



USAG Stuttgart

# Handbook for Waste Sorting

**ON-POST**



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

USAG Stuttgart

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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, with the aim of building a life cycle economy that avoids the generation of waste.

The Act states that whoever produces, markets and consumes goods is responsible for the avoidance, recycling, reuse, and environmentally-sound disposal of waste. As a result, it establishes a hierarchy of avoidance, recovery, and disposal that emphasizes waste avoidance, promotes low-waste products, and provides incentives for waste recovery practices.

Properly sorting and recycling waste in turn:

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

**Your participation is vital for the success of all recycling efforts!**  
**Making small changes in your daily life style will reduce waste!**

- 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 has increased. Waste has become a secondary raw material. We should 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 at USAG Stuttgart. Your active participation is needed to make this program work. With this information, we hope you will have a better understanding of why we have to recycle, what items to recycle, and the easiest way to go about recycling at your home. Many states in the U.S 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, recyclables, or any type of item generated off-post and disposing of them on-post at any USAG Stuttgart installations.

As a courtesy, when disposing waste on-post, make sure waste is properly secured by keeping the lids in waste bins closed at all times.

**PLEASE  
CLOSE  
THE LID !**



**PLEASE PLACE  
TRASH IN THE  
CONTAINERS !**

- ⇒ Take pride in our environment.
- ⇒ Participate and recycle.
- ⇒ Do it for the future.
- ⇒ Be good stewards as the U.S. Forces residing in our Host Nation!

# Who, What and How

- Who** Everybody should participate in recycling.
- What** All wastes that can be recycled include: paper, glass, metals, electronics, wood, tires, and plastics.
- How** Separate and sort recyclable materials from normal trash and place them in the proper collection containers.



Cardboard/Paper



Regular Trash



Plastics



Metal Cans/Glass



- ⇒ Most wastes produced are recyclable; unfortunately, recycling is not always realized which leads to improper disposal of waste.
- ⇒ Approximately 50% of the average household waste is recyclable and even more in offices. The most important materials that should always be recycled are cans, paper, plastics, and glass.

# Reduce - Tips for Waste Avoidance

Avoidance starts by thinking and observing. Think about the products you use and whether they ensure an environmentally sound disposal at the end of their life cycle. Is there a way to substitute these products with products that are multi-use, long-life and repair-friendly and can be recycled and disposed of as unproblematically as possible?

In the end you can control the amount of waste that's produced by being mindful of the consumable goods we buy. This all begins with our everyday shopping habits. Some basic tips to be mindful of include:

- ⇒ Take a reusable bag or basket with you when you go shopping. If you have to use a plastic bag, try to reuse it as many times as possible .
- ⇒ When purchasing plastic and glass bottles at local markets, make sure to bring them to returnable container systems.
- ⇒ If possible select unwrapped items. Choose ecologically sound, garbage-reducing products that can be recycled.
- ⇒ Be mindful of the product packaging. Avoid items that are double or triple packaged with paper and plastic.

Non-recyclable items to avoid include:

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

Avoid products that contain hazardous chemicals as they can harm you, your family, and the environment. Try to use non-hazardous products whenever possible.

- ⇒ Some things are still good and can be reused before throwing them away.
- ⇒ Items that you don't need any longer, try to give them to friends or neighbors, who might have a use for them, or sell them at a yard sale or flea market.

# Reuse - Thrift Shop

Household goods, clothing, and other items that are no longer needed can be donated to the Patch Thrift Shop, which is operated by the Stuttgart Community Spouses' Club (SCSC). All proceeds generated go back to the community in form of scholarships, grants, and financial support for various groups and activities within the USAG Stuttgart military community.

- ⇒ The Patch Thrift Shop is located on Patch Barracks in Building 2332.
- ⇒ 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.

### **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	1200 - 1800 hrs.
Fri	1000 - 1600 hrs.
Sat	1000 - 1600 hrs.



**Contact:** Phone - 09641 70596 5510

email - [patchthriftshop@gmail.com](mailto:patchthriftshop@gmail.com) or [scsc.thriftliason@gmail.com](mailto:scsc.thriftliason@gmail.com)

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

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

# Paper & Cardboard

Make sure to **only** place items made of paper and cardboard in the container for Paper & Cardboard. For questionable items, refer to the recycling information.

