



# Incident Recycling BPA Implementation Quick Guide

## What You Need to Know for Fire Year 2019

Vision: Achieving net zero waste at all large fire incidents by 2030  
 Mission: Integrating sustainable operation’s best management practices into the fire community

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### Points of Contact

- ❖ For technical questions
- For contract-related questions

#### Northwest Coordination Center (NWCC)

- ❖ Greening Fire Program Lead: Katie Mergel ([katie.mergel@usda.gov](mailto:katie.mergel@usda.gov))
- Contracting Lead: Kirsten Donelson ([kirsten.donelson@usda.gov](mailto:kirsten.donelson@usda.gov))

#### Northern California and Southern California Coordination Centers (ONCC and OSCC)

- ❖ Greening Fire Program Lead: Lara Buluc ([lara.buluc@usda.gov](mailto:lara.buluc@usda.gov))
- Contracting Lead: Matt Gagnon ([matthew.gagnon@usda.gov](mailto:matthew.gagnon@usda.gov))
- Contracting Co-Lead: Lydia Moore-Ward ([lydia.moore-ward@usda.gov](mailto:lydia.moore-ward@usda.gov))

#### Southwest Coordination Center (SWCC)

- ❖ Greening Fire Program Lead: Kelly Jaramillo ([kelly.jaramillo@usda.gov](mailto:kelly.jaramillo@usda.gov))
- Contracting Lead: Stephanie Archuleta ([stephanie.archuleta@usda.gov](mailto:stephanie.archuleta@usda.gov))

### Greening Fire Sustainable Operations 2019 Focus Area: Incident Recycling

Based on ICS-209 data on fires in 2011, incident management teams (IMTs) in the Southwest Geographic Area Coordination Center (*i.e.*, the states of Arizona and New Mexico, and the Federal units located in the western parts of Oklahoma and Texas to the 100th meridian) are estimated to have generated between 6.7 and 9 million pounds of trash. It is estimated that waste generation rates are similar in other Geographic Area Coordination Centers when normalized by incident head count. The majority of this waste was most likely sent to community landfills. The Forest Service has struggled to meet the U.S. Department of Agriculture-mandated goal - to divert 55% of the waste from landfills - using in-house resources.

There is a cost to communities when waste is not recycled and is sent to the landfill instead, particularly if the cumulative impact from decades of firefighting camp waste causes the community landfills to reach their maximum capacity prematurely.

A [\*Sustainable Operations in Incident Management Letter of Intent\*](#) was issued in April 2019 under dual signature by the Acting Deputy Chiefs of National Forest Systems and State and Private Forestry. The letter states that the National Greening Fire Team's (GFT) focus for this year is Incident Recycling.

### [Leadership Intent and Delegation of Authority on Incidents](#)

Per the Deputy Chiefs' Letter, Line Officers should include expectations for implementing [\*Sustainability Best Management Practices \(BMPs\)\*](#) in the Delegation of Authority and Incident Management Team in-briefings, plus provide on-forest assistance with identifying local sustainability resources. The Department of Energy National Renewable Energy Laboratory's [\*Opportunities for Energy, Water, and Waste Reduction at U.S. Forest Service Fire Camps Report\*](#) is an excellent source of BMPs.

In addition, Incident Management Teams are expected to leverage the new on-site incident recycling Blanket Purchase Agreement (BPA) ([solicitation](#)) at Type 1 and 2 incidents or at incidents with more than 200 personnel.

### [On-Site Incident Recycling Blanket Purchase Agreement \(BPA\) Pilot](#)

The intent of the on-site incident recycling BPA is for qualified vendors to provide day-to-day camp waste diversion services. Streamlining and standardizing the waste diversion program is expected to reduce the labor burden on camp crews, logistics, and facility personnel. By diverting recyclables from the current waste stream, the on-site recycling BPA is also expected to reduce the frequency (and cost) of trash service on incidents.

This 3-year BPA (2019-2021) is being approached as a "pilot" during which program efficacy will be closely monitored and feedback will be collected from the agency as well as vendors.

### [Geographic Areas Covered by the BPA](#)

The BPA will be one of the mechanisms for on-site recycling services in four of the [\*Geographic Area Coordination Centers\*](#) (GACCs). The participating GACCs include: Northwest (NWCC), Northern California (ONCC), Southern California (OSCC), and Southwest (SWCC) Coordination Centers.

