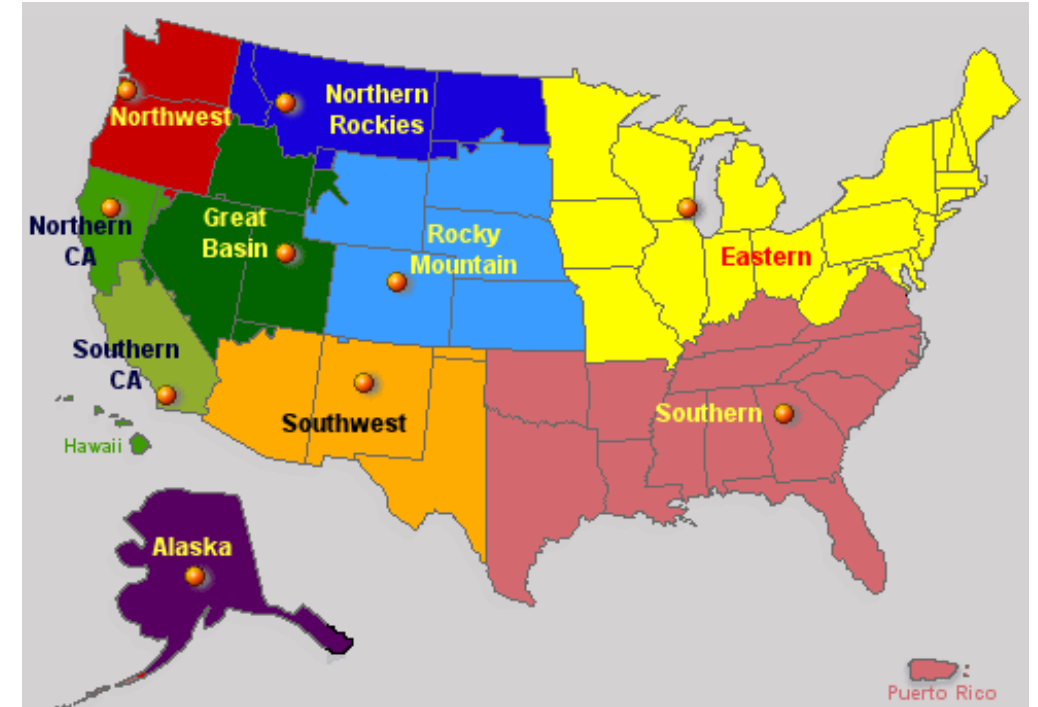




Nationwide On-Site Incident Recycling “Quick Guide”

Incident Recycling Blanket Purchase Agreement Expanded Nationwide Service

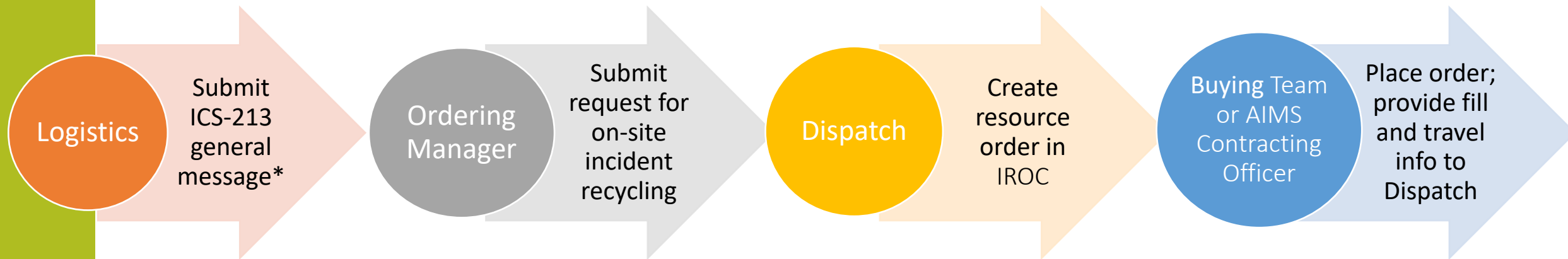
- The nationwide BPA offers several benefits:
 - Standardized recycling equipment, signs, and processes means that our incident personnel have a similar recycling experience on each camp, which increases efficiency and engagement
 - Waste diversion reporting enables the interagency to easily capture and communicate our efforts to comply with federal and Department waste reduction directives.