## **This includes:**

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



Avoid mixing of waste, for example cardboard in regular trash

## **This does not include the following items, which should go 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
- ✓ Mixed packaging



Paper & Cardboard Container



**Note:** Make sure to crush/collapse 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 on page 19).

⇒ Dirty or non-recyclable paper in paper containers, even in small amounts, can reduce or destroy the recyclability of an item and results in increased disposal costs.

⇒ Office paper that can be recycled should be separated into office paper containers, which will be emptied by the custodial crew.



# Glass & Metal Cans

Recyclable glass and metal cans share the same container labeled “Glass & Metal Cans”. Buying returnable plastic and glass bottles through the refund system in the local market helps to reduce waste.

## Recyclable glass includes:

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



Refund Sign

## Recyclable metal includes:

- ✓ Soda cans (aluminum)
- ✓ Food cans (aluminum)
- ✓ Pie tins
- ✓ Clean aluminum foil
- ✓ Metal lids
- ✓ Aluminum pots & pans

## Non-recyclable glass:

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



Returnable bottle/cans

## Non-recyclable metal:

- ✓ Metallic wrapping paper
- ✓ Dirty aluminum foil/trays
- ✓ Vacuum wrappings for coffee, etc.

Return them & receive refund coins!



Glass & Metal Container

\* see Hazardous Waste, page 15.

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

**Note:** If bottles/cans are returnable, take them back to 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/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 a variety of new products such as bottles, benches, fences, pipelines, and shopping bags. Please note that almost all plastic types can be recycled. While shopping make sure to minimize the selection of plastics that can't be recycled.

### **Includes:**

- ✓ Empty plastic bottles & cups
- ✓ Plastic wrapping & bags
- ✓ Plastic buckets & boxes
- ✓ Plastic yogurt cups
- ✓ Plastic food containers
- ✓ Laminated plastic such as juice & milk boxes
- ✓ Styrofoam cups & packaging
- ✓ Items made of plastic (benches & toys).

### **NOT included & goes into regular trash:**

- ✓ Plastic cases from household appliances (mixer, radio, etc.)
- ✓ Metallic wrappings
- ✓ Laminated items that contain metals.
- ✓ CDs & DVDs



Container for Plastics



Avoid mixing waste:  
Plastic items in Regular Trash

- ⇒ Plastic bottles marked with the refund sign are returnable.
- ⇒ Choose reusable shopping bags instead of plastic bags.

# Electronic Scrap

Take electronic scrap to one of the Centralized Community Recycling Centers listed on page 19.

Specific electronic scrap, such as refrigerators and air conditioning units, are handled differently and will only be collected at Kelley Barracks.

DPW does not receive hand receipted items (i.e. items paid by the government that have to be turned in and can not be disposed of in a regular way). Hand receipted items includes computers, printers, monitors, etc. and can be turned in at the Central Receiving Point at Panzer Kaserne.

### ***This includes:***

- ✓ Personal computers
- ✓ Washers/Dryers
- ✓ Vacuum cleaners
- ✓ Refrigerators
- ✓ Air conditioner
- ✓ Dishwashers
- ✓ Microwaves
- ✓ Cell phones
- ✓ Television
- ✓ Radio
- ✓ Razors
- ✓ Stoves
- ✓ Fans

### ***This does not include:***

- ✓ Light bulbs & tubes
  - ✓ Energy saving lamps
- ⇒ See Hazardous Waste, page 15



Container for Electronic Scrap



Container for Refrigerators and Air Conditioners

**Note:** If you are not able transport large items, call the Installation Coordinator (IC) at your installation to arrange for a curb side pickup (see back page of this booklet for appropriate POC).

⇒ The DPW Recycling Center is located at Kelley Barracks, Bldg. 3360 and is open during regular business hours. If you need help or have any questions call: CIV 0711-819-7343 or DSN 420-7343.

