



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
UNIT 29351  
APO AE 09014

AEAEN-PW-FE

25 March 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAREUR SORT Program

This memorandum expires in 1 year.

1. Reference USAREUR Supplement 1 to AR 420-49, 30 June 1998, Utility Services.
2. USAREUR Supplement 1 to AR 420-49 prescribes requirements and responsibilities for the USAREUR Separate or Recycle Trash (SORT) Program. The enclosure provides additional guidance for the USAREUR SORT Program that will help commanders improve—
  - a. Efficiency of solid-waste management.
  - b. Aesthetics of solid-waste collection areas.
  - c. Community understanding of waste disposal and recycling practices.
3. The policy in the enclosure will be published in a permanent USAREUR publication before this memorandum expires.
4. The POC is Mr. Totorica, DSN 370-6892 or e-mail: ralph.totorica@dcsengr.hqusareur.army.mil.

FOR THE COMMANDER:

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# **IMPLEMENTATION GUIDELINES FOR THE USAREUR SORT PROGRAM**

## **SECTION I**

### **PURPOSE AND BACKGROUND**

#### **1. PURPOSE**

This enclosure provides guidance to area support group (ASG) and base support battalion (BSB) commanders for implementing the USAREUR Separate or Recycle Trash (SORT) Program.

#### **2. BACKGROUND**

The USAREUR SORT Program was established in December 1991 to manage solid waste and household hazardous waste (HHW) throughout USAREUR. USAREUR Supplement 1 to AR 420-49 prescribes requirements and responsibilities for the SORT Program. By implementing the policy in section II, ASG and BSB commanders will improve—

- a. Efficiency of solid-waste and HHW management.
- b. Aesthetics of solid-waste collection areas.
- c. Community understanding of waste disposal and recycling practices.

## **SECTION II**

### **GUIDANCE**

#### **3. CENTRALIZED COMMUNITY RECYCLING CENTERS**

a. ASG commanders will evaluate the feasibility of installing a staffed, centralized community recycling center at each BSB. The centralized community recycling center would be established primarily to take care of waste overflow from housing areas caused by special events (for example, permanent change of station (PCS) moves, holidays), bulky waste (furniture, appliances), and other hard-to-dispose-of items. Additionally, the recycling center would serve as a collection point for HHW to allow partially used cleaning solvents and other HHW disposed by individuals leaving the base to be redistributed to others who can use them.

b. Central community recycling centers will be located at sites that provide convenient access for most community members. These recycling centers should be staffed during open hours to ensure solid waste and HHW are properly sorted and to maintain an organized and orderly waste-collection area. Lack of control often leads to overflowing containers, unsightly conditions, and possible health and environmental problems. Enclosures, screens, or other structures that hide solid-waste containers from public view will surround centralized community recycling centers.

#### **4. COMMUNITY AWARENESS AND EDUCATION PROGRAMS**

a ASG commanders will ensure every community establishes awareness and education programs to increase community awareness and understanding of proper solid-waste disposal procedures and the benefits of recycling.

b. The procedures for solid-waste disposal and recycling (including variations within different communities) will be clearly explained in pamphlets distributed to residents and included on each community's website. These procedures will be explained in a "Citizen's Handbook" that includes community policy on—

- (1) Off-post waste management.
- (2) Procedures for trash disposal and recycling for each community.
- (3) Availability and locations of community centralized collection points.
- (4) POCs for assistance with waste disposal issues.

c. Community awareness programs should emphasize the economic benefits of recycling (cost avoidance) and potential for saving community dollars that may be spent on other beneficial community programs. Awareness programs should also include informational sessions or briefings for housing residents and training for units on arrival at the installation.

## 5. SOLID-WASTE COLLECTION POINTS

**a. Housing.** Solid-waste collection points for housing areas on U.S. installations will be placed in locations close to housing units for the convenience of occupants. Collection points should be established for individual buildings or groups of buildings.

(1) Nearness to housing units is essential to eliminating the need to transport waste long distances and to encourage proper recycling practices. Solid-waste collection points will have enough recycling and refuse containers for the quantity and types of solid waste generated. ASG and BSB commanders should consider assigning small refuse and recycling bin sets to each family (with curbside pickup) as a method to eliminate shared bins where practical.

