions will be published upon Garrison Commander approval.

8. All JRTC and Fort Polk personnel will ensure the intentions of this policy are incorporated into all activities conducted on this installation.

9. This policy will remain in effect until superseded or rescinded.

10. Proponent for this policy is the Directorate of Public Works, at (337) 531-4561 or DSN 863-4561.

2 Encls

1. Appendix A – Initial Net Zero Waste Implementation Projects and Related Activities
2. Appendix B – Paper Reduction Approaches



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Commanding

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Appendix A – Initial Net Zero Waste Implementation Projects and Related Activities

1. Reduce Food Waste:

a. The initial focus of this project is to reduce pre-consumer food waste, meaning food that is never served to an individual. Efforts are underway to work with Dining Facility Administration Centers (DFAC) and other dining facilities on the installation to encourage matching the amount of food prepared to the actual need, minimizing the amount of excess food prepared.

b. Current responsibilities to support this initiative include:

(1) DFACs:

(a) Place NO pre-consumer food in trash dumpsters.

(b) If not already placing pre-consumer food in a special container for the solid waste contractor to pick up for composting, work toward this while verifying strict adherence to all laws and regulations.

(2) Other Dining Facilities: Consider food waste and where possible and prudent, find methods to eliminate food waste within financial and regulatory constraints.

(3) Individuals: Consider personal habits related to food waste. Work toward adopting the adage, "Take only what you can eat, eat what you take."

2. Say "NO" to Styrofoam:

a. The intent of this project is to eliminate Styrofoam from entering Fort Polk. This will take time and effort and will not be possible overnight. However, everyone is asked to consider the use of more environmentally-friendly products over Styrofoam where possible.

b. Current responsibilities to support this initiative include Directorates and Major Subordinate Commands (MSC), especially Mission and Installation Contracting Command (MICC) and Logistics Readiness Center (LRC).

(1) When placing orders, consider alternatives to Styrofoam products. When possible within the constraints of requirements and finances, select the more environmentally-friendly product.

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(1) When placing orders, consider alternatives to Styrofoam products. When possible within the constraints of requirements and finances, select the more environmentally-friendly product.

(2) When writing new contracts, consider adding in a NO Styrofoam clause where it can be done without undue cost and still meet the requirements.

3. Reduce / Recycle Packaging Materials:

a. Packaging materials represent a large portion of the volume of waste that enters landfills. This project is focused on reducing the amount of packaging that is received with products at Fort Polk and reusing/recycling that which cannot be eliminated.

b. Current responsibilities to support this initiative include Directorates and MSCs:

(1) Where prudent set up stations to allow collection and reuse of boxes, pallets and packing materials within your organization.

(2) Work with manufacturers, vendors and contractors to responsibly reduce the amount of disposable packaging materials included with their products. Where possible and practical, return packaging material to the vendor for their reuse, recycle.

4. Building Material Salvage to Quality Recycling Program (QRP) – Demolition: Salvaging reusable items from buildings prior to demolishing them is the focus of this project. Efforts will be made to do this in a way that allows the items to be reused appropriately at Fort Polk, or sold through the QRP such that the proceeds can be used for future recycling efforts and/or Directorate of Family and Morale, Welfare, and Recreation (DFMWR) activities. Where this is not possible, the contractors responsible for the actual demolition will be required to ensure that valuable items are reused or recycled.

5. Furniture Repurposing and Recycling Complex:

a. Reuse of furniture is possible today using the Defense Logistics Acquisition Directive (DLAD) process. However, in the future storage areas will be made available to keep no longer needed furniture free from the weather. Efforts are underway to review, document, and possibly streamline the process for turning in furniture and selecting from a reusable inventory. These improvements will be communicated to personnel as they are implemented.

b. Current responsibilities to support this initiative include Directorates and MSCs:

(1) Do not purchase replacement furniture unless there is a true need. This means that usable furniture should continue to be used rather than replaced simply because "there is budget available."

(2) When usable furniture is no longer needed, follow the DLAD process to turn the furniture in for reuse.

(3) When new furniture must be acquired, consideration shall be given as to the recyclability of the item at the end-of-its-life cycle.