# Wood / Bulky Items / Metal Scrap

Bulky items, metal scrap, and untreated wood can be disposed of at one of the Centralized Community Recycling Centers listed on page 19.

## **Wood items include:**

- ✓ Untreated & non-painted wood
- ✓ Wooden pallets

## **Metal scrap items include:**

- ✓ Metal bed frames
- ✓ Bicycles

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

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



Scrap Wood Collection



Container for Bulky Items



Container for Metal Scrap

**Note:** Central Receiving Facility for government-owned items and hand received items is located at Panzer Kaserne, Bldg. 2956.

⇒ For large quantities of wood/bulky items or to schedule a “curb side pickup” please contact your Installation Coordinator. Telephone numbers for Installation Coordinators are listed on the last page of this booklet.

# Car Tires / Toner Cartridges

## **Car Tires:**

Tires and rims are materials that are to be recycled and do not belong in the regular trash.

- ⇒ A container for car tires with or without rims is located at Kelley Barracks, Bldg. 3360
- ⇒ Rims belong into the Metal scrap container



## **Toner Cartridges:**

Various suppliers of toner cartridges offer a free returning service. The used cartridge can be placed back into the original box and the return label provided in the box will be used to ship the cartridge back to the manufacturer at no cost.

Disposal locations on-post are listed on page 19.



Illustration of used cartridges that are wrapped and ready to be returned

- ⇒ Please help reduce costs and trash by recycling tires. Do not throw tires into the dumpster.

# Office Recycling Program

We have an excellent opportunity to recycle paper, cans, glass, and plastic materials in our community with the recycling islands at various locations within the USAG Stuttgart installations. Everyone living and working on-post is encouraged to separate, recycle and properly dispose of all wastes generated at the designated areas.

When working on-post, offices participating in the Office Recycling Program will provide designated areas with recycling bins to help separate paper waste; such as, copy paper, magazines, cardboard, and newspaper. Make sure to properly dispose paper towels or mixed materials (i.e., drink cartons) appropriately in regular trash, as they do not belong into the paper recycling bins. Also, be mindful that shredded paper should be disposed without plastic bags (see page 8).

In addition, metal cans/glass (see page 9) and plastic materials (see page 10) should be disposed in their designated recycling bin. All recycling bins should be properly labelled and, if possible, color-coded.

The custodial contractors should be informed to empty the recycling bins and dispose the waste into the proper containers at the recycling islands.

When purchasing items 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 into 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.**

# Hazardous Waste

Hazardous Wastes are substances that contain harmful substances. Hazardous Wastes 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 hazardous waste collection point that are managed by the Environmental Division. The locations are listed on page 19. Below are examples of hazard warning signs that identify the hazards of hazardous waste to be aware of:



Before disposing of household cleaners make sure the containers are completely empty. If the container still contains cleaner, give it to friends, neighbors, colleagues, etc. Refer to page 18 for the Garrison Reuse Program.



## **Automotive Waste :**

Vehicle maintenance is *only* authorized in certain locations on USAG Stuttgart. The FMWR Auto Skills Center at Panzer Kaserne, Bldg. 2930 is a location that offers vehicle maintenance spaces with proper containers to dispose of automotive waste. Additionally, the AAFES Car Care Center provides vehicle maintenance and repair services.



**Note:** For hazardous waste turn-in appointments or additional information please call the Environmental Division at DSN 596-6135/6134. Additionally, installation coordinators can be contacted to provide assistance (refer to 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 regular trash.

## **Dry-cell batteries:**

Collection containers are located at:

- ⇒ Commissaries: Patch Barracks, Bldg. 2350, Panzer, Bldg. 2957, and Kelley Barracks, Bldg.3317
- ⇒ Post Offices: Patch Barracks, Bldg. 2312 and Kelley Barracks, Bldg. 2325
- ⇒ Exchanges: Panzer, Bldg. 2903 and Robinson Barracks, Bldg. 146
- ⇒ Gas Stations: Patch Barracks, Bldg. 2349 and Kelley Barracks, Bldg. 3324
- ⇒ Gymnasiums: Patch Barracks, Bldg. 2337, Panzer Bldg. 2990, Kelley Barracks, Bldg. 3326, and Robinson Barracks Bldg. 151
- ⇒ Airfield Bldgs. 3254, 3455, 3220, and 3227



Collection container



## **Car batteries, batteries larger than dry-cell batteries (i.e., accumulators in laptops):**

Old car batteries can be returned to the vendor where the battery was purchased. Car battery vendors must take back old car batteries. Keep the purchase receipt, as this will be required by the vendor to dispose of the old battery for free.



