

USAG Stuttgart

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# Handbook for Waste Sorting On-Post



**Handbook for Waste Sorting - On-Post**

USAG Stuttgart

Version August 2015

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# Introduction

Principles of **reduce, reuse, recycle** underlie policies established in Germany to foster sustainable materials management. The **Closed Substance Cycle and Waste Management Act**, first published in 1994, was designed to integrate product responsibility into economic decision-making in order to build a life-cycle economy and avoid the generation of waste.

The Act established a hierarchy of avoidance, recovery, and disposal that emphasizes waste avoidance in production, promotes low-waste products, and provides incentives for waste recovery practices.

Properly sorting waste into recyclable fractions:

- ⇒ Saves energy
- ⇒ Reduces air pollution
- ⇒ Decreases greenhouse gas emissions
- ⇒ Saves money

**Your participation is vital for the success of all recycling efforts!**

**REDUCE** the amount of trash discarded, e.g. choose products with less packaging. Choose loose fruit, cheese and meat. Buy products in glass jars and tins which can be recycled. Use "Bags for Life" available at supermarkets.

**REUSE** packaging materials, containers and products, e.g. give unwanted clothes, books, toys, and household items to friends or charities. Reuse old carrier bags when at the supermarket. Use both sides of a sheet of paper.

**RECYCLE** materials that can be reutilized, e.g., make use of your local recycling center. Recycle your garden waste at home in a composter. Close the loop, buy recycled products.

# Recycling at USAG Stuttgart

Recycling has become very important because disposal fees are rising and awareness of the value of the materials we use for packaging have increased. Waste has become a secondary raw material. We must all work together in order to comply with local Host Nation laws and U.S. Army regulations. Like it or not, garbage is everyone's business. We all generate it, handle it, and pay to dispose of it.

This booklet will inform you about the recycling program in your county. Your active participation is needed to make the program work. With this information, we hope you will better understand why we have to recycle as well as what items to recycle and the easiest way to go about recycling at your home. Many states in the us have mandatory recycling programs to reduce the amount of trash in their landfills.

According to the USAG Stuttgart Policy Letter # 59, Illegal Dumping of Trash, it is prohibited to bring trash generated off-post onto US installations.



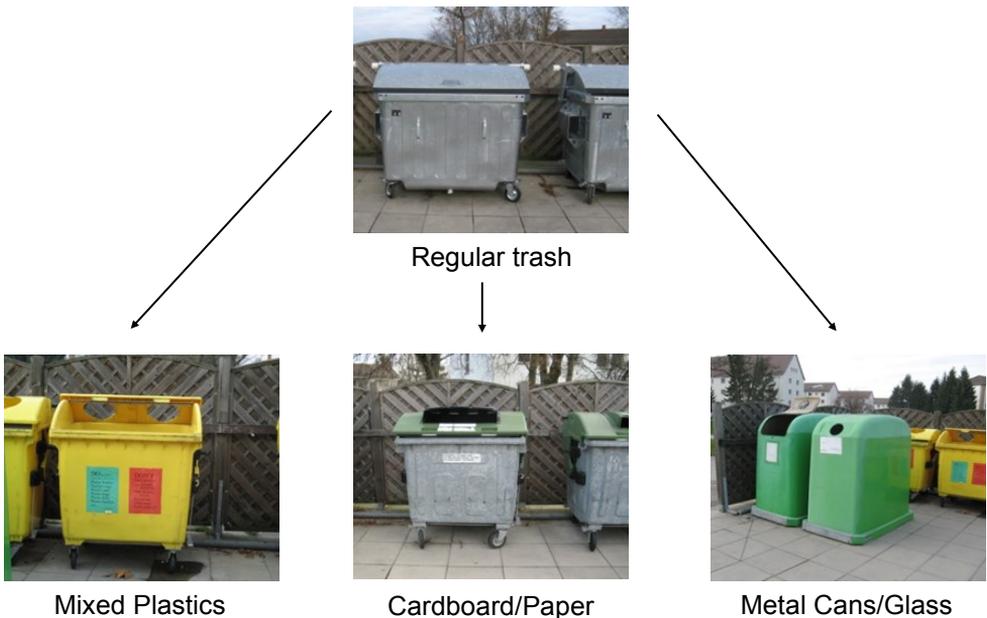
- ⇒ Take pride in our environment.
- ⇒ Participate and recycle!
- ⇒ Do it for our children's future,
- ⇒ And to bring credit to the U.S Forces residing in our Host Nation!

