

CHAPTER 5. PREPARING THE INSTALLATION SWMP IMPLEMENTATION INSTRUCTION -- STEP IV

The SWMP instruction should be similar to other base instructions issued and signed by the Commanding Officer. This endorsement will mandate plan compliance by all tenant solid waste generators as well. A sample instruction is shown in Appendix I. The base instruction should consist of the following items.

5.1 SUBJECT. The instruction subject should be a brief (one line) description of the program's purpose. An example would be "Solid Waste Management and Recycling plan." The QRP instruction often is a separate instruction but can be incorporated in the Solid Waste Management instruction.

5.2 REFERENCE. Reference in this section applicable Navy or Marine Corps instructions (OPNAVINST 5090.1A), federal, state, and local regulations, and other pertinent plans.

5.3 ENCLOSURE. Include the installation's SWMP and any desired attachments.

5.4 PURPOSE. State that the main purpose is to provide policy on the management of solid waste generated at the installation and any tenant activities.

5.5 CANCELLATION. Cancel any previous SWMP Instruction.

5.6 EFFECTIVE DATE. State the effective new date for this instruction and recommend that it be reviewed and updated every 3 years or as changes occur.

5.7 BACKGROUND. State that a SWMP is now a requirement mandated by Navy or Marine Corps instructions and is to be in accordance with state and local requirements for solid waste management, recycling, and landfilling.

5.8 RESPONSIBILITIES. State that the Solid Waste Program Manager will be given the responsibility, accountability, and authority for the Solid Waste Program Administration. Identify the roles and duties of the other solid waste officials as in an organizational chart.

5.9 SIGNATURE. The instruction will be signed by the Commanding Officer or as directed by the Commanding Officer.