## [Scope of On-Site Incident Recycling Services](#)

The vendor should mobilize as early as possible to catch the heavy generation of recyclables during camp set-up (and tear-down). Vendors are required to mobilize (and de-mobilize) within 24 hours of notice. The BPA includes six components as depicted below.

1) On-site set-up/maintenance/tear-down of incident recycling equipment\*

2) Standardized collection and sorting of waste and recyclables

3) Processing back-hauled waste and recyclables from spike camps

4) Transporting recyclables to the nearest drop-off or processing center

5) Waste diversion tracking and reporting

6) Recycle revenue management (if applicable)

*\*Equipment includes trash/recycling/compost receptacles, trash/recycling/compost stations, bags for lining trash and recycle receptacles, materials for creating cardboard “corrals,” sorting tables, signage, personal protective equipment, etc.*

### What Will Be Recycled?

The recycling vendor will focus on “primary recyclables” in order to achieve a minimum waste diversion rate of 40% from the landfill.

This BPA also includes “optional” items for waste diversion. The Logistics Chief or Facilities Unit Leader should determine whether these optional items are best managed through the BPA (and, if so, indicate which optional items the vendor needs to manage as part of the recycling resource order).

MINIMUM REQUIREMENT Primary Recycling	OPTIONAL Recyclable Items
<ul style="list-style-type: none"> <li>•Cardboard</li> <li>•Plastic #1 and #2</li> <li>•Paper</li> <li>•Aluminum/Tin Containers</li> <li>•Glass</li> <li>•Wood Pallets</li> </ul>	<ul style="list-style-type: none"> <li>•Cooking Oil</li> <li>•Tires</li> <li>•Batteries (All Types)</li> <li>•Scrap Metal</li> <li>•Compost</li> </ul>

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## Sideboards with Composting

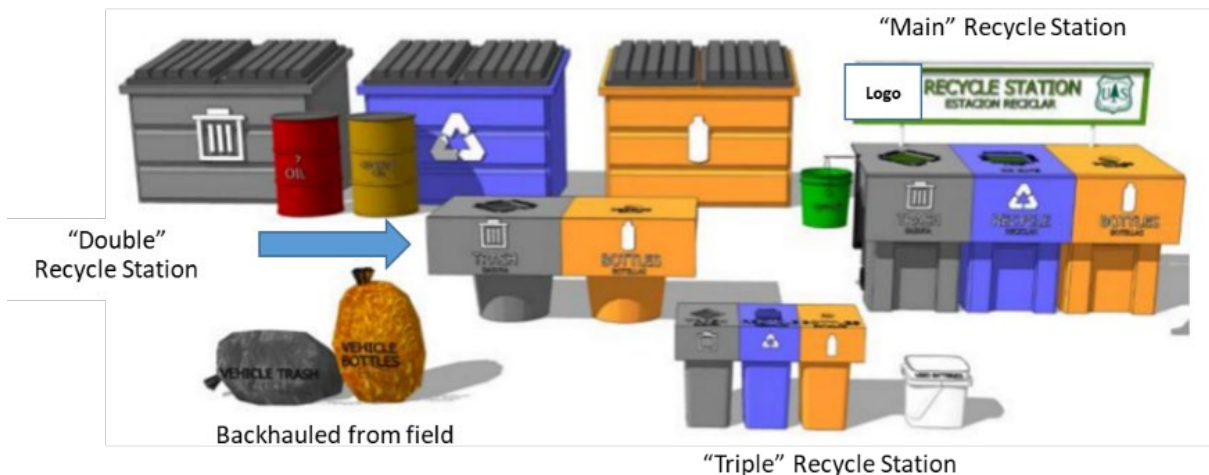
From past incident waste audits, we know that roughly 30% of our incident waste is compostable material. So, if we include compost in our waste diversion, we can potentially divert 70% of our waste from the landfill.

A common concern with compost management at the fire camps is related to attracting animals. The idea with this service is that instead of throwing the food waste in the trash dumpsters (as we currently do), it would be managed in animal proof containers/vehicles by the recycling vendor. Ideally, this would actually improve safety at the fire camp by actively managing odor and access to food waste.

When a national food caterer is present, the optional compost management line item cannot be selected due to a contract conflict. In the absence of a national food caterer, the recycling vendor will research the feasibility of providing compost management services at the incident, provide a recommendation to the Logistics Chief or Facilities Unit Leader on a “go/no-go” for compost, then the Logistics Chief will make the final determination if compost management services will be ordered.

