



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP
UNIT 30401
APO AE 09107-0401

AESG-PW

08 JUN 2004

MEMORANDUM FOR All Military and Civilian Personnel Living and Working in the 6th ASG

SUBJECT: 6th ASG Command Policy Letter 9, Recycling and Waste Reduction Procedures

1. PURPOSE: To encourage recycling/waste reduction by avoiding waste creation and recycling surplus materials to the maximum extent possible.

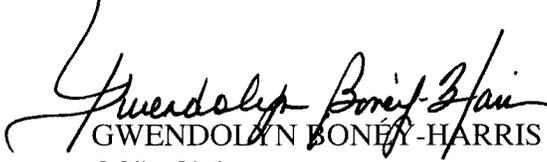
2. POLICY:

a. Glass or metal cans, paper recycling containers or "islands" are placed throughout the community for use by all occupants of housing and administrative facilities. All personnel are required to separate recyclable paper, glass, and metal cans from disposable trash and dispose of recyclable paper, glass, and metal cans in the designated containers outside their housing units or offices. Further guidance on recyclable materials and proper procedures can be found at: <http://www.stuttgart.army.mil/environmental.htm>.

b. Supervisors will ensure that clearly labeled containers for the collection of recyclable glass, metal cans and paper are provided in their work areas. Large clips and metal paper holders will be removed from the paper for collection with the glass or metal cans. The custodial contract will provide for the periodical removal of recyclable paper and glass or metal cans from work areas.

c. All activities using 6th ASG facilities for functions serving food will encourage waste reduction by making a maximum effort to eliminate use of disposable utensils and plates. Reusable utensils and plates will be used, whenever possible, and sanitation facilities set up for washing.

3. PROPONENT: The proponent for this policy is the Directorate of Public Works at 421-1360.


GWENDOLYN BONEY-HARRIS
COL, QM
Commanding