Basic Tools to Get Started



How Incident Recycling BPA Orders Are Placed



- **Logistics** requests on-site incident recycling using **ICS-213 General Message**.
- **Buying Team/AIMS Contracting Officer** fills the order using the BPA (the order should ***not*** be filled at Dispatch).
- Once the CO confirms the vendor assigned, they will provide **Dispatch** with **fill and travel information** for each recycling resource order



Step 1:

Logistics Submits General Message

- Service requirements at operating locations
 - Should identify **all operating locations** (ICP, remote/spike camps, helibases, etc) that will require on-site recycling services, as well as any **optional services** needed (e.g., cooking oil, battery recycling, etc)
- Estimated **number of incident personnel**
- **Name and contact information** for the Logistics Chief or Facilities Unit Leader
- **Timing** of resource ordering
 - Logistics officials are encouraged to add incident recycling to the “pre-order” if possible

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):	The Wild Fire	
2. To (Name and Position):	Susan Ross, Expanded Dispatch	
3. From (Name and Position):	Ean Control, Ordering Manager	
4. Subject: On-Site Incident Recycling	5. Date: 7/7/20	6. Time 1000

7. Message:

Order on-site incident recycling services for Wild ICP and Spike Camp through the Buying Team.
Fill via Blanket Purchase Agreement.
Per National Situation Report, there are 1,700 people assigned to the incident.

ICP:

Boulder Field, Intl
402 Lonely Highway
Sadcamp, CA 93874

Spike Camp:

Fara Way and Knearby Lane
Pier, CA 94385

Optional Services requested

Cooking Oil [X]
Tires []
Batteries, all types [X]
Scrap Metal []
Wood Pallets []

At incident contact: Ann Land, Logistics Section Chief, 818-222-3498

8. Approved by:	Name:	Signature:	Position/Title:
-----------------	-------	------------	-----------------

9. Reply:

Sample ICS 213 – Incident Recycling BPA

GreeningFire
Sustainable Operations

Incident Recycling Logistics & Finance

Logistics

- Coordinate with Incident Recycling vendor to determine recycle station placement; review recycling processes, etc
- Verify/Approve Invoices
 - Ensure the number of personnel provided on-site recycling services corresponds with the correct Daily Rate
 - Ensure mileage is annotated as appropriate
 - If optional line items were selected, the # of gallons of cooking oil, batteries, etc should be annotated in "Remarks" also.
- Monitor performance of on-site incident recycling vendor

Finance

- Receives/processes Invoices
 - Create invoice in eSuite Shift Tic
 - or verify commercial invoice
- Invoice is paid through ASC Incident Finance or Host Agency Payment Center as appropriate

NOTE: Tools and Resources for overseeing the BPA are posted on the GFT website at:
<https://www.fs.usda.gov/managing-land/fire/sustainable-ops/incident-recycling>

Step by Step and Frequently Asked Questions Guides Are Online

Step-by-step and FAQ guides for procurement officials is available at: <https://www.fs.usda.gov/managing-land/fire/sustainable-ops/incident-recycling>

INCIDENT RECYCLING BPA **STEP-BY-STEP GUIDE FOR PROCUREMENT OFFICIALS**

1. ORDER IS PLACED BY THE INCIDENT

- ☐ Resource Order and ICS-213 should be sent to the Buying Team.
- ☐ *Resource order should note the name and contact information of the **Logistics Section Facilities Unit Leader** or the on-site contact to whom the resource shall report to.*

INCIDENT RECYCLING BPA **BUYING TEAM AND PROCUREMENT UNIT FREQUENTLY ASKED QUESTIONS**

1. WHY IS INCIDENT RECYCLING IMPORTANT?

- The “Red Book” (Interagency Standards for Fire and Fire Aviation Operations, 2020) states in Chapter 11, page 267: “Every incident should seek opportunities to reduce unnecessary waste and limit impacts associated with management actions. This may be accomplished, for example, by promoting recycling...”

Incident Recycling BPA Inspection Checklist Is Online

- The inspection checklist should be used to document contractor compliance/non-compliance. The vendors will have 24 hours to correct any deficiencies after being notified.

This checklist can be found at:
<https://www.fs.usda.gov/managing-land/fire/sustainable-ops/incident-recycling>

Incident Recycling ICPI BPA Inspection Checklist last modified 3/20/2020

INCIDENT RECYCLING and WASTE DIVERSION SERVICES					
Date					
Time					
Incident Name					
Incident Number					
Resource # S-					
COMPANY/CONTRACTOR					
BPA AGREEMENT NUMBER					
Vendor On-Site Operations Manager Name					
MINIMUM REQUIREMENTS					
Item #	Main Topic	BPA Scope of Work Section	Description	Yes	No
1	Mobilization	2.0	Did the incident recycling vendor mobilize and report to the incident within 30 hours of the order being placed with the vendor?		
2	Communication	9.0	Did the vendor explain their incident recycling and waste diversion services to the Facilities Unit Leader and/or Logistics Section Chief on arrival?		
3			Did the vendor communicate with the Facilities Unit Leader prior to daily Incident Management Team briefings so that any updates/changes to their recycling services can be shared with the incident personnel?		
4			Did the vendor play an active role in educating incident personnel on their participation in "pre-sorting" waste and recycling streams? This includes passive education such as simple, easy-to-read and		



What to Expect Once the Service is On-Site



What Services Does the On-Site Incident Recycling BPA Provide?