# Who, What and How

**Who** Everybody must participate and do recycling!

**What** All wastes which can be reused needs to be recycled, like paper, glass, metal cans and plastics.

**How** By separating and sorting your recyclable materials from your normal trash and placing them in the proper containers.



⇒ Theoretically, all types of waste are recyclable; unfortunately, in practice, it cannot yet be realized.

⇒ About 50% of average household waste is recyclable; in offices it is even more. The most important materials are paper and glass.

# Reduce - Tips for Waste Avoidance

Avoidance starts by thinking and observing. Think about what you need. Do you really *need* it, or is there a substitute which produces less or no waste?

You can control the amount of trash you have because most of it results from everyday shopping habits. That's why you should keep some basic tips in mind.

- ⇒ Take a reusable bag or basket with you when you go shopping; if you have to use a plastic bag, then use it as many times as you can.
- ⇒ Use returnable container systems.
- ⇒ Select unwrapped items. Choose ecologically sound, garbage-reducing products that can be recycled.
- ⇒ Avoid items that are double or triple packed with paper and plastic.

Avoid hazardous chemicals, they can harm the environment and that also means they are harmful to you and your family. Choose less hazardous or non-hazardous products whenever possible.

## Avoid:

- |   |  |
|---|--|
|  Paper/plastic cups & plates |  Non-returnable bottles |
|  Paper napkins               |  Plastic bags           |
|  Disposable razors           |  Wrappings              |

- ⇒ Some things are too good to throw away!
- ⇒ Friends or neighbors might be able to use them or you could sell them at a yard sale or flea market!

# Reuse - Thrift Shop

Household goods, clothing, and other items no longer needed can be donated to the Patch Thrift Shop, which is operated by the Stuttgart Community Spouses' Club (SCSC).

All proceeds generated will go back to the community in form of scholarships, grants, and financial support for various groups and activities within the Stuttgart military community.

The Patch Thrift Shop is located on Patch Barracks in building 2332.

## **Items not accepted:**

- ⊗ Mattresses & box springs
  - ⊗ TV's
  - ⊗ VHS & cassette tapes and players
  - ⊗ Car seats & helmets
  - ⊗ Drop-side cribs
  - ⊗ Auto parts
  - ⊗ Gasoline-powered items
  - ⊗ Uniforms & military gear
  - ⊗ Liquids & gas of any kind
  - ⊗ Food
  - ⊗ Broken, incomplete or soiled items
- ⇒ **The Thrift Shop reserves the right to refuse any item.**

| Operating hours                       |                  |
|---------------------------------------|------------------|
| Mon                                   | 1000 - 1600 hrs. |
| Tue                                   | closed           |
| Wed                                   | 1000 - 1600 hrs. |
| Thu                                   | 1500 - 1900 hrs. |
| Fri                                   | 1000 - 1600 hrs. |
| 1 <sup>st</sup> & 3 <sup>rd</sup> Sat | 1000 - 1400 hrs. |



- ⇒ Donate during the SCSC Patch Thrift Shop operating hours.
- ⇒ Leaving items not accepted by the SCSC Patch Thrift Shop violates the Commander's policy regarding illegal dumping of trash. Violators are subject to penalty.
- ⇒ **Contact:** Phone - 0711 6805510

Mail - [patchthriftshop@gmail.com](mailto:patchthriftshop@gmail.com)

Web - [www.facebook.com/pages/SCSC-Patch-Thrift-Shop/163029133762979](https://www.facebook.com/pages/SCSC-Patch-Thrift-Shop/163029133762979)

- [www.stuttgartspousesclub.org](http://www.stuttgartspousesclub.org)

# Paper & Cardboard

Please put only items made out of paper and cardboard in the container for Paper & Cardboard; for questionable items, refer to recycling information or put it into the regular trash.