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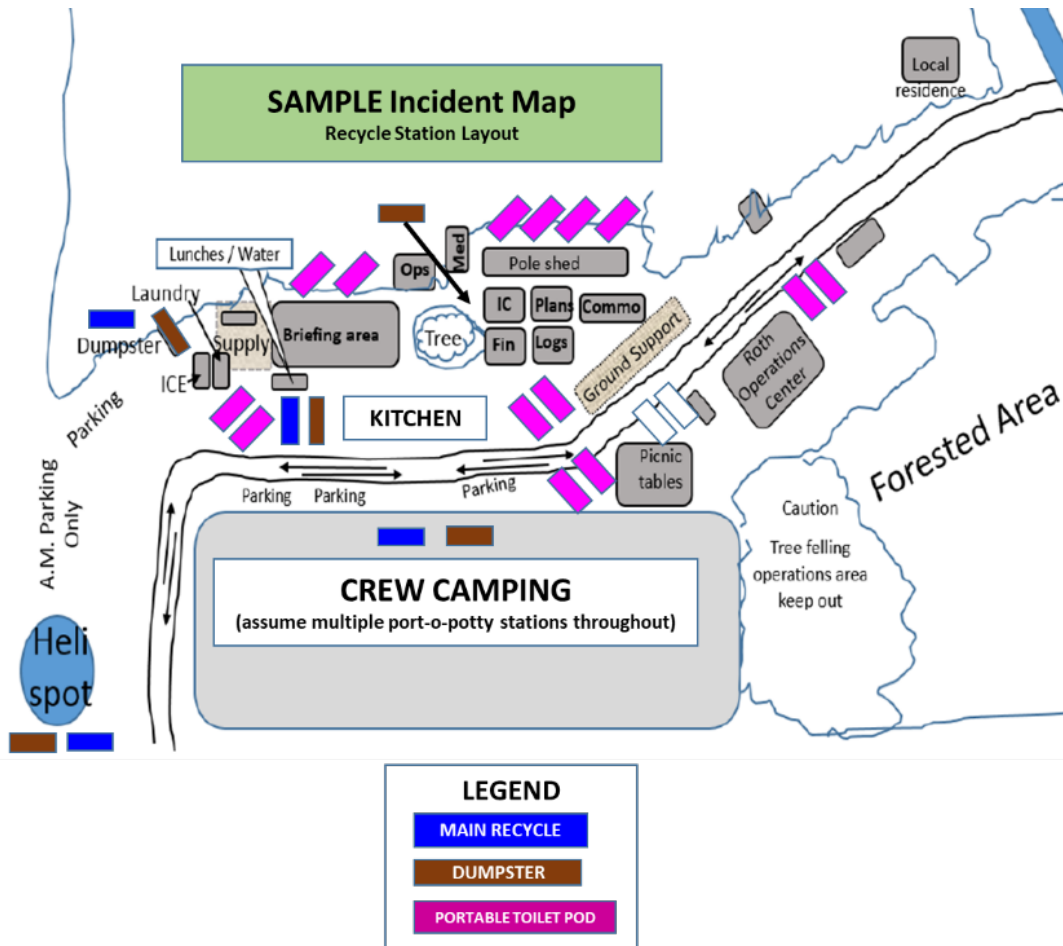
## What are Recycle Stations and Where Do They Belong?



The Government retains the responsibility for providing dumpsters/roll-off service for trash at the fire camp. However, the vendor is responsible for all trash and recycling receptacles (known as “recycle stations”) within the fire camp. The vendor may elect to deploy and manage cardboard or other recycling dumpsters (in addition to the main/double/triple recycle stations, as appropriate). The vendor is responsible for transporting *\*ALL\** recyclables to an appropriate recycle center (*i.e.*, by trailer or other means). The vendor is responsible for providing appropriately color-coordinated bags for managing back-hauled trash and recyclables from spike camps (*e.g.*, clear bags for trash and blue bags for recyclables). These waste/recycle streams require post-sorting for optimum waste diversion.

An example of the “Main,” “Double,” and “Triple” Recycle Stations the recycling vendors are required to provide throughout the fire camp is provided above. These recycle stations will be color-coordinated and labeled with easy-to-read signs, so fire camp personnel can easily see where the trash and recyclables go. The actual recycle stations offered by each vendor may vary slightly, but in general, the recycle station concept in the BPA is designed to create a more consistent recycling experience for our fire personnel at our fire camps.