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

- 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.

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)



What is Recycled?



PRIMARY RECYCLING

(The recycling vendor will primarily focus on these recyclables in order to achieve a minimum waste diversion rate of 30% from baseline)

- Cardboard
- Plastic #1 and #2
- Mixed Paper
- Aluminum/Tin Containers
- Non-Perishable Food
- Glass

ADDITIONAL SERVICES:

- Used Cooking Oil
- Batteries (All Types)
- Wood Pallets
- Scrap Metal
- Food Waste/Compost



Recycling Equipment

- Large “Triple” Recycle Stations are required at:
 - Main throughway/office area in ICP
 - Kitchen/Catering
 - Crew or Overhead Sleeping Areas
 - Supply
 - Recycle Center entrance
 - “Refer” or water/sports drink pick-up area entrance
 - Morning/evening briefing area
 - In front of or next to all dumpsters
- Cardboard corrals should also be placed near “Triples”
- Vendor will ensure no trash receptacles are placed in the camp without complimentary recycle receptacles.
- **Vendor will coordinate recycle station layout (at all major operating locations) with appropriate Logistics official**



Standardized Labeling

- Signage/labels are required and can be integrated into the trash/recycle receptacle design or managed separately as a recycle station “topper”.
- All signage/labels shall be displayed vertically on the trash/recycle receptacles and shall be heavy-duty, weather-resistant, and securely attached to the receptacles to minimize the risk of the signs/labels becoming airborne in extreme weather.

An example of clear, consistent, and easy-to-understand signage/labels that are considered acceptable can be found at Recycle Across America,

<https://www.recycleacrossamerica.org/>



Standardized Color Scheme

The Contractor shall adhere to the following color scheme for landfill and recycle receptacles. (NOTE: The Contractor must ensure the “topper” portion of all waste/recycle stations conforms to the specified color scheme—including lids and signs. The receptacles themselves must either conform to the specified color scheme or be uniform in color; only black, grey, or white is allowed in this case).

- Landfill = Grey, Black, or Brown
- Primary Recycling = Blue
- Specialty Waste/Recycling Streams = Contractor’s Discretion
- Compost = Green (Optional)



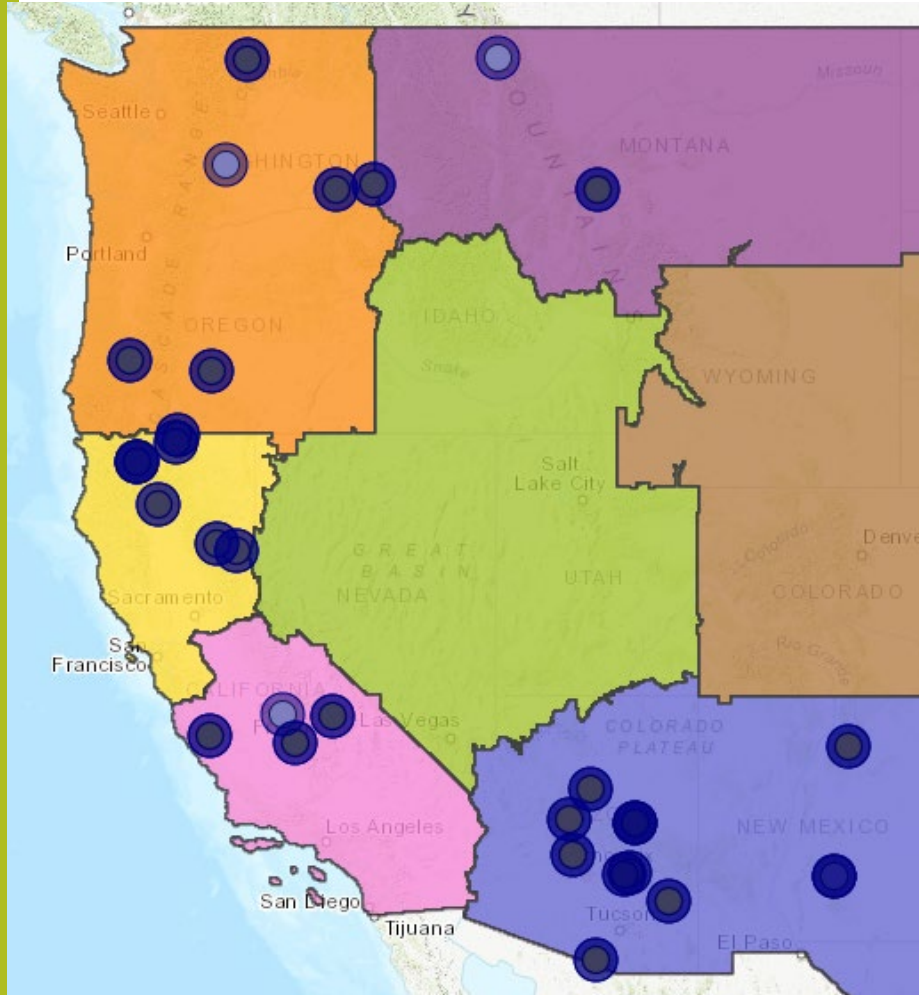
Blue Recycle bags for Back-hauled Recyclables