- ⇒ All dry-cell batteries and accumulators (which are typically used in households for radios, flashlights, cameras, electronic toys, etc.) can be recycled and must be separated from all other waste.
- ⇒ Car batteries filled with sulfuric acid are considered a recyclable hazardous material and should not be disposed of in the regular trash.
- ⇒ German shops selling batteries provide disposal boxes for batteries.



# Paint / Medicine

## **Paint:**

Solvent-based paints are hazardous waste and must be collected separately from regular trash. However, completely dried paint residue left in an empty paint bucket can be thrown into the regular trash dumpsters. Each installation has special containers at the central hazardous waste collection points designated for the collection of waste paint. Spray paint cans and other aerosol cans must be collected separately. For disposal locations refer to page 19.

## **Medicine:**

Unused or expired medicine should be brought to the Patch Health Clinic, Bldg. 2300. German pharmacies off post also accept medicines. If either of these options are not available (worst case scenario), dispose of medicines in regular trash. Do not dump medicine down the sink drain/toilet into the sewer system.



## **Note:**

For help on paint disposal or additional information please contact the Environmental Division at DSN 596-6135/6134 or the Installation Coordinator (refer to the back of this booklet).

# Household Cleaner Reuse Program

USAG Stuttgart maintains a Household Cleaner Reuse Program. Items that are part of this program include:

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

Items in their original and closed container that is not corroded can be dropped off at:

- ⇒ Self-Help Issue Point (SHIP)                      Patch Barracks, Bldg. 2333
- ⇒ Self-Help Issue Point (SHIP)                      Robinson Barracks, Bldg. 195
- ⇒ Hazardous Materials Reuse Center              Panzer Kaserne, Bldg. 2958

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

Items 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 USAG Stuttgart funds that might normally be spent disposing of these unwanted items and it protects the environment by preventing toxic chemicals from going into regular trash or recycling containers.
- ⇒ With unwanted items, always make a point to ask your neighbors and friends, if they need any of your unused or excess cleaners.

# Centralized Community Recycling Centers

Recycling Islands are located at all housing areas in the USAG Stuttgart Community. These islands are large enough with holding containers for paper, glass/metal, plastic, and regular trash. The single-family houses have their own containers for paper, glass/metal, regular trash, and some have a plastic recycling container.

The Garrison has Centralized Community Recycling Centers at Kelley Barracks bldg. 3360, Patch Barracks bldg. 2338, Robinson Barracks bldg. 146, and Panzer Kaserne bldg.2956 that should be used to dispose other wastes as listed below.

The Centralized Community Recycling Centers are serviced by DPW O&M personnel on a regular basis. Delivery of recyclable items at the Centralized Community Recycling Centers need to be coordinated with the Installation Coordinator in charge for your Installation.

Waste	Kelley	Patch	Panzer	Robinson	Army Airfield
	Bldg.	Bldg.	Bldg.	Bldg.	Bldg.
Bulky Items	3360	2338	2956	146	
Cardboard	3360			146	
Electronic Scrap	3360	2338	2956	146	
Hazardous Waste	3371	2316	2974	116	3219
Refrigerator/Air Conditioning Units	3360				
Scrap Metal	3360	2338	2956	146	
Tires (w/o rims)	3360			146	
Toner Cartridges	3371	2316	2974, 2956, 2903	116	3219
TV's / Monitors	3360	2338	2956	146	
Untreated Wood	3360				

⇒ Your care and cooperation is needed to make the USAG Stuttgart On-Post Waste Sorting Program successful and save the community money by reducing trash disposal costs.

