



DEPARTMENT OF THE ARMY

HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
FORT CAMPBELL, KENTUCKY 42229-0000

RECD BY:
ATTENTION OF:

AFZIB-GCC (2001-1a)

31 JAN 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cardboard and Office Paper Recycling Policy

1. To enhance the Installation Recycling Program and reduce landfill waste, I am directing all offices and activities on the installation to implement mandatory recycling of cardboard and office paper. This effort will help meet the directives from DOD and FORSCOM to reduce solid waste by 40% by the year 2005 and will provide cost avoidance of landfill tipping fees paid by the installation for refuse disposal. Additionally, the program generates revenue from the sale of recyclable materials that can be used for Morale, Welfare and Recreation Quality of Life programs.
2. In order to meet the objectives of this policy, cardboard and office paper recycling will be accomplished by utilizing the following options:
 - a. Option #1. Deposit paper (any color or white paper, newspaper, magazines, file folders, junk mail, books, manuals, and strip-shredded paper) and small quantities of cardboard in designated paper recycling containers. Cardboard materials will be flattened, then placed in these containers or stacked next to the container for removal.
 - b. Option #2. Take office paper and/or cardboard to the Recycling Center (Building 5225) on Desert Storm Avenue, telephone 798-4527.
 - c. Option #3. Transport office paper and/or cardboard to either of the two Convenience Centers for collection of recyclable materials (Center #1 at the corner of Airborne Street and Stillwell Road, Center #2 at 47th and Market Garden Road).
 - d. Special Options. For units that have large volumes of cardboard products, a specifically identified dumpster or compactor is provided. These containers shall be used for cardboard products only. For units that have cross-shredded or pulverized documents, call 798-9782 for collection.
3. The Environmental Division is directed to perform inspections for compliance, and any infractions will be reported to chain of command elements. The mandatory recycling program receives my personal attention and is a priority program on the installation.
4. POC is Trudy Carr, Public Works Business Center, Environmental Division, at 798-9782.

KIM L. SUMMERS
COL, AV
Commander USAAG

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