The recycling vendor will be placing the large, “main” recycling stations near all of the large dumpsters/roll-offs in the camp (including but not limited to the ICP, Supply, and Crew Sleeping Areas). A fire camp with 1,000 personnel is expected to have at least four (4) dumpsters, so four (4) main recycle stations would need to be placed adjacent to each of these dumpsters as shown in the image below. Close to these “main” recycling stations, the vendor will also place “cardboard corrals” to capture flattened cardboard boxes before they are tossed in the dumpsters.



The recycling vendor will also place “double” recycle stations near the portable toilets and hand wash stations. These stations are called “doubles” because they capture two things: trash and plastic bottles.

Near the office area and yurts, the vendor will place “triple” recycle stations. These are called “triples” because they capture three things: trash, plastic, and mixed paper.

Once set up, the recycling collection receptacles and stations should be serviced three (3) times a day, as the waste stream peaks after meals (breakfast, lunch, dinner). When not collecting recyclables, the vendor shall sort recyclables (may include removing recyclables from the dumpsters), bag, and transport recyclables to primary collection areas in preparation for hauling to the nearest recycle market.

The process is repeated daily until instructed to demobilize.

## How to Place Orders Using the Incident Recycling BPA

Step	Responsible Party	Details
1	Logistics Chief or Facilities Unit Leader	<ul style="list-style-type: none"> <li>Logistics Chief or Facilities Unit Leader will initiate this process by submitting a general message requesting on-site incident recycling services.</li> <li>This message should be submitted to the Ordering Manager for the incident.</li> </ul>
2	Ordering Manager	<ul style="list-style-type: none"> <li>The Ordering Manager submits a request for on-site recycling services to Dispatch.</li> </ul>
3	Dispatch	<ul style="list-style-type: none"> <li>Dispatch creates a resource order for on-site recycling services in ROSS and provides the resource order to the Buying Team.</li> <li>It is important that all resource orders related to incident recycling be properly labeled in ROSS as a recycling service.</li> <li>In ROSS, “Supply” should be selected for Catalog, followed by “Service, Sanitation” for Category, and “Service-Recycling” for Catalog Item.</li> <li><i>See ROSS Screen Shot below.</i></li> </ul>
4	Buying Team (if in place and assigned to the incident)	<ul style="list-style-type: none"> <li>The Buying Team places an order against the on-site incident recycling BPA. The Buying Teams in each GACC decide which vendor will be selected and then send the fill information to Dispatch after the order has been processed.</li> <li>It should be noted that all vendors in this BPA are required to be mobilized and on-site at the incident within 24 hours of notification, regardless of their distance from the incident.</li> </ul>

Step	Responsible Party	Details
5	Logistics Chief or Facilities Unit Leader	<ul style="list-style-type: none"> <li>• The incident recycling vendor will coordinate with the Logistics Chief or Facilities Unit Leader regarding final placement of their recycle stations throughout the camp.</li> <li>• The vendor will also communicate their recycling processes and provide any pertinent information that would be helpful for the Logistics Chief or Facilities Unit leader to share with the IMT during team briefs.</li> <li>• As in other similar services, the vendor will complete the Emergency Equipment Shift Ticket information, and the Logistics Chief or Facilities Unit Leader shall verify the information is reasonable and accurate.</li> <li>• The number of personnel on the incident should be annotated in "Remarks." If on-site recycling services are for remote/spike camps, the mileage between the incident base and the remote camp should also be annotated in "Remarks."</li> <li>• As noted previously, the vendor is required to divert a minimum of 40% of the waste from the landfill by focusing on the following primary recyclables: cardboard, plastic, paper, pallets, aluminum and tin cans, and glass.</li> <li>• The vendors are also required to track and report the waste and recycling volumes on a weekly basis using Survey123. The National Greening Fire Team will ensure this data is available through web-based maps and charts using ArcGIS Online.</li> </ul>

Step	Responsible Party	Details
		<ul style="list-style-type: none"> <li>• The Facilities Unit Leader should monitor the vendor’s performance and ensure they are meeting the requirements of the BPA.</li> <li>• Please reach out to the National Greening Fire Team Program Leads if you have technical questions, or the contracting leads if you have procurement-related questions (see Page 1).</li> </ul>
6	Finance	<ul style="list-style-type: none"> <li>• Finance will receive and process the Emergency Equipment Shift Tickets, create the invoice in eISuite or verify the commercial invoice.</li> <li>• Refer to the incident recycling <a href="#">BPA Pricing Schedule Job Aid</a> to determine the daily pricing information for each vendor servicing each GACC.</li> <li>• The invoice will be paid through ASC Incident Finance or the Host Agency Payment Center as appropriate.</li> </ul>



