

**JRTC and Fort Polk Recycling Center  
Accepted Recyclable Commodities and Material Segregation Management**

Material	Management
<p><b>White Paper Only</b>  (Riche\$ from Recycling Item)</p>	<ul style="list-style-type: none"> <li>• Includes <b>WHITE</b> printer paper and copier paper commonly used at the office (may have colored or black/white ink).</li> <li>• Place in a separate receptacle marked as “White Paper”</li> <li>• Staples do not need to be removed.</li> <li>• <b>REMOVE</b> clam clips, binder clips or any other paper material that is not considered to be white paper (folder covers, binders, etc.)</li> <li>• Take care to ensure that paper is not contaminated with food and remains dry.</li> <li>• Laminated paper is not recyclable, place laminated paper in the trash.</li> <li>• <b>Turn in at the Fort Polk Recycling Center or participate in the curbside recycling program.</b></li> </ul> <p><b>NOTE:</b> Generators are required to fill out a declaration statement stating that the paper contents contain <b>NO</b> classified information to include personally identifiable information (PII). This statement is required for acceptance of paper at the JRTC &amp; Fort Polk Recycling Center and by the curbside recycling program.</p> <p>Should classified/PII material be observed, material will be rejected and returned to the generator. The unclassified documents declaration statement can be downloaded from the JRTC and Fort Polk NZW website at <a href="http://www.jrtc-polk.army.mil/Net_Zero_Waste/index.html">http://www.jrtc-polk.army.mil/Net_Zero_Waste/index.html</a>.</p>
<p><b>Shredded Paper - &gt;1” long</b>  (Riche\$ from Recycling Item)</p>	<ul style="list-style-type: none"> <li>• Store shredded and cross-cut paper (&gt;1” long) in clear plastic bags.</li> <li>• <b>Do not place shredded/cross-cut paper in 96 gallon roll out bins.</b></li> <li>• Clear plastic bags containing shredded and cross-cut paper (&gt;1” long) will be <b>set it out BESIDE your curbside recycling bin on the scheduled day of pick-up.</b></li> <li>• Shredded/cross-cut paper can also be <b>taken directly to the JRTC &amp; Fort Polk Recycling Center.</b></li> </ul>
<p><b>Pulverized/Cross-cut Paper – &lt;1” long</b>  (Riche\$ from Recycling Item)</p>	<ul style="list-style-type: none"> <li>• Pulverized paper and cross-cut paper (&lt;1” long pieces) is collected and used as input for special NZW projects and <b>MUST</b> be kept separate from other paper material.</li> <li>• Store pulverized/cross-cut paper in a clear plastic bag and <b>set it out BESIDE your curbside recycling bin on the scheduled day of pick-up.</b></li> </ul>

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<p><b>Mixed Paper and Paperboard</b></p> <p><b>(Riche\$ from Recycling Item)</b></p>	<p>Mixed paper includes almost all other paper products not considered to be white paper or corrugated cardboard. Place in the receptacle marked as “Mixed Paper.” The following are examples of mixed paper:</p> <ul style="list-style-type: none"> <li>• Magazines</li> <li>• Telephone books</li> <li>• Paper bags</li> <li>• Maps</li> <li>• FMs, TMs, ARs</li> <li>• Newspaper and inserts</li> <li>• File folders (no plastic tabs)</li> <li>• Phone books</li> <li>• Carbonless duplication paper</li> <li>• Any other clean paper that is not otherwise discussed</li> <li>• Tablet paper</li> <li>• Discarded mail</li> <li>• Envelopes</li> <li>• Packing paper</li> <li>• Food boxes (paper board)</li> <li>• Soda boxes (paper board)</li> <li>• All colored paper (color was present before printing)</li> <li>• Post-it notes</li> <li>• Frozen food boxes</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Ensure that mixed paper is not contaminated with food and remains dry.</li> <li>• Staples do not need to be removed.</li> <li>• <b>REMOVE</b> clam clips, binder clips or any other non-paper material</li> <li>• Carbon copy and laminated paper is not recyclable – place carbon copy and laminated paper in the trash.</li> <li>• Mass produced handouts and circulars <b>MUST</b> have all plastic removed.</li> <li>• <b>Turn in at the JRTC &amp; Fort Polk Recycling Center or participate in the curbside recycling program.</b></li> </ul>

