
FORT CAMPBELL ENVIRONMENTAL HANDBOOK
Guidance and Instruction
DISPOSAL OF CLASSIFIED DOCUMENTS

1. **Purpose and Scope:**

The purpose of these instructions is to provide guidance on the disposal of classified documents on Fort Campbell.

2. **Reference:**

- a. Kentucky Division of Air Quality Regulation, 401 KAR 63:005, Open Burning
- b. Tennessee Division of Air Pollution Control Regulation, Chapter 1200-3-4, Open Burning

3. **Definition:**

Open Burning - the burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the outdoor atmosphere without passing through a stack or chimney.

4. **General:**

- a. Commonwealth of Kentucky, Division For Air Quality, 401 KAR 63:005, and Tennessee Division of Air Pollution Control, Chapter 1200-3-4, prohibits the open burning of any type, unless authorized by a specific permit.
- b. An incinerator has been constructed for the purpose of destroying classified documents (acetate, paper, floppy diskettes, etc.). The incinerator is located on Stillwell Road and Airborne St.
- c. Classified documents (paper only) can also be destroyed by a shredder located at ITBC Security Division, Bldg 2403, 20th Street and Indiana Avenue.

5. **Responsibilities:**

- a. The EQO is responsible for:
 - 1) disseminating the information in this bulletin to all parties in his/her unit,
 - 2) ensuring the classified documents are destroyed properly in accordance with this bulletin.

6. **Instructions:**

Appointments for the incinerator and the shredder can be scheduled by contacting Mr. Mike Adkins, telephone (270) 798-2425.

7. **Additional Guidance:**

- a. For additional guidance, information and answers to your questions contact Ms Patty Lockard, PWBC Environmental Division, Compliance Branch, telephone (270) 798-9603.
- b. For future reference, place this document behind *Tab Number 1* in your Fort Campbell Environmental Handbook.