6. Reduce Meal, Ready to Eat (MRE) Waste:

a. A large number of MREs are issued in support of the JRTC mission. This project is aimed at reducing the MRE waste.

b. Current responsibilities to support this initiative include MSCs and Rotational Training Units (RTU):

(1) Unopened and usable MREs should be disposed of through proper channels.

(2) Proper, sanitary methods of sharing uneaten MREs and their components should be explored by all units using MREs.

(3) Every effort should be made to request only the required number of MREs that will be consumed. Care should be given to avoid over supplying of MREs to units.

7. Eliminate Battlefield Clutter:

a. In the past, certain locations in the training areas have evolved into accumulation points for unneeded battlefield material. To date, 43 sites have been identified and characterized. These "clutter" locations have been included in the Record of Environmental Consideration (REC) and into the Land Rehabilitation and Maintenance (LRAM) project plan allowing removal and recycling of materials as appropriate. Processes will be defined and communicated to prevent future battlefield clutter from accumulating through easy and effective reporting channels.

b. Unauthorized placement of unneeded materials in the training area is considered illegal dumping and should not be done. Anyone seeing this type activity should call Directorate of Plans, Training, Mobilization, and Security (DPTMS)/Range Operations contact, Mr. Joe Harrington. Directorate of Public Works (DPW) Sergeant Major (SGM) will work with DPTMS Range Operations and Integrated Training Area Management (ITAM) personnel to develop a plan to clean up identified clutter sites as part of the fall and spring cleanup exercises.

8. Reduce Event Waste:

a. Whenever large gatherings of people accumulate, the potential for generation of large amounts of trash exists. At Fort Polk, efforts will be made to begin implementing methods to reduce the amount of trash produced at events. This will require those responsible for planning events to do so in a way that will reduce trash generation and increase recycling efforts. People attending events will be asked to dispose of materials in the most environmentally-friendly way.

b. Utilize recycling containers. Do NOT dispose of any item in a trash container that is part of the recycling program at Fort Polk.

9. Reduce Use of Office/Copy Paper:

a. Efforts must be made to look at ways to use less paper in all offices. Fort Polk will soon set networked printers to print double-sided as a default. (When this is implemented, instructions will be provided explaining how to override the default when needed). This project will also look at, but is not limited to, implementing, use of central electronic media to store/share data where appropriate, routing items for review via electronic media, etc.

b. Current responsibilities to support this initiative include Directorates and MSCs:

(1) Take necessary actions to begin tracking paper use within the organization.

(2) Implement ideas from Appendix B to reduce paper use within your organization.

10. Net Zero Waste (NZW) Awareness Campaign:

a. Efforts are underway to communicate the NZW initiative and activities underway for Fort Polk to reach the zero landfill goal by FY 2020. Posters, signs, media articles, briefings, etc. will be available.

b. Current responsibilities to support this initiative include Directorates and MSCs:

(1) Ensure the individuals in your organization are briefed and aware of the NZW goal and actions they can begin to take today to support this goal. Briefings can be requested of the NZW team through the point of contact (POC) listed in the NZW policy.

(2) Work to implement and support ideas and initiatives related to NZW.

11. Continue Developing a Self-sustaining and Robust Qualified Recycling Program (QRP):

a. A QRP is a special recycling program established by an installation in accordance with specific statutory, regulatory, and Department of Defense (DoD) requirements to collect and sell directly qualified or authorized recyclable scrap materials. The sales proceeds from a QRP shall be used to cover the costs of operations, maintenance, and overhead for processing recyclable materials at the installation. If a balance remains, then, within certain guidelines, the balance may be used for pollution abatement, energy conservation, and occupational safety and health activities. A portion of the remaining balance can be used for morale or welfare activities. The Fort Polk QRP currently accepts paper (white, mixed and shredded), scrap metal (including aluminum cans), printer cartridges, and automotive lead acid batteries.

b. Current responsibilities to support this initiative include Directorates and MSCs ensuring that your organization participates in the recycling effort by setting up appropriate processes to recycle.

Appendix B - Paper Reduction Approaches

1. Policy Considerations

a. Adopt a "Double-Sided" Policy. Consider adopting an organizational policy that will ensure all individual documents are printed on both sides of the page.

b. Minor Handwritten Corrections Are Acceptable. Consider adopting an in-house policy allowing internal documents to be submitted with minor legible handwritten corrections. This means it is acceptable to make neat handwritten corrections to correct typos and punctuation errors, add a word or delete one, on documents you give to your managers, so long as the document is for internal use. You can save time and paper by making a simple hand correction and by having several people review the same draft, rather than reprinting each successive draft.