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<b>Cardboard</b>  <b>(Riche\$ from Recycling Item)</b>	<ul style="list-style-type: none"> <li>• Corrugated cardboard boxes are broken down and flattened before turn-in.</li> <li>• Waxed corrugated boxes are not recyclable. If in good condition, place in the Packaging Re-Store for re-use. If in poor condition, place in the trash.</li> <li>• Take care to ensure that boxes are not contaminated with food (ex. empty pizza boxes that are contaminated with grease/food will not be accepted).</li> <li>• Cardboard must be taken to the JRTC &amp; Fort Polk Recycling Center for recycling to receive credit in the Riche\$ from Recycling program.</li> <li>• <b>Green roll-off dumpsters stationed in the BOX are managed by JRTC &amp; Fort Polk Recycling Center.</b></li> </ul> <p><b>NOTE:</b> Green cardboard dumpsters in the cantonment area are managed by the installation solid waste contractor. Units will <u>not</u> be credited with the weight of the cardboard that is disposed of in these dumpsters and recycling funds will not come back to the installation.</p>
<b>Plastic Beverage Containers (#1 PETE, Clear)</b>	<ul style="list-style-type: none"> <li>• Plastic containers marked as type "1" on the bottom of the container are accepted for recycling.</li> <li>• Containers are must be clear (no color) beverage containers.</li> <li>• Ensure plastic containers are free of liquid and the <b>CAPS ARE REMOVED before placing in the recycling bin marked as "Plastics."</b></li> <li>• Caps can be disposed of in the trash.</li> <li>• The bottles do not have to be rinsed, but cannot contain tobacco products or other foreign material in the bottle. <b>Failure to remove the debris prior to recycling will result in rejection.</b></li> <li>• <b>Turn in at the JRTC &amp; Fort Polk Recycling Center or participate in the curbside recycling program.</b></li> </ul>
<b>Aluminum cans</b>	<ul style="list-style-type: none"> <li>• Aluminum cans must be emptied and placed in recycling bins marked with "Aluminum."</li> <li>• Aluminum cans are accepted either whole or crushed.</li> <li>• Aluminum cans contaminated with food, tobacco or other foreign materials will not be accepted.</li> <li>• Fort Polk does not recycle aluminum foil, even if clean.</li> <li>• <b>Turn in at the JRTC &amp; Fort Polk Recycling Center or participate in the curbside recycling program.</b></li> </ul>

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<b>Metal Cans</b>	<ul style="list-style-type: none"> <li>• Metal cans, such as those that are used to store vegetables and other foods are considered to be scrap metal.</li> <li>• Do not mix metal (tin) cans with aluminum cans.</li> <li>• Completely remove labels and ensure that metal cans are free of any liquids or debris before transporting to the JRTC &amp; Fort Polk Recycling Center for recycling.</li> </ul>
<b>Scrap Metal</b>	<ul style="list-style-type: none"> <li>• Scrap metal is accepted on a “case by case” basis. Contact the <b>JRTC &amp; Fort Polk Recycling Center</b> for more information concerning the acceptance of scrap metal and the processes required to declare metal as “scrap.”</li> </ul>
<b>Batteries, lead acid</b>	<ul style="list-style-type: none"> <li>• <b>Turn-in lead acid batteries that have expired or are no longer usable at the JRTC &amp; Fort Polk Recycling Center.</b></li> <li>• Lead acid batteries must be accompanied by proper supporting documentation.</li> <li>• If lead acid batteries are broken or leaking, contact your unit Environmental Customer Service Technician (ECST) to take the battery to the HazMart (Bldg. 4369).</li> </ul>
<b>Toner Cartridges</b>	<ul style="list-style-type: none"> <li>• New and used toner cartridges should be turned in directly to the JRTC &amp; Fort Polk Recycling Center in their original box, if possible.</li> </ul>
<b>CDs/DVDs</b>	<ul style="list-style-type: none"> <li>• CDs and DVDs, shredded or whole, are <b><u>NOT ACCEPTED</u></b> for recycling at this time. Please ensure that these materials do not enter the recycling stream.</li> </ul>

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<p><b>Office Supplies (Office Supply Re-Store)</b></p>	<ul style="list-style-type: none"> <li>• The Office Supply Re-Store is located at the JRTC and Fort Polk Recycling Center</li> <li>• Organizations can drop off excess office supplies (expendable items) to include toner cartridges, unused paper, folders, binders, pens, tape, etc.</li> <li>• Items donated to the Office Re-Supply Store will be free of personally identifiable information and in good condition.</li> <li>• Remove any recyclable material before donation (used white or mixed paper) and handle accordingly.</li> <li>• Military, DA Civilians and FRG leaders may check out items from the Office Re-Supply Store. Items from the Re-Supply Store will be used for government business only.</li> <li>• Items donated to the Office Supply Re-Store:               <ul style="list-style-type: none"> <li>○ If less than box full of items (easily hand-carried) are donated, please place items in the “designated drop box” located inside the Office Supply Re-Store area.</li> <li>○ Coordination is mandatory if large quantities of items is anticipated for donation. Please contact the NZW team at 337-531-1105 to schedule a drop-off time or for more information concerning the Office Supply Re-Store.</li> </ul> </li> </ul> <p><b>Items/materials <u>NOT ACCEPTED</u> for donation at the Office Supply Re-Store include:</b></p> <ul style="list-style-type: none"> <li>• Durable items</li> <li>• Property book items</li> <li>• Electronics</li> </ul> <p><b>NOTE:</b> See your supply personnel if you are not sure of the proper classification for items/materials.</p>
<p><b>Packing Supplies (Packaging Re-Store)</b></p>	<ul style="list-style-type: none"> <li>• The Packaging Re-Store is located in a portable building behind the JRTC and Fort Polk Recycling Center.</li> <li>• Anyone can drop off excess packaging supplies such as Styrofoam peanuts, bubble wrap, packaging paper and broken down cardboard boxes in good condition.</li> <li>• Everyone on the installation is encouraged to reuse items from the Packaging Restore. All items in the Packaging Re-Store are <b>FREE ISSUE</b>.</li> <li>• For more information, contact 337-531-1105.</li> </ul>