- A [recycle symbol and/or recycle text](#) is required on the blue recycle bags.
- Blue bag recycle “stations” should be posted at the:
 - [Reefer](#) (lunch area),
 - [Supply](#),
 - [Recycle Center](#)
 - Additional or different locations for blue bag recycle station should be coordinated with Facilities Unit Leader.
- Blue bag recycle stations should clearly communicate to incident personnel that they are [intended for *back-hauled* recyclables](#) from the *field* (e.g., “Take One, Recycle”).
- The contractor shall post-sort back-hauled waste/recycling as required to maximize waste diversion.
- NOTE: Rather than process back-hauled recyclables, at the discretion of the appropriate Logistics Official, the vendor may need to provide one recycle station, cardboard corral, and “as needed” recycle pick-up/haul services to remote camps. In these cases, the vendor will be reimbursed for mileage to/from the main camp to each remote camp.



Due within 7
days of demob

Standardized Data and Dashboard



- Vendors are required to submit their waste and recycling data using the [Survey123 tool](#) within 7 days of demobilizing from an incident (see QR code).
- This data is made available through the [Incident Recycling Public Dashboard](#).
- 2021 Incident Recycling Results
 - Provided on-site recycling services on 31 incidents
 - Diverted 621,575 pounds (~311 tons) of material from landfills
 - Waste diversion carbon impact: 1,072 tons of CO₂ emissions



Sample Real-Time Incident Waste and Recycling Log

XX MAIN CAMP NAME

Day	Date	Personnel #	Location	Round trip mileage	Flattened OCC (lbs) (1 cubic yard = 106 lbs)	Mixed Plastic #1 and #2 (lbs) (1 cubic yard = 32.0 lbs)	Aluminum/ Tin (lbs) (1 cubic yard = 46 lbs)	Paper, Mixed (lbs) (1 cubic yard = 323 lbs)	Glass (lbs) (1 cubic yard = 380 lbs)	Food Donations (lbs)	Wood Pallets (lbs) (1 pallet = 40 lbs)	Other (lbs)	OPTIONAL: Cooking Oil (gallons)	Cooking Oil (lbs) (1 gallon = 7.5 lbs)	OPTIONAL: Batteries (lbs)	OPTIONAL: Scrap Metal (lbs)	OPTIONAL: Compost (lbs)	DAILY TOTAL RECYCLE (LBS)	Dumpster #1 Trash (yd)	Dumpster #1 Trash (lbs)	Catering Trash Wet Waste (non sorted) (cubic yds)	Catering Trash Wet Waste (non sorted) (lbs)	DAILY TOTAL TRASH (LBS)
Week 1																							
Monday	9/15/2020																	0					0
Tuesday	9/16/2020																	0					0
Wednesday	9/17/2020																	0					0
Thursday	9/18/2020																	0					0
Friday	9/19/2020	500			0				0			5	9	67.5	5	5	5	0	10	1380	3	900	2280
Saturday	9/20/2020	460			583		16.4	80	0			5	10	75	5	5	5	96.4	15	2070			2070
Sunday	9/21/2020	400			0		10	17.5	0			5	11	82.5	5	5	5	27.5	15	2070			2070
																							0
AVERAGE		453																					
TOTAL					583	0	26.4	97.5	0	0	0	15	30	225	15	15	15	123.9	40	5520	3	900	6420
Week 2																							
Monday	9/22/20	750			0		0	0	0			5	5	37.5	5	5	5	0	15	2070	7	2100	4170
Tuesday	9/23/20	750			318		22.7	118.2	0			5	6	45	5	5	5	140.9	15	2070	7	2100	4170
Wednesday	9/24/20	750			318		16	66.7	0			5	7	52.5	5	5	5	82.7	12	1656	7	2100	3756
Thursday	9/25/20	600			106		18		0			5	8	60	5	5	5	18	5	690	3	900	1590
Friday	9/26/20	500			0				0			5	9	67.5	5	5	5	0	10	1380	3	900	2280
Saturday	9/27/20	460			583		16.4	80	0			5	10	75	5	5	5	96.4	15	2070			2070
Sunday	9/28/20	400			0		10	17.5	0			5	11	82.5	5	5	5	27.5	15	2070			2070
AVERAGE		601																					
TOTAL					1325	0	83.1	282.4	0	0	0	35	56	420	35	35	35	365.5	87	12006	27	8100	20106
Week 3																							
Monday	9/29/2020	750			0		0	0	0			5	5	37.5	5	5	5	0	15	2070	7	2100	4170
Tuesday	9/30/2020	750			318		22.7	118.2	0			5	6	45	5	5	5	140.9	15	2070	7	2100	4170
Wednesday	10/1/2020	750			318		16	66.7	0			5	7	52.5	5	5	5	82.7	12	1656	7	2100	3756
Thursday	10/2/2020	600			106		18		0			5	8	60	5	5	5	18	5	690	3	900	1590
Friday	10/3/2020											5	9	67.5	5	5	5						0
Saturday	10/4/2020																						0
Sunday	10/5/2020																						0
AVERAGE		713																					
TOTAL					742	0	56.7	184.9	0	0	0	25	35	262.5	25	25	25	241.6	47	6486	24	7200	13686

