



Incident Recycling

What You Need to Know for Fire Year 2020

Vision: Achieve net zero environmental impact on all large fire incidents by 2030

Mission: Integrate sustainability best management practices into incident operations

Greening Fire Sustainable Operations 2020 Focus Area: Incident Recycling

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 (GFT) focus for this year is Incident Recycling. Information related to the Greening Fire program can be found at the Team’s [website](#).

Delegation of Authority on Incidents

Per the Deputy Chiefs’ letter, Agency administrators should implement sustainability Best Management Practices on all incidents. This includes stating clear sustainability expectations within the incoming team’s *Delegation of Authority or Letter of Leader’s Intent* and communicating this during Incident Management Team in-briefings. Agency administrators are also asked to provide on-Forest assistance to identify local sustainability resources.

On-site Incident Recycling Blanket Purchase Agreement

The GFT developed an On-site Incident Recycling Blanket Purchase Agreement (BPA). The BPA allows a 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 is a mechanism to pilot large-scale on-site recycling services for the Northwest (NWCC), Northern California (ONCC), Southern California (OSCC), and Southwest (SWCC) Geographic Area Coordination Centers.

If you are outside of these GACCs, you can use these resources to order incident recycling:

- [EERA incident recycling vendors](#)
- [EERA scope of work for incident recycling](#)

NEED HELP? Contact Your 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](#)
 - Contracting Lead: [Kirsten Donelson](#)
- Northern California Coordination Center (ONCC) and Southern California Coordination Center (OSCC)
 - Greening Fire Program Lead: [Lara Buluc](#)
 - Greening Fire Logistics Lead: [Cheryl Raines](#)
 - Contracting Lead: [Lydia Moore-Ward](#)
- Southwest Coordination Center (SWCC)
 - Greening Fire Program Lead: [Kelly Jaramillo](#)
 - Contracting Lead: [Chris Stacy](#)

How to Place Orders Using the Incident Recycling BPA

General Order Process:

Step 0: For maximum cost effectiveness, this BPA is best suited for incidents with more than 200 personnel at an incident command post in NWCC, ONCC, OSCC, or SWCC. For information on Incident Recycling in other Geographic Area Coordination Centers (GACC)s that are outside of the BPA scope, visit EERA Resources.

Step 1: Logistics Chief or Facilities Unit Leader

- ✓ Submit **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**
 - The Logistics Chief or Facilities Unit Leader should research the most cost-effective way to properly dispose of cooking oil, tires, batteries, scrap metal, and/or compost. These are considered ***optional*** waste diversion services in the BPA. If these services are needed and are most cost effective using the BPA, the general message should also reflect which specific options need to be ordered: cooking oil, tires, batteries, scrap metal, and/or compost
 - Compost management can ***only*** be ordered when the national food caterer is ***not*** present

Step 2: Ordering Manager

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

Step 3: Dispatch

- ✓ Create **resource order** for on-site recycling services in IROC; provide resource order to Buying Team
 - Ensure **"Supply"** is selected for Catalog, **"Service, Sanitation"** is selected for Category, and **"Service – Recycling"** is selected for Catalog Item in ROSS
 - If ***optional*** waste diversion services will be ordered, the resource order should annotate these optional items in **"special needs"**

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**
 - **# personnel on the incident should be annotated in "Remarks" as identified on ICS-209.**
 - If on-site recycling services are being provided at **remote/spike camps**; ensure mileage is annotated
 - If ***optional*** waste diversion services were ordered, the # of gallons of cooking oil, # of tires, etc. should be annotated in the "Remarks"
- ✓ **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)
 - The vendor will use Survey123 to submit periodic trash and recycling information and photos (at least weekly). Verify the 40% waste diversion target is met by finding your incident's information in the [public online dashboard](#).
 - 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 **On-Site Incident Recycling BPA Finance Job Aid**
- ✓ Invoice is paid through ASC Incident Finance or Host Agency Payment Center as appropriate