## ***This includes:***

- ✓ Books & magazines
- ✓ Brochures
- ✓ Cardboard & boxes
- ✓ Catalogues
- ✓ Newspaper
- ✓ Office paper
- ✓ Paper packaging
- ✓ Envelopes
- ✓ Paper egg cartons
- ✓ Receipts
- ✓ Brown paper bags



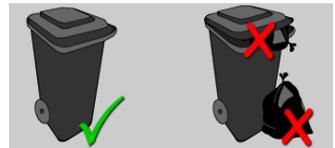
Cardboard (all types) in Regular Trash which could be also recycled

## ***This does not include & goes into regular trash:***

- ⊗ Dirty paper (food wrapping, disposable plates or napkins)
- ⊗ Paper towels/tissues
- ⊗ Drink cartons
- ⊗ Wallpaper
- ⊗ Carbon/Wax paper
- ⊗ Fast food containers
- ⊗ Paper cups & plates
- ⊗ Cigarette packs
- ⊗ Packaging



Paper & Cardboard Container



**Always close the lid!**

**Note:** Please crush all boxes. Small metal staples can remain attached. Large amounts of cardboard and paper should be brought to special containers (see location of recycling containers at page 19).

- ⇒ Dirty or non-recyclable paper, even in small amounts, can reduce or destroy the recyclability of a whole container's contents, which then costs extra money.
- ⇒ In offices recyclable paper should be separated and collected in the office paper containers, which will be emptied by the custodial crew.

# Glass & Metal Cans

In offices, throw recyclable glass and metal items in the boxes/containers with the label “Glass & Metal Cans” or “Empty Soda Cans”; they will be emptied by the custodial crew.

## Recyclable glass includes:

- ✓ Juice bottles
- ✓ Soda bottles
- ✓ Wine bottles
- ✓ Drinking glasses
- ✓ Glass food jars

## Non-recyclable glass & goes into regular trash:

- ⊗ Mirrors
- ⊗ Porcelain
- ⊗ Stoneware
- ⊗ Pottery
- ⊗ Crystal
- ⊗ Window glass
- ⊗ Auto glass
- ⊗ Glass with embedded wires
- ⊗ Fluorescent light tubes \*
- ⊗ Light bulbs \*

\* see Hazardous Waste, page 15.



Refund Sign



Returnable bottle/cans



Return it & receive 0.25 Euro refunds!

## Recyclable metal includes:

- ✓ Soda cans (aluminum)
- ✓ Food cans (aluminum)
- ✓ Pie tins
- ✓ Clean aluminum foil
- ✓ Clean frozen food trays
- ✓ Aluminum pots & pans

## Non-recyclable metal & goes into regular trash:

- ⊗ Juice & milk boxes
- ⊗ Metallic wrapping paper
- ⊗ Dirty aluminum foil/trays
- ⊗ Vacuum wrappings for coffee etc.



Glass & Metal Container

**Note:** Large/heavy metal items go into the scrap metal container (see page 19).

**Note:** If bottles/cans are returnable, take it back and receive a refund.

- ⇒ The container color has no significance, all glass colors can go into the glass container.
- ⇒ Rinse out all residues to avoid attracting insects.
- ⇒ Labels may stay on glass and cans, as they will burn-up during processing.
- ⇒ Remove all lids and covers from bottles and glasses. Metal lids can be thrown in the glass container. Plastic lids go into the plastic container.