### Select Item to Request

Catalog | Pre-Orders

Catalog:

Category:

Item Name:

Item Code:  Keyword:

Catalog Item	Code
Service - Grey Water Removal	
Service - Handwashing Station (Portable)	
Service - Porta Potties	
Service - Recycling	
Service, Garbage/Container Removal	
Service, Sanitation, Other	

There are no reminders for this catalog item.

### Select Features

Available Features:

Requested Features:

### Select Inclusions and Exclusions

None  
 Federal Only  
 Host Agency Only  
 Non-Federal Only  
 State Only  
 Contractor Not Acceptable  
 Portal-to-Portal Acceptable

### Enter Request for Service - Recycling

# Requests \*  Block

Next Number

Need Date/Time \*    Track Request

DeliverTo \*

Navigation Instructions:

Financial Code:

Special Needs:

Reporting Instructions:

Buying Team Request

Incident Ordering Contact:

Request Contact\*:

Configuration Option:

### Request(s) Created

Requested Item    Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty

*Screen shot from ROSS for General BPA Ordering Process, Step 3, for Dispatch. Note selections: "Supply" for Catalog, "Service, Sanitation" for Category, and "Service-Recycling" for Catalog Item.*

### Measurement and Verification of Performance

The vendors are required to use Survey123 to document and report waste and recycling information in a standardized way, to include taking photos of recycling receipts to help document their diversion rates. If interested, you can request additional information related to how Survey123 will be used and how to access the compilation of data through web-based maps by contacting the [National Greening Fire Team's Shared Inbox](#). On-site personnel may use the [BPA Compliance Checklist](#) to ensure vendor performance aligns with the Scope of Work.

### Retaining Recycling Proceeds

Some states have "bottle bill" legislation that can generate substantial recycle revenue. In these instances, the host unit can receive this revenue. However, the proceeds must be managed according to regulations. Information about how to retain recycling proceeds is posted on the [National Greening Fire Team Website](#) (Note: this process is specific to the USFS and may differ by agency).

## Things That Will and Will Not Change

Since this incident recycling BPA is new, it is important to understand what will and will NOT change about waste management at fire camps.

### Things That Will NOT Change

The Government will provide the \*trash\* dumpsters or roll-offs at the camp.

In addition, spike camp personnel that currently backhaul their waste will continue to backhaul to the main camp. However, the recycling vendor will provide them two separately colored bags, one for trash and one for recycling. After these bags have been back-hauled, the recycling vendor will sort the bags to ensure the recyclables are properly separated.

If the national caterer is present at the fire camp, the national caterer will continue to provide and empty the trash bins in the dining tent. In these instances where the national food caterer is present, the optional compost management line item cannot be selected.

However, when the national food caterer is not present, the recycling vendor will research the feasibility of providing compost management services at the incident, provide a recommendation to the Logistics Chief or Facilities Unit Leader on a “go/no-go” for compost, then the Logistics Chief will make the final determination if compost management services will be ordered.

### **Other Options for On-site Incident Recycling by Contract**

The GFT will be developing a sample EERA Specification Sheet for contracted incident recycling to be used when the BPA vendor list is exhausted or in locations where the BPA does not apply.

This resource will be posted on the [GFT website](#) once complete.

### Things That WILL Change

If the BPA is ordered, the recycling vendor will arrive with a multitude of recycling stations. All of the vendor’s recycling stations are required to include both trash and recycling options. This means that the Host Units do NOT need to provide trash bins throughout the camp, and the camp crews do not need to service trash bins throughout the camp either. The recycling vendor is required to service their recycling stations at least three times a day.

It should be noted that the recycling vendor should not be utilizing camp crews to assist in collecting/sorting trash and recyclables from the contractor-provided recycle stations.

If the optional service is selected for compost management, it is understood that the national food caterer is not present and a suitable compost facility is available within 100 miles of the incident. In this case, the food caterer will be asked to not place any trash cans inside the dining tents. Fire camp personnel will be directed to sorting tables outside the dining tents where the recycling vendor staff will help sort the compostables in an expedient manner.