

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION
32-7001**



13 MAY 2020

Civil Engineering

SOLID WASTE MANAGEMENT

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This instruction implements AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*. It states responsibilities and procedures for the management of various types of solid waste, consistent with environmental engineering principles and in accordance with (IAW) Executive Order (EO) 13243, *Strengthening Federal Environmental, Energy, and Transportation Management*; AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*; and Japan Environmental Governing Standards(JEGS), Chapter 7, *Solid Waste*. It applies to all activities and personnel on 374th Airlift Wing (374 AW) installations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) AFI 33-322, *Records Management and Information Governance Program*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Updates functional names and office symbols throughout publication.

1. Background. The majority of the solid waste generated at Yokota Air Base (AB) is incinerated on base. This method of disposal is not common on Air Force installations, and requires special handling of all solid waste. The procedures in this instruction are based on the unique conditions at Yokota AB.

2. Concept. Recycling solid waste is mandatory at Yokota AB. Effective base recycling and reuse program requires the combined efforts of the 374th Civil Engineer Squadron (374 CES), the 374th Force Support Squadron (374 FSS), the Army and Air Force Exchange Service (AAFES), the Defense Commissary Agency (DeCA), and all individuals living and working on Yokota AB.

3. Responsibilities Assigned.

3.1. The Pollution Prevention (P2) and Hazardous Material Management Process (HMMP) Cross Functional Team (CFT) will:

3.1.1. Consist of representatives from 374 CES Environmental Element (374 CES/CEIE), 374 AMDS Bioenvironmental Engineer Flight (374 AMDS/SGPB), 374 LRS Hazmart (374 LRS/LGRMSH), 374 FSS, 374 CONS, 374 MXS, 730 AMS, 374 AW Office of the Staff Judge Advocate (374 AW/JA).

3.1.1.1. Identify the base recycling goal requirements and continue to evaluate programs to achieve the goal.

3.1.1.2. Serve as a public forum for disbursing information concerning policies and procedures. 3.1.2. 374 CES/CEIE will:

3.1.2.1. Lead and provide a representative for the P2 and HMMP CFT.

3.1.2.2. Encourage base-wide compliance with this instruction and all other applicable requirements.

3.1.2.3. Provide technical and environmental guidance on entire Solid Waste Program.

3.1.2.4. Maintain records of the amount of solid waste generated, incinerated, disposed, and recycled for semi-annual data call.

3.1.2.5. Develop public information or outreach strategy to increase community awareness.

3.1.3. The Facility Manager will:

3.1.3.1. Ensure all personnel receive information on the implementation of this instruction and adequate resources to comply with the directions set forth.

3.1.3.2. Establish organizational operating instructions as appropriate.

3.1.3.3. Provide an adequate and clearly identified collection point within each building. Ensure everyone with recycling containers deposits their materials at these stations.

3.1.3.4. Provide recycling containers as needed.

3.1.3.5. Ensure a neat and orderly collection points. Good housekeeping is essential.

3.1.3.6. Conduct periodic walk-through inspections to ensure compliance with this instruction.

3.1.4. All organizations and associate units residing or attached to Yokota AB will:

3.1.4.1. Assume responsibility for implementing this plan.

3.1.4.2. Appoint a facility manager.

3.1.4.3. Educate personnel not to dispose of off-base trash on-base.

4. Refuse Collection. Solid waste is source-segregated into five categories: Recyclables, paper products, non-recyclables, household hazardous waste and bulk waste. The source-segregation is shown in [Attachment 2](#) of this instruction. Solid waste shall be bagged, boxed or tied with strings. Plastic bags should be clear or semi-clear.

5. Off-Base Trash. No off-base generated refuse shall be brought on base by anyone, including military, US civilians, Japanese Local Nationals and Contractors. Off-base residents must follow local municipalities' rules to dispose of trash. When individuals who brought the off-base trash are identified, Installation Management Flight will notify their supervisors for further action. Environmental Element will send memorandums to their supervisors and have them dispose of their trash properly.

6. Paper Shredding. All Yokota AB personnel need to follow the guidance memorandum from the Information Protection Office for paper shredding. Cross-cut or pulverized papers cannot be recycled. Shredded papers must be bagged.

7. Hazardous Waste. Any hazardous waste shall not be placed in dumpsters for disposal. Hazardous waste shall be turned in to Hazardous Waste Office (bldg. 955). Hazardous waste includes but is not limited to fluorescent light bulbs, non-alkaline batteries, fire extinguishers and paint.

8. Medical Waste. Medical needles and syringes must not be placed in a dumpster. These need to be turned in to the base clinic in an approved biohazard container.

9. Recycle Bins. Each office is responsible to purchase recycle bins for proper segregation of the waste. Environmental can free issue recycle bins when these are available.