A sample real-time (daily) log for tracking waste and recycling on the incident is provided in Attachment 1 of the PWS (as an Excel file).



Sample Commercial Invoice Supporting Documentation

Date	Daily Headcount of Total Personnel	Recycling Service Level	Price	Daily Round-trip Mileage	Price	Large Remote Operating Locations Receiving Additional On-Site Services	Price	Optional: Cooking Oil (Gallons)	Price	Optional: Batteries (Pounds)	Price	Optional: Wood Pallets (Each)	Price	Optional: Scrap Metal (Pounds)	Price	Optional: Compost (Pounds)	Price	Cost of Total Daily Service	Remarks
6/10/2022	214	1																	
6/11/2022	391	2																	
6/12/2022	419	2																	
6/13/2022	550	3																	
6/14/2022	560	3																	
6/15/2022	633	3																	
6/16/2022	---	-																	

A sample of supporting documentation that can be combined with commercial invoices is provided in Attachment 1 of the PWS (as an Excel file).



Mileage

- Vendors are provided the **round-trip mileage rate** when providing full waste management services at a **remote location** (i.e., spike camp) not co-located with the Incident Base Camp, when a remote camp is large enough to need dumpsters and other logistical support.
- Vendors are also provided the round-trip mileage rate when **transporting incident recyclables to the nearest recycle outlet** (NOTE: vendors are required to document how they minimized emissions associated with transporting recyclables in their final, written waste diversion report).
- Mileage is **NOT for Mobilization/Demobilization**.
 - Note: The daily rate is the vendor's compensation for travel to/from the incident. Once 'rubber meets the road', the vendor is considered mobilized and shall be compensated for mobilization/demobilization via the daily rate.
- Per D.6.5.3, "The vendor will not be paid for travel to and from the incident (these costs should be included in the daily rate.) The vendor will be paid for travel to and from remote camps as applicable (see Section 4.2, 6.0, and 12.0)."



Pricing, Service Levels and Daily Rates

“Base Bid”

- By default, the daily headcount of total personnel (for the Service Level determination) will be based on the number of personnel reported in the National Interagency Coordination Center Incident Management **Situation Report** (IMSR). The most current daily Situation Report is posted at: <https://www.nifc.gov/nicc/sitreprt.pdf>. Archived Situation Reports are available at: <https://www.predictiveservices.nifc.gov/intelligence/archive.htm>.
- In cases where on-site recycling services are ordered for one or more zones or areas in a “complex” fire, the **number of dinner meals ordered** (to include those tied to any remote camps with back-haul or on-site recycling services) should be used as the basis for the Service Level determination (this information should be obtained from the **Food Unit Leader(s)**).