# Plastics

Recycled plastic is used to make new bottles and containers, irrigation pipes and fleece jumpers. Please note that almost all plastic items can be recycled but they have to be clean.

## ***This includes:***

- ✓ Plastic bottles
- ✓ Clean plastic wrapping
- ✓ Clean plastic cups
- ✓ Plastic bags
- ✓ Buckets, boxes
- ✓ Plastic yogurt cups, cream & cheese containers



Mixed Plastics Container

## ***This does not include & goes into regular trash:***

- ⊗ All types of dirty plastic
- ⊗ Laminated plastic like juice/milk boxes
- ⊗ Plastic cases from household machines like mixers, radios etc.
- ⊗ Plastic foam from construction sites
- ⊗ Styrofoam, cups & packages
- ⊗ Foam items/materials



Mixed Plastics in Regular Trash Container, which was cleaned and is now ready for recycling

**Note:** At Panzer Kaserne and Böblingen Housing areas, plastics are collected with regular trash and incinerated for thermal energy recovery which is considered to be recycling.

Plastic returnable bottles are also marked with the refund sign.

# Electronic Scrap

Place electronic scrap near regular trash container or bring it to the recycling center. All electrical or electronic items, which are used in a normal household, contain lots of recyclable materials and also raw metals. \*

## ***This includes:***

- ✓ Television
- ✓ Radio
- ✓ Washers/Dryers
- ✓ Dishwashers
- ✓ Microwaves
- ✓ Vacuum Cleaners
- ✓ Razors
- ✓ Personal Computers
- ✓ Refrigerators
- ✓ Stoves



Cell Phone Drop Off Box at DPW Yard, Bldg. #3371  
in Kelley Barracks



Broken Printer



Collection of Household Electronic



Collection of TVs & Monitors

\* Central Receiving Facility for Government-owned items is located at Panzer Kaserne, Bldg. #2956.

**Note:** If you are not able for self-transportation call phone numbers posted on the back of this booklet.

⇒ If you need to get rid of one of these items you can bring it to the DPW Recycling Center at Building 3360 in Kelley Barracks, but before you do so you should call 421-6288 to arrange an acceptable time for delivery.

# Wood / Bulky Items

All types of wood as well as other bulky materials can be recycled and should be brought to the DPW Recycling Center.

## **Wood:**

- ✓ Untreated & non-painted wood

⇒ Bring to the DPW Recycling Center at Kelley Barracks, Bldg. 3360

## **Bulky items include (non-government-owned):**

- ✓ Desks
- ✓ Lockers
- ✓ Chairs
- ✓ Mattresses
- ✓ Sofas
- ✓ Tables
- ✓ Beds
- ✓ Carpets
- ✓ Any other household furniture



Scrap Wood Collection



Bulky Items commingled with Electronic Scrap

**Note:** Central Receiving Facility for Government-owned items is located at Panzer Kaserne, Bldg. #2956.

⇒ For large quantities of wood / bulky items please call Repair & Services Branch at 421-6288 (for a pick-up appointment).

# Car Tires / Toner Cartridges

## **Car Tires:**

Both, tires and rims are materials that are good for recycling. They absolutely do not belong in the trash, but they have to be separated before you drop them off.

For separating rims and tires you can go to the FMWR auto craft shop or AAFES Car Care Center, both in Panzer Kaserne, the people there can help you.

- ⇒ Container for car tires is located at Kelley Barracks Bldg. 3360
- ⇒ Containers for rims (scrap metal) see page 19

## **Toner Cartridges:**

The manufacturer as well as most other suppliers for printing and copying devices offers a cost free recycling service. Packaging material is provided to the user for free, when the items are purchased. The empty cartridges can be returned free of charge.

The customer service desk of the Exchange on Panzer Kaserne accepts empty cartridges (see also page 19 Hazardous Waste locations).



Car Tires without Rims



Cardboard Box with Cartridge Return Center Sticker and wrapped up used Toner Cartridge.