OTIS C. JONES, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*, 30 July 2018

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

EO 13243, *Strengthening Federal Environmental, Energy, and Transportation Management*

Guidance Memorandum for Paper Shredding, 27 June 2019

Japan Environmental Governing Standards (JEKS), April 2018

US Air Force Integrated Solid Waste Management Plan, Yokota Air Base, 13 November 2018

Adopted Form

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Terms

Hazardous Waste—Any waste that requires greater handling care during disposal than other waste. Examples are toxic, poisonous, corrosive, irritating, radioactive, biologically infectious, explosive, or flammable waste that presents a significant hazard to human health and the environment. Excluded from this definition are domestic sewage sludge, household wastes and medical wastes. Refer to Yokota AB Hazardous Waste Management Plan for further guidance.

Household Hazardous Waste—Products used around the home that contain hazardous substances. Such products may include paints, stains and varnishes, car and household batteries, cleaners, aerosols, adhesives, motor oil, and pesticides. The used or leftover contents of such products may create a potential risk to people and the environment.

Pollution Prevention (P2) and Hazardous Material Management Process (HMMP) Cross Functional Team (CFT)—The team discusses Hazardous Waste Management, Opportunity Assessment, Energy Conservation, and Hazardous Material Management Process.

Recyclable Materials—Materials that have been or would be discarded, and that may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include ships, planes, or any discarded material that must undergo demilitarization or demolition prior to sale. Refer to **Attachment 2** of this instruction for detailed categories of recyclable materials.

Recycling—The process by which recovered materials are transformed into usable products.

Refuse—Garbage, debris, discarded solid materials, and other waste, including those generated by commercial, housing, and community activities. However, refuse does not include explosives, incendiaries, classified material, radioactive material, and liquid waste.

Solid Waste—Garbage, refuse, sludge, and other discarded materials, including solid, semi-solid, liquid, and contained gaseous materials resulting from industrial and commercial operations or community and residential activities. Solid Waste also contains household hazardous items. It does not include solids or dissolved material in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial wastewater effluent, dissolved materials in irrigation return flows or other common water pollutants.

Solid Waste Management—The purposeful and systematic control of storage, collection, transportation, processing, and disposal of solid waste.

Source Separation—The separation of solid waste at generation point by the generator.

Attachment 2

YOKOTA RECYCLING PROGRAM

A2.1. Solid Waste Categories. Solid wastes are separated into five categories: recyclables, paper products, household hazardous waste, bulky waste, and non-recyclables. The more recyclables that are separated at the source, the more economical it is to recycle. All items should be put in a bag or box. For more information, call the 374 CES/CEIE at 225-5271.

Table A2.1. Solid Waste Categories.

Categories	Items	Description
Recyclables (See Note 1)	Glass	Glass Bottles and Jars (See Note 2)
	Plastics	PETE/PET Plastic Bottles (See Notes 2 and 3)
	Metals	Cans (See Note 1) Any Item with Metal (Electrical Cords, Household Appliances, etc.) (See Note 4)
Bulky Waste		Wooden Pallets, Tires, Furniture
Paper Products	Office Paper	White Bond Paper and Computer Paper (See Note 5)
	Newspapers (See Note 6)	
	Magazines and Books	
	Cardboard, Milk Cartons (See Note 7)	Milk Cartons, Corrugated Cardboard, Cardboard
	Shredded Paper	Strip Cut Only
	Others	Color Paper, Color Printed Paper, Notebooks, Calendars, Wrapping Paper, etc.
Household Hazardous Waste	Aerosol Cans, Propane Bottles	This category is Yokota military family housing residents only.

Non-Recyclables		Any Item with food on it, Carbon Paper, Paper Towels/Tissue Paper (new or used), Gum and Candy Wrappers, Paper that is dirty, Cloth Rags, Drinking Glasses, China, Plastic Toys, Pens, Pencils, Paper Clips, Sandwich Bags, Straws, Wax covered Cups and Plates, TV, Yard Waste, Tree Trimmings, Leaves, etc.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Glass, metals and plastics can be put in one bag. 2. Before putting recyclables in the bags, rinse out any food or liquid. 3. Identify by code (Type 1) marked on the bottom of the bottle or by physical appearance (dimple at the bottom of the bottle). Take off caps. 4. For large items, place beside dumpster or curb-side. 5. Carbon paper, color paper, and color printed paper are not allowed. 6. Tie with string or put it in a box. 7. Must be flattened. 		

A2.2. More Recycling Information. Toner cartridges are recycled by the manufacturer free of charge. The cartridges from home can be brought to collection points at YCC and U Fix It Store. Those used at the offices should be turned in to Hazardous Waste Office (bldg. 955). Plastic bottle caps are donated to off-base non-profit organization to send vaccines to Asia and Africa. Bottle caps should be brought to the collection points or Hazardous Waste Office.