FY22 Incident Recycling Blanket Purchase Agreement		
Geographic Area Coordination Centers are shown at: https://gacc.nifc.gov/		
Item	Description	Daily Headcount of Total Personnel
	BASE BID* ITEMS: Includes on-site incident recycling for cardboard, paper, plastic #1, #2, aluminum/tin cans, non-perishable food items, glass, and other recycle services as described in the Performance Work Statement	
1	Service Level 1	up to 250
2	Service Level 2	251 - 500
3	Service Level 3	501 - 750
4	Service Level 4	751 - 1,000
5	Service Level 5	1,001 - 1,250
6	Service Level 6	1,251 - 1,500
7	Service Level 7	1,501 - 1,750
8	Service Level 8	1,751 - 2,000
9	Service Level 9	2,001 - 2,250
10	Service Level 10	2251 - 3,000

Pricing, Service Levels and Daily Rates

Optional “Additional Items”

- Popular optional services include cooking oil and batteries.
- All optional items are priced with specific units of measure (and corresponding services should be appropriately documented on all invoices).
- In the event where a major operating location requires a fully-staffed, on-site recycling service (e.g., a complex fire with one ICP in California and one in Oregon), an additional daily cost should be applied to cover the cost of additional service. This should be applied *per major additional operating location*, per day, regardless of the Service Level.

11	Mileage rate (per mile)	
12	Additional daily cost for expanding on-site recycling services (with dedicated staff and equipment) to additional major operating locations (e.g., large remote camps requiring full, on-site recycling service, complex fires with multiple "main camps", etc). **	
	ADDITIONAL BID ITEMS: The Ordering Official can require the vendor provide waste diversion services for any combination of the items below (including none).	Unit of Measure
6	Cooking Oil	gallon
7	Batteries, all types	pound
8	Wood (Pallets)	each
10	Scrap Metal	pound
11	Compost	pound



Minimum Diversion Rate

- The incident recycling company shall provide sufficient recycling equipment to achieve a minimum, documented 30% reduction in the actual amount of incident trash hauled to landfills.
- The contractor shall adjust the total amount of the recycling equipment, staff, and services as needed to achieve the minimum 30% waste diversion rate.
- If the contractor is not able to demonstrate a minimum 30% waste diversion rate by the first week of providing on-site incident recycling services, the Ordering Official will coordinate with the CORs and request the contractor fully demobilize.
- If extenuating circumstances exist that prevent the vendor from achieving the minimum 30% waste diversion rate, they must be documented in their final waste diversion report.

Minimum 30%
Actual Waste
Diversion
Required



Optional Food Waste/Compost Management Services Pilot Opportunity When Feasible

Why does Food Waste Matter?

- Food waste represents a significant portion of landfilled material on incidents.
- [Executive Order 14057](#) directs all federal agencies to achieve annual waste diversion of at least 50% (**including food and compostable material**) by 2025 and 75% diversion by 2030

How To Get Started:

- The on-site incident recycling Blanket Purchase Agreement (BPA) vendor notifies the Logistics Section Chief (LSC) that food waste/compost management services are feasible for the incident (and shares proposed methodology for a successful program, to include explaining what the local food waste/compost outlet will accept and how it will be collected and transported from the incident)
- **LSC makes decision** if the optional compost management services will be ordered
- All key players (LSC, Food Unit Leader, Catering and Recycling Vendors, Compost Facility or Outlet) should be on-board with the common goal of reducing food waste to landfill



Roughly 250 pounds of food waste per 100 people, PER DAY, was observed on an incident in 2019.



Please complete!

Vendor Performance Evaluation

- Vendors should provide a copy of the traditional “Exhibit E” form to the Logistics Chief (or appropriate Logistics Official) to complete before demobilizing from the incident.
- The vendors should provide a copy of the completed forms (if possible) in Appendix 3 of the final, written Waste Diversion Report.

EXHIBIT E – Incident Blanket Purchase Agreement (I-BPA) Performance Evaluation

Highlighted blocks are required to be completed.

Agreement Number:	Rating Period: From to	
Contracting Office (Including Address) :	Fire Name:	Resource Order Number:
Contractor Name:	Requirement Description (Equipment Type):	

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached Rating Guidelines).