- ⇒ Please help reduce costs and trash by recycling tires. Do not throw tires into the dumpster. Please bring tires to one of the locations listed above.

# Office Recycling Program

We have an excellent opportunity to recycle paper, cans/glass and plastic bottles in our community, which will make a significant contribution to recycling. The Environmental Division office is requesting everyone place their recycling materials in the proper containers.

Small bins for paper have been placed in many offices and all paper from work as well as magazines, cardboard and newspaper can be recycled. Paper containing carbon paper or paper treated with plastic should go into the trash container. Make sure you only recycle unclassified materials.

**Gray containers** with a green lid have been distributed to most of the Admin buildings on all floors and all installations.

Containers that are labelled “*Empty Soda Cans*” can be used for all types of metal/aluminium cans and all different coloured glass, if glass bottles are not broken. Containers with a green lid labelled “*Empty Plastic Bottles*” are for collecting all types of plastic bags, cups and bottles.

The custodial contractor in most areas will empty these gray containers and make recycling convenient for you.

When purchasing items both at home or for the workplace, ask for and use recycled products. Copy machines, laser printers, and some fax machines can use recycled paper. GSA has recycled paper products in its inventory, obtain the catalogue online at: <http://www.fss.gsa.gov>. Before you throw your paper in the paper container, use it as scratch paper, or use it for draft copies/printouts.



**That's all it takes to reduce waste, save money, and help the environment! Please do your part to make the Stuttgart Recycling Program successful.**

⇒ For additional information about recycling please call 4216-288 or 4216-134 or launch the Garrison website (see the back of this booklet)

# Hazardous Waste

Hazardous Wastes are substances that contain dangerous ingredients. They have to be collected separately and do not belong in a regular trash container. It is also prohibited to dump hazardous substances into the sewer system.

Each Installation has a central collection point, see table on page 19.

Below are examples of hazard signs that indicate if a product contains hazardous substances:



If you are not sure if a product is hazardous please call the Environmental Division (see number below).

### **Automotive Waste (Used Oil, Oil filters ect.) :**

Used oil, oil filters and empty oil cans must be disposed of properly. Vehicle maintenance is not allowed in the housing areas, on the street, or in parking lots. Two locations for vehicle maintenance with proper containers are listed below.

⇒ Panzer Kaserne:

- FMWR Auto Skills Center (Bldg. #2926)
- AAFES Car Care Center (Bldg. # 2935)



Petroleum, Oil, Lubricant contaminated Plastic Containers



Oil Filters

**Note:** For [Hazardous Waste turn-in appointments](#) or additional information please call the Environmental Division at DSN 421-6135/6134 or the installation representative (see the back of this booklet).

⇒ Contact the staff for proper disposal and you will receive help.

# Batteries

All batteries are hazardous waste and must be collected separately from the regular trash.

## **Dry-cell Batteries:**

Collection containers are located at:

- ⇒ Patch, Panzer and Kelley Commissaries
- ⇒ Patch and Kelley Post Office
- ⇒ Panzer PX, Robinson CX
- ⇒ Patch Gas Station
- ⇒ Kelley Gas Station
- ⇒ All Gymnasiums
- ⇒ Airfield, Building 3255
- ⇒ Panzer AAFES Shopette

## **Car Batteries, Batteries larger than dry-cell (i.e. Laptops) :**

Locations for disposal see table on page 19.

Vendors must take back old car batteries if originally bought at the store. Keep in mind that vendors issue a pawn ticket. The same pawn ticket has to be re-issued to the vendor to dispose the old battery for free.



Collection container



Collection of Dry Cell Batteries



Car Batteries

- ⇒ All dry cell batteries and accumulators, which are used in the household for radios, flashlights, cameras, electronic toys etc., can be recycled and should be separated from all other garbage.
- ⇒ A car battery which is filled with sulfuric acid is a recyclable hazardous material and does not belong in the regular trash.
- ⇒ German shops selling batteries provide disposal boxes for batteries.