2. Printing Improvements

a. Preview Documents Before Printing. Proofread documents on screen before printing. Don't forget to use the speller/grammar function to detect errors.

b. Print Only the Pages You Need. You just got back that 20-page report you wrote and there are changes to make on pages 2, 3, 4, 7, and 15. After making the changes, do you print out the whole document? If yes, consider instead printing only the pages you need. Most software programs provide this option under the print function.

c. Print Envelopes Without Labels. Save the cost of buying mailing labels and eliminate the waste associated with those labels by printing addresses directly on envelopes. Most printers can easily print directly on a variety of envelopes.

3. Copying Tips

a. Practice Preventive Copier Maintenance. Keep copiers and printers in good repair and make it policy to only buy copiers and printers that make reliable double-sided copies. Let your copier maintenance person know when a copier is performing poorly (toner is low, jams frequently, etc.). Regular copier maintenance is important, especially if the toner is low. Many times copiers are used until all the toner is gone and that wears down machines. A copier that works well is less likely to jam and this helps save paper!

b. Fill Copier Trays Correctly. Yes, there is a right way to put paper into the copier. Before filling a copier paper tray, check the label on one end of the paper ream package. Look for an arrow pointing up and the words "copy this side first." Put the paper in the copier so that this side is facing up. This will reduce jams. Note that when a paper ream does not have a label with arrows, you can perform a simple test to see which way the paper should be inserted. Hold the stack of paper at each end and note

how it flops down. Turn the paper over and note again how it flops down. The side that has the greatest flop, or curve, faces upward in the paper tray.

c. Route Memos and Newsletters. Instead of making a copy for each person, route one copy around the office. Ask originators to send fewer copies to your office.

4. Creating Documents

a. Format Standard Forms for Paper Reduction. Reduce and double-side standard forms. When possible, automate standard forms as templates. Electronic forms are easier to use and eliminate the need for blank hard copy forms.

b. Shorten Documents. It costs about five cents to make an impression from your office photocopier. When you mail a document, it costs about 3.5 cents per page for first class mail. Paper costs about .6 cents per page. Shorter documents save money! Make your writing as clear and concise as possible. Have someone else edit it. You can use smaller fonts or margins, but be careful not to compromise readability.

c. Use Revision Features in Word Processing Software. Take advantage of onscreen editing features when making changes to draft documents, then send the new draft electronically.

5. Reuse

a. Provide Trays to Collect and Reuse One-Sided Paper. Encourage employees to save and reuse paper printed on only one side at their desks. Collect paper that has been printed on one side for reuse in copiers and fax machines. Also, use the one-sided paper to make scratch pads.

b. Provide Trays to Collect and Reuse Envelopes and File Folders. Encourage reuse of large envelopes and file folders by providing centrally located trays for their collection. Your office can buy mailing labels with the appropriate return address and logo to place over old addresses on envelopes to facilitate their reuse. Always encourage employees to first reuse items such as large envelopes and file folders at their desk.

6. Reduce

a. Send Information Electronically. Use e-mail for forms, document transmittals, and faxes. Think carefully before printing electronic information. Organize and save it so it is easy to look up. This way you won't need to make hard copy files of important information. Do make backups regularly!

b. Reduce Unwanted Mail. Contact mail senders to take your company's name off their mailing list or mark unwanted first class mail "Refused, Return to Sender."

7. Educate Employees on the Benefits of Paper Reduction

a. Let employees know that their paper reduction efforts not only save paper, but also disposal costs and storage space requirements. All these savings add to a leaner, more efficient office that benefits everyone.

b. Promote a "Think Before You Copy" Attitude. Workers should be encouraged to make sure they really need the copies they are making and not to make excess copies.

c. Post Paper Reduction Reminders by Printers and Copiers. Remind people to copy double-sided by posting reminders near the copiers.

(adopted from the CA recycles program -

<http://www.calrecycle.ca.gov/ReduceWaste/Business/officepaper/QuickTip.htm#Educate>)