Quality of Product of Service (How did the contractor perform—document any noncompliance or performance issues)

N/A 0=Unsatisfactory 1=Marginal 2=Satisfactory 3=Very Good 4=Exceptional

Government Comments for Quality of Product or Service (2000 characters maximum):

Timeliness of Performance (Schedule) (Did the contractor arrive when expected, demo, and perform the work in a timely manner)

N/A 0=Unsatisfactory 1=Marginal 2=Satisfactory 3=Very Good 4=Exceptional

Government Comments for Timeliness of Performance (2000 characters maximum):

Business Relations (Did the contractor perform in a business-like manner, complete administrative requirements in a timely manner)

N/A 0=Unsatisfactory 1=Marginal 2=Satisfactory 3=Very Good 4=Exceptional

Government Comments for Business Relations (2000 characters maximum):



Due ASAP, no
later than 1 Dec

Final, Written Waste Diversion Report

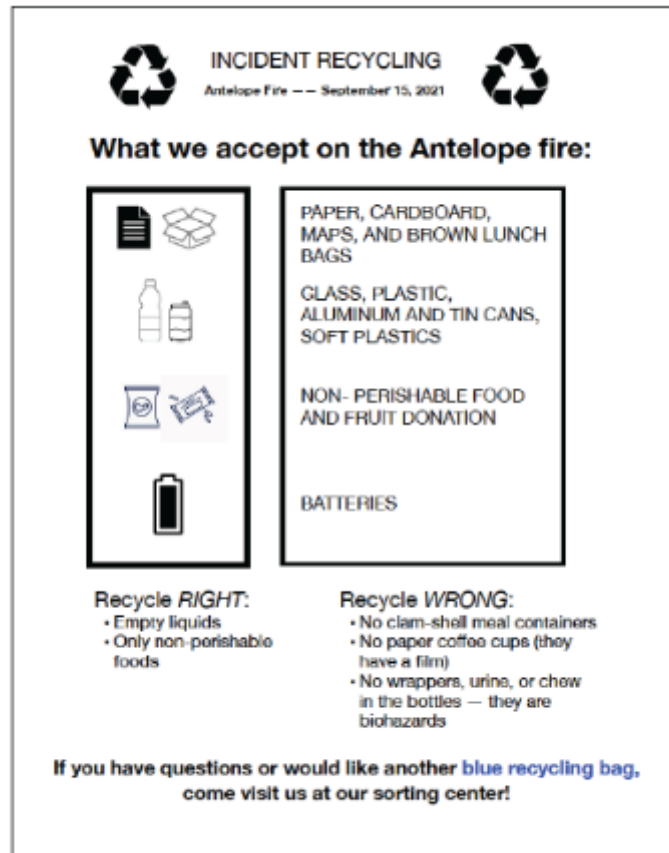
- Vendor Name
 - Contact information
- Dates of service
 - Date mobilized
 - Date arrived
 - Date demobilized
 - Date report was published/sent
- Incident General Information
 - Incident Name
 - Location
- Incident Management Teams
 - GACC,
 - Team Name(s)
 - Incident Commander(s)
 - Contact Info for Logistics Staff
 - Minimum, maximum, and average number of personnel
- Diversion Summary
- Waste and Recycling Service Locations and Receipts
 - Include a list of all recycle outlets utilized during the service period to include:
 - Name
 - Commodity type
 - Location
 - Recycling Receipts
- Photos
- BPA Inspection and Performance Evaluation
- Additional Optional Information
 - Extenuating or unique circumstances
 - Carbon offset analysis
 - Estimated cost savings from reduced trash hauling
 - Individuals that significantly impacted the success of the program
 - Lessons learned
 - Safety best practices or concerns
 - Suggestions for improvement