# Paint / Medicine

## **Paint:**

Most paints are hazardous waste and must be collected separately from the regular trash. However, completely dried paints residues in the bucket or empty paint buckets can be thrown into the regular trash dumpsters.

Within each Installation there are special containers in the central collection points where waste paint is collected. Paint spray cans and other aerosol cans must also be separately collected. Locations for disposal see table on page 19.

## **Medicine:**

The proper way to dispose of unused or expired medicines is to bring them to the Patch Clinic, Bldg. 2300. German pharmacies off-post accept also medicines. If not possible dispose medicine in regular trash. Never ever dump medicine into the sewer system.



Aerosol Cans



Paint Containers



Unused Medicine

## **Note:**

For [help on paint disposal](#) or additional information please call the Environmental Division at DSN 421-6135/6134 or the installation representative (see the back of this booklet).

# Household Cleaner Reuse Program

The Garrison Stuttgart maintains a program for Household Cleaners Reuse.

Items such as:

- ⇒ Glass, carpet, floor, bathroom, kitchen cleaners
- ⇒ Waxes, polishes, disinfectants

in their original, closed container, which is not corroded can be dropped off at:

- ⇒ Self-Help Issue Points (SHIP) Patch Barracks Bldg. 2342
- ⇒ Self-Help Issue Points (SHIP) Robinson Barracks Bldg. 195
- ⇒ Hazardous Reuse Center Panzer Kaserne Bldg. 2958

All US ID cardholders can turn in (or pick-up) items.

They are free of charge and there is no paperwork involved. The drop-off points operate during normal business hours.



Hazardous Reuse Center at Panzer Kaserne in Bldg. 2958

- ⇒ This program saves the Garrison Stuttgart the funds that might normally be spent disposing of these unwanted items and it saves the environment by preventing toxic chemicals from going into regular trash or recycling containers.
- ⇒ Also ask your neighbour and friends if they need any of your unused or excess cleaners.

# Location of Recycling Containers

Recycling Islands are located at all Housing Areas in the Stuttgart Community. These islands are large enough for holding containers for paper, glass/metal, plastic, and regular trash. The single-family quarters have their own container set for paper, glass/metal, normal trash and some have a plastic recycling container. Container locations for other recyclables materials are listed in the table below:



Recycling Islands for multi-family units



Recycling bins for single-family units

| Waste Stream     | Kelley   | Patch    | Panzer   | Robinson | Army Airfield |
|------------------|----------|----------|----------|----------|---------------|
|                  | Building | Building | Building | Building | Building      |
| Cardboard        | 3360     |          |          |          |               |
| Bulky Items      | 3360     |          |          | 146      |               |
| Scrap Metal      | 3360     |          |          | 146      |               |
| Wood, untreated  | 3360     |          |          |          |               |
| Electronic Scrap | 3360     |          |          | 146      |               |
| Refrigerators    | 3360     |          |          |          |               |
| Tires w/o rims   | 3360     |          |          |          |               |
| Cell phones      | 3371     | 2316     | 2974     | 139      |               |
| Hazardous Waste  | 3371     | 2316     | 2974     | 139      | 3219          |

⇒ Your care and cooperation is needed to make the USAREUR SORT program successful and save the community money by reducing trash disposal costs.

# Contacts

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For information about **recycling pick-up, placement of recycling containers**:

⇒ O&M Division 421-6288 and 420-7343

For information about **hazardous waste**:

⇒ Environmental Division 421-6135/- 6134

For **local questions** call your Installation Representative:

⇒ Kelley Barracks/Army Airfield 421-6288

⇒ Patch Barracks 430-5450

⇒ Panzer Kaserne 431-2806

⇒ Robinson Barracks 420-7343

## Additional RECYCLING INFORMATION:

[www.stuttgart.army.mil](http://www.stuttgart.army.mil)

