



Incident Recycling

What You Need to Know for Fire Year 2019

Team Vision: Achieve net zero waste on all large fire incidents by 2030

Team Mission: Integrate sustainable operations BMPs into the fire community

Greening Fire Sustainable Operations 2019 Focus Area: Incident Recycling

A "Sustainable Operations in Incident Management Letter of Intent" was issued in April 2019 by the Acting Deputy Chiefs of National Forest Systems and State and Private Forestry. The National Greening Fire Team (GFT) focus for this year is Incident Recycling. Current information related to the Greening Fire program can be found at their website: <https://www.fs.fed.us/managing-land/fire/sustainable-ops>

Delegation of Authority on Incidents

Line officers are requested to include expectations for implementing sustainability Best Management Practices on incidents. This information will be included in an incoming team's Delegation of Authority and communicated during Incident Management Team in-briefings. Line officers are being asked to provide on-Forest assistance to identify local sustainability resources.

On-site Incident Recycling Blanket Purchase Agreement

The National Greening Fire Team (GFT) developed an On-site Incident Recycling Blanket Purchase Agreement (BPA). The intent of the BPA is for the contractor to provide day-to-day camp waste diversion (i.e., incident recycling) services, thus reducing the labor burden on camp crews, logistics, and facility personnel.

Geographic Areas Covered by BPA

The BPA will be one of the mechanisms for on-site recycling services for the Northwest (NWCC), Northern California (ONCC), Southern California (OSCC), and Southwest (SWCC) Geographic Area Coordination Centers.

Incident Recycling Points of Contact

For technical questions related to incident recycling, contact the Regional Greening Fire Program Lead. For contract related questions, contact the Contracting Lead.

- Northwest Coordination Center (NWCC)
 - Greening Fire Program Lead: Katie Mergel (katie.mergel@usda.gov)
 - Contracting Lead: Kirsten Donelson (kirsten.donelson@usda.gov)
- Northern California Coordination Center (ONCC)
 - Greening Fire Program Lead: Lara Buluc (lara.buluc@usda.gov)
 - Contracting Lead: Matt Gagnon (matthew.gagnon@usda.gov)
 - Contracting Co-Lead: Lydia Moore-Ward (lydia.moore-ward@usda.gov)
- Southern California Coordination Center (OSCC)
 - Greening Fire Program Lead: Lara Buluc (lara.buluc@usda.gov)
 - Contracting Lead: Matt Gagnon (matthew.gagnon@usda.gov)
 - Contracting Co-Lead: Lydia Moore-Ward (lydia.moore-ward@usda.gov)
- Southwest Coordination Center (SWCC)
 - Greening Fire Program Lead: Kelly Jaramillo (kelly.jaramillo@usda.gov)
 - Contracting Lead: Stephanie Archuleta (stephanie.archuleta@usda.gov)

How to Place Orders Using the Incident Recycling BPA

General Order Process:

Step 1: Logistics Chief or Facilities Unit Leader

- ✓ Submit a **general message** requesting on-site recycling services to the Ordering Manager for the incident.
- ✓ On-site recycling services always includes cardboard, plastic, paper, pallets, aluminum/tin and glass.
 - NOTE: Compost management can *only* be ordered on fires that do not have a national food caterer present.

Step 2: Ordering Manager

- ✓ Submit **request** for on-site recycling services to Dispatch

Step 3: Dispatch

- ✓ Create a **resource order** for on-site recycling services in ROSS; provide resource order to the Buying Team.
 - NOTE: Ensure “**Supply**” is selected for Catalog, “**Service, Sanitation**” is selected for Category, and “**Service – Recycling**” is selected for Catalog Item in ROSS (see screen shot at end).

Step 4: Buying Team

- ✓ **Place order** against on-site incident recycling BPA
- ✓ Send **fill information** to Dispatch when the order has been processed (who the vendor is, when they will arrive, etc)

Step 5: Logistics Chief or Facilities Unit Leader

- ✓ Coordinate with Incident Recycling vendor to determine recycle station placement; review recycling processes, etc
- ✓ Verify/Approve daily **Emergency Equipment Shift Ticket**
 - **# of personnel on the incident should be annotated in “Remarks”.**
 - If on-site recycling services are being provided at remote/spike camps; ensure mileage is annotated
- ✓ **Monitor performance** of on-site incident recycling vendor; ensure vendor is achieving a minimum of 40% waste diversion (and satisfactorily diverting any optional items as required)
 - NOTE: The vendor will be using Survey123 to track and report their waste diversion efforts. The National GFT will ensure this data is available through ArcGIS Online using web-based maps that are easy to view.
 - Contact Regional Greening Fire Program Managers (see POC information), Contract Operations, or the Contracting Officer for technical or contractual issues as required

Step 6: Finance

- ✓ Receives/processes Emergency Equipment Shift Tickets
- ✓ **Create invoice** in eSuite or verify commercial invoice; refer to **BPA Pricing Schedule Job Aid**
- ✓ Invoice is paid through ASC Incident Finance or Host Agency Payment Center as appropriate

How to Order Optional Items

- ✓ Step 1: Conduct research to determine most cost-effective way to properly dispose of cooking oil, tires, batteries, scrap metal, and/or compost.
- ✓ Step 2: Repeat Steps 2-5 from General Order process.
- ✓ Step 3: Note the **# of gallons of cooking oil, tires, etc in “Remarks”.**
- ✓ Step 4: Finance
 - Receives/processes Emergency Equipment Shift Tickets
 - Create invoice in eSuite or verify commercial invoice; refer to BPA Pricing Schedule Job Aid
 - Invoice is paid through ASC Incident Finance or Host Agency Payment Center as appropriate

Sample Screenshot from ROSS

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: MST Track Request

Deliver To:

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