(2) Uncontrolled solid-waste collection points that are open to use by nonresidents often result in overflowing trash containers and unsightly conditions. To discourage use by nonresidents, ASG and BSB commanders will consider controlling access to solid-waste collection points in housing areas by using locks and keys accessible only to authorized residents. Instruction placards should be installed at individual collection points to remind residents of which containers to use for which types of waste. Controlled-access collection points provide residents with a sense of ownership and an incentive to properly maintain collection points. Controlled-access collection provides the ability to track the performance of individual waste-collection points. This tracking ability provides opportunities for incentives, education, and corrective actions (when necessary) to improve efficiency.

(3) Collection points will be located at the sides or rears of buildings while still allowing appropriate access by waste-collection personnel. Locations will be standardized to the greatest extent possible within contiguous groups of buildings. Collection points will be shielded from public view by screens, enclosures, or other structure that restrict the view, blend the collection point into surrounding environment, and improve overall aesthetics of waste-collection areas. The location and shielding of collection points will meet applicable force-protection standards.

**b. Non-Housing (Administration and Commercial).** ASG commanders will consider consolidating or centralizing solid-waste collection points for non-housing areas to the extent practical to minimize the number of collection points and refuse and recycling containers throughout an installation. Solid-waste collection points will have enough recycling and refuse containers based on the quantities and types of solid waste generated. ASG and BSB commanders will consider controlling access to collection points to prevent use by unauthorized individuals. Collection areas will be screened from public view as much as possible with screens, enclosures, or other masking techniques while providing access for waste-collection services. Location and shielding of collection points will meet applicable force-protection standards. ASG and BSB commanders will monitor collection points and make adjustments to custodial and waste-collection contracts when appropriate (para 6).

## **6. SORT PROGRAM ASSESSMENTS**

a. ASG commanders will establish a program for continuous evaluation and adjustment of container types, sizes, and frequency of pickup for solid-waste collection areas. The objective of the assessments will be to increase the efficiency of container use (eliminating situations where some containers are overflowing while others are almost empty) and to consolidate or centralize collection points to the extent practical.

b. ASG and BSB commanders will evaluate the feasibility of consolidating refuse and recycling containers in non-housing areas to minimize the number of containers throughout installations. Factors to consider include the type and location of facilities, quantities and types of waste generated, and required adjustments to custodial and waste-disposal contracts. Solid-waste collection points should be fine-tuned to ensure enough refuse and recycling containers are present for all facilities. Contracts for waste-disposal services should be reviewed and adjusted periodically to ensure the efficient placement, numbers, and types of containers at waste-collection areas based on these assessments.

## **7. OFF-POST WASTE MANAGEMENT POLICY**

Effective control of off-post waste is essential to maintaining efficient and orderly waste collection areas. ASG commanders will implement policy to effectively control the disposal of solid waste by off-post personnel as follows:

**a. Command-Sponsored Personnel.** USAREUR command-sponsored personnel residing off-post receive a housing allowance that covers trash-disposal services. ASG commanders will establish a policy to instruct off-post command-sponsored residents to dispose of solid waste through their local municipal solid-waste programs. Assistance will be provided to off-post personnel when necessary for proper handling of hard-to-dispose-of items.

**b. Noncommand Sponsored Personnel.** USAREUR noncommand-sponsored personnel do not receive a housing allowance and are not authorized appropriated funds for trash-disposal services. ASG commanders will establish policy that prohibits the use of on-post waste-disposal facilities by noncommand-sponsored personnel and instructs them to dispose of solid waste through their local municipal solid-waste programs.

**c. Centralized Community Recycling Center.** There are special situations and events (for example, PCS moves, holidays, bulk waste) that may warrant the use of on-post waste-disposal facilities by off-post command-sponsored personnel. ASG and BSB commanders should consider providing a limited number of refuse and recycling containers at a central community recycling center to accommodate this overflow.

**d. Community Awareness and Assistance Program.**

(1) An effective awareness and assistance program can prevent situations that would encourage off-post residents to use on-post solid-waste containers. Typical situations include the following:

- (a) Residents are not aware that their housing allowance covers trash disposal services.
- (b) Residents are unfamiliar with local community solid-waste disposal procedures.
- (c) Language barriers restrict the resident's ability to ask the local community for larger containers.
- (d) Special events (for example PCS, holidays) generate excess trash.

(2) ASG and BSB commanders will establish effective public relations and information programs to ensure the widest distribution of off-post waste-disposal policy. Housing and department of public works (DPW) personnel should provide information and assistance on solid-waste disposal procedures to residents and POCs for communicating with local municipalities (for personnel in private rentals).