Tying in Communication, Education, Outreach

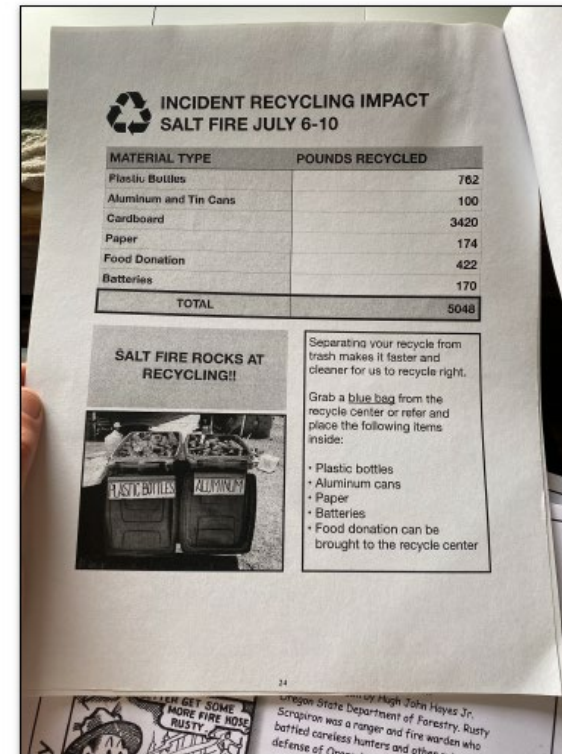


Best Practice IAP Template for Incident Recycling



Informational IAP insert

2021 Antelope fire (Human Eco)



IAP insert examples

2021 Salt fire (Human Eco)



GFT Recycling Posters

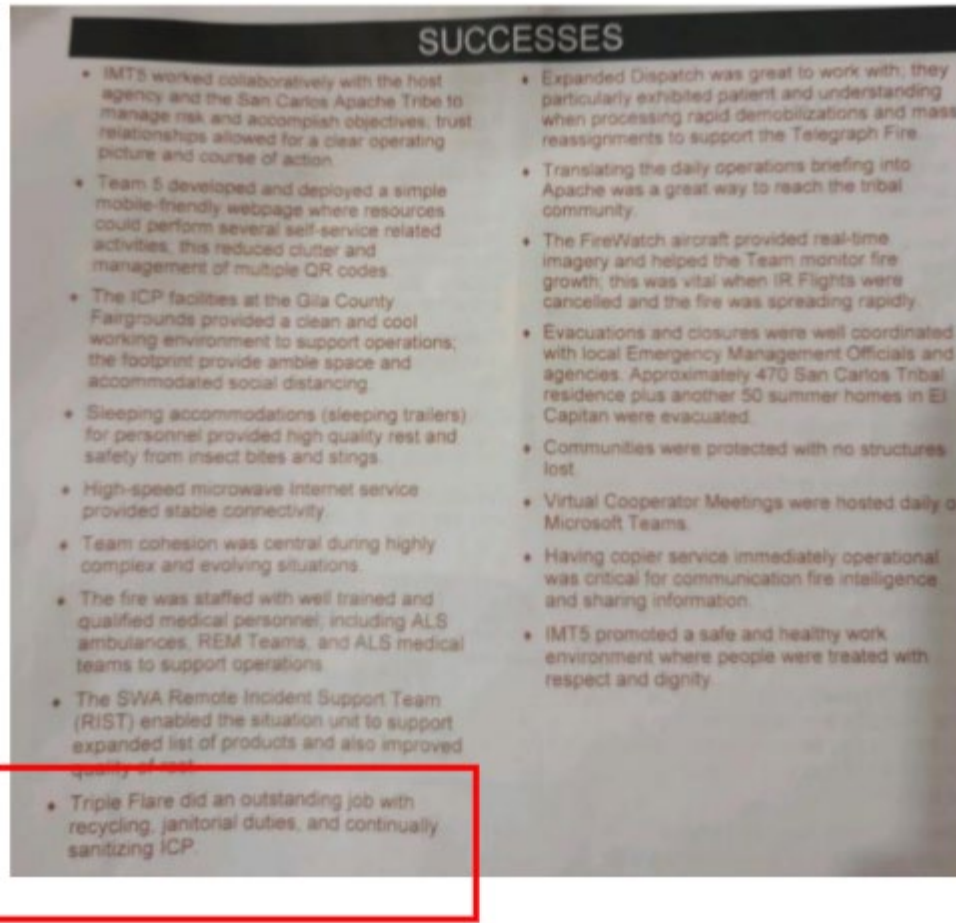
Mentioning recycling at morning briefings helps too!

The most current electronic version of these posters will be maintained on the GFT public website at: <https://www.fs.usda.gov/managing-land/fire/sustainable-ops/incident-recycling>



Best Practices

Recycling in Close-Out Documents



Waste diverted from
community landfills is
a success worth
mentioning!

2021 Mescal Fire (AZ) Recycle team (and ideally total diverted from landfill) was featured in IMT “Successes” closeout document (which is sent to the host forest)



Who to Contact For Questions Related to Incident Recycling



Who to Contact for Help on Incident Recycling

- Contracting Officer:
 - Lydia.Moore-Ward@usda.gov
- Contracting Officer Representative:
 - Kelly.Jaramillo@usda.gov
- General:
 - SM.FS.greeningfire@usda.gov
- Northwest
 - Kirsten Donelson
 - Kevin Toombs
- Northern & Southern California
 - Denise Kusnir
 - Cheryl Raines
 - Lydia Moore-Ward
 - Sue Zahn
- Southwest (SWCC)
 - Kelly Jaramillo
- Rocky Mountain (RMCC)
 - Denise Kusnir
- Great Basin
 - Susan Leslie
 - Jennifer Green
- Northern Rockies
 - Colin Sorenson
 - Gabe Witham
- Eastern Area
 - Chris Kovalala

