



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

04 DEC. 2018.

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER #65

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Hazardous Solid Waste Management Policy

1. **REFERENCES:**

- a. Army Integrated (Non-Hazardous) Solid Waste Management Policy, 02 September 2008
- b. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 January 2007
- c. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 08 October 2009
- d. AR 420-1, Army Facilities Management, 12 February 2008

2. **PURPOSE:** Document and implement the solid waste management program for USAG Yongsan - Casey. This policy sets forth strategies, responsibilities, goals, targets and objectives for improving solid waste management through the practices of source reduction, recycling, and Green Procurement. By FY15, all Army installations must divert more than 50 percent of non-hazardous solid waste toward recycling and at least 50 percent of the installation will submit Solid Waste Annual Reports (SWARWeb).

3. **APPLICABILITY:**

- a. Headquarters, directorates, organizations, activities and tenants within USAG Yongsan - Casey.
- b. All active and reserve military components that are permanently or temporarily stationed at sites within USAG Yongsan - Casey.
- c. Paragraphs 6.f of this policy is punitive. Persons subject to the Uniform Code of Military Justice (UCMJ) who fail to comply are subject to punishment under the UCMJ, adverse administrative action or other adverse actions authorized by applicable laws and regulations.

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4. Requirements

a. Implement Integrated Solid Waste Management (ISWM). Installations will incorporate into its AR 420-1 a required ISWM plan and indicate the diversion goal of 50 percent solid waste toward recycling.

b. Continuous Improvement. Installations that attained the 50 percent solid waste or the 50 percent construction and debris diversion goals ahead of schedule will continue to make continuous improvements with a target 1percent improvement over the previous year's diversion rate as reported in web based SWARWeb.

c. Waste Prevention and Recycling Program. In accordance with EO 13423, all installations and facilities will have a recycling program.

d. Construction and Demolition Waste. All military construction, major renovations, and demolition activities shall include Construction and Debris (C&D) waste management recycling requirements in the solicitation documents.

5. Reporting

a. Responsibilities. The installation has primary responsibility to ensure non-hazardous solid waste and C&D wastes 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 contract in a timely manner for reporting in SWARWeb.

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 deadline.

6. Specific Responsibilities for the various Staff Elements. Responsible environmental stewardship, focused on Army and Federal government regulation compliance as well as proactive management, is crucial to the long-term viability of installations. Key proponent organizations have the responsibility to implement ISWMP. The following section provides a description of the organizations and their responsibilities.

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a. Commander, USAG Yongsan - Casey

(1) Establish and maintain a functional organizational structure to plan, execute, and monitor the solid waste program.

(2) Provide command emphasis on solid waste reduction, material reuses, recycling, affirmative procurement, and composting.

(3) Chair the Environmental Quality Control Committee (EQCC) or other installation forum that addresses solid waste management.

b. Major Subordinate Commanders, Base Operations, and Tenant Activities. Establish guidelines and procedures to ensure that all subordinate units/activities are aware of and comply with these ISWMP requirements and properly manage solid waste.

c. Directorate of Public Works (DPW)

(1) Manage the ISWMP for USAG-YC

(2) Provide oversight of the solid waste collection and disposal contract to ensure contract obligations are adequately met by the contractor.

(3) Maintain records of solid waste contract performance and statistical data on solid waste operations.

(4) Program, budget, and support resource requirements for the Solid Waste Management Program.

(5) Submit SWARWeb reports to higher headquarters.

(6) For building deconstruction (demolition) contracts, ensure measures for the salvaging and recovery of materials are incorporated in the program by requiring contractors to provide and follow a waste management plan.

d. Logistics Readiness Center (Formerly Directorate of Logistics)

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(1) Advise procuring activities on the availability of environmentally preferable products.

(2) Seek ways to reuse or reduce packaging and packing materials.

(3) Actively support the environmental office in measuring progress to meet waste reduction goals and Affirmative Procurement requirements.

e. All Installation Organizations, Units, and Tenant Activities

(1) Reduce the amount of solid waste generated through procurement of products with less or reusable packaging, buying only the amounts needed, and by investigating new recycling opportunities.

(2) Support recycling by procuring items with recycled material contents.

(3) Ensure safe and effective solid waste management through the proper storage of solid wastes and recyclables.

(4) Coordinate with the installation environmental office on all matters involving solid waste management.

f. Off-Post Residents (Command/Non-command sponsored)

(1) Off-post residents are not authorized the use of on-post refuse containers for off-post generated trash.

(2) Violators will be cited, with the following progressive actions taken:

(a) First offense. Formal letter of notification sent through chain of command or supervision.

(b) Second offense. Formal letter of notification and suspension of driving privileges for 30 days as stated in USFK Regulation 190-1.

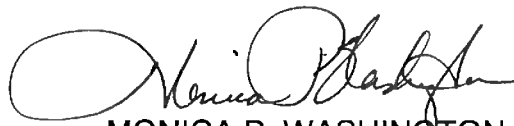
(3) Residents residing off-post must ensure that solid waste generated off-post is disposed of properly through local Korean municipal waste channels.

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7. Disposal of Solid Waste. The refuse and recycling containers provided to the installations of the USAG Yongsan - Casey and military community are for the exclusive use for on-post activities and residents. Solid waste generated by off-post residents must be properly disposed of through their local Korean municipal waste channels.

8. Point of contact for this memorandum is the Chief, Roads & Grounds Branch, Operations & Maintenance Division, DPW, USAG Yongsan - Casey at DSN 724-4168.



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