

# BUILDING TRUSTEE HANDBOOK

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# Work Orders

For further information, contact  
Ms. Sharon O'Keefe, SELFM-PW-TVS  
Public Works Facilities Engineering Services Center  
extension 28160



The processing cycle for work begins with the submission of a Facilities Engineering Work Request (DA Form 4283) to the DPW. The request may be submitted by any building trustee authorized to request work from the DPW, as well as by DPW personnel for the correction of known deficiencies, alterations, repairs or other engineering support.

## Work Request guidelines:

- Requests are submitted on DA Form 4283, Facilities Engineering Work Request, which is available through forms distribution or by calling the work receptionist at X28160.
- DPW will estimate, plan, schedule and accomplish the work request based on priorities and resource constraints. We encourage customers to consider funding submitted requests in order to accomplish the work in a more timely manner.
- Work Requests are required for all new work such as major repairs, alterations or additions to facilities. Signs and Banners should also be submitted on a work request.
- Must be signed by the Building Trustee or alternate.
- Myer Center occupant must submit request to Building Manager, X74238.
- The workload for the accomplishment of major repair, minor construction, quality of life and customer funded projects will be coordinated and forwarded to the DPW Installation Plan for consideration and programming into a fiscal year prioritization. The plan will be adjusted according to and in conjunction with Fiscal Year Funding Guidance and Command Installation Priorities. The plan for each fiscal year will be presented by the ***Installation Construction, Maintenance and Repair Board (COMAR)***. The COMAR Board meets semi-annually each fiscal year and sends advance notice of meetings via e-mail, the Daily Bulletin and distribution.

# Service Orders



For further information, contact  
Mr. Gerald Foster, SELFM-PW-TVS  
Public Works Facilities Engineering Services Center  
extension 28390

***Service Order Desk: X21122***

***Service Order Desk Fax: 542-1101***

A Service Order is a request for the Directorate of Public Works to perform minor maintenance or small repair jobs that will not exceed thirty-two (32) man-hours of labor. To place a service order, building trustees should call extension 21122. New work, alterations, modifications, or any requirements other than maintenance and/or repair must be submitted on a Facilities Engineering Work Request, DA Form 4283 (see page 1).

## **Service Order guidelines:**

- May be called in or faxed 24 hours a day, 7 days a week.
- Except for emergencies, should only be submitted by the building trustee or alternate. This eliminates duplicate calls and ensures prompt service.
- Myer Center Building requests must be submitted to the Building Manager.
- May not be used for alterations or additions to facility. This type of work must be submitted on a Facilities Engineering Work Request, DA Form 4283.
- Priorities are based on specific written guidelines given to receptionist. If work is needed for a specific date, the date must be specified when the service order is called in.

## **Priorities and response times are as follows:**

- ***Emergency:*** Response is 1 hour (duty hours); 2 hours (non-duty hours).
- ***Urgent:*** Response is 1 - 5 days by next available technician.
- ***Routine:*** Commercial buildings will have routine work accomplished during normal Cyclic Preventive Maintenance (CPM) visits (see page 4). Family Housing occupants must schedule an express appointment. Work beyond the capability of either CPM or housing express maintenance will be scheduled as a service order on a first-come, first-served basis.

SERVICE ORDERS, contd.

## Service Order Priority Definitions:

1. **Emergency** - repairs to equipment or systems which pose immediate danger to: life, health, mission, property, or security. Examples include but are not limited to:

- a. overflowing drains.
- b. broken water / steam pipes.
- c. gas leaks.
- d. major utility service failures.
- e. electrical malfunctions or line breaks with potential shock or fire hazard.
- f. clogged commodes when only one is available.
- g. hazardous material / toxic substance spills or leaks.
- h. lock-ins of children.
- i. Loss of heat in entire building

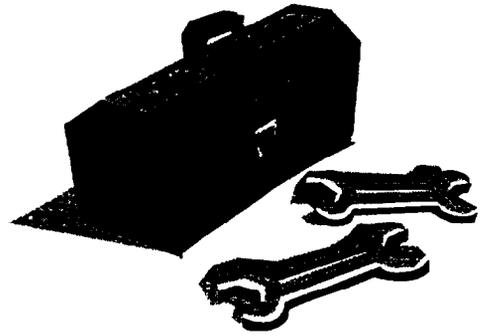
2. **Urgent** - work needed to correct potential emergency conditions or correct problems regarding mission continuity or living standards. Examples include but are not limited to:

- a. air conditioning failure.
- b. non - emergency plumbing problems.
- c. critical safety or security problems.

3. **Routine** - work to correct other conditions not shown above.

# Cyclic Preventive Maintenance

For further information, contact  
Mr. Greg Covert, SELFM-PW-CO,  
Contract Management Division,  
extension 23680

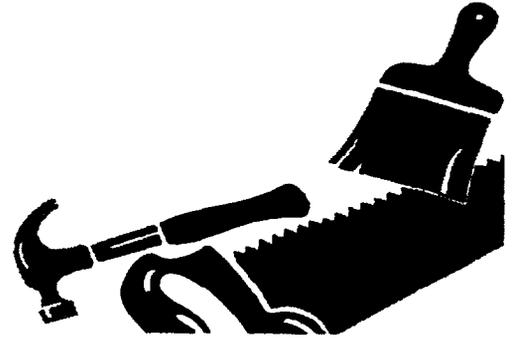


## Cyclic Preventive Maintenance guidelines:

- Performed 3 times per year for each building.
- Building Trustee will receive notification of scheduled visit 2 - 3 weeks prior to visit.
- Trustees should maintain a list of minor maintenance and repair required for CPM visit.
- Trustees should regularly walk through their facility in order to note minor deficiencies that require attention during a CPM visit.
- CPM work is also generated by Priority 3 Service Orders which have not been accomplished. Priority 2 Service Orders received within 5 days of a scheduled CPM visit may also be accomplished during the visit.

# Make It Happen Center

For further information, contact  
Mr. Ed Johnson, SELFM-PW-MIHC,  
extension 2MIHC (26442)



The foundation of Fort Monmouth's self help program is the Make It Happen Center, Building 481, which features a combination of traditional and expanded self-help programs so customers are provided with "one-stop" support. The facility supports both installation Resident Activities and Family Housing residents who seek to accomplish a self help project. Building Trustees should be aware of the equipment, supplies, tools and services available at the Make It Happen Center. Services provided by the Make It Happen Center include:

- Availability of a full range of self help tools, equipment & materials.
- Accessible by all installation activities & residents.
- Available to all Family Housing occupants to accomplish home repairs & maintenance.
- Housing residents must attend a Self Help Class in order to receive a Self Help Card.
- Materials available to occupants free of charge upon presentation of Self Help Card.
- Facility maintenance, repair & minor construction to real property can be done by occupants.
- A full line of books, pamphlets and videos is available for customer reference in planning and executing all stages of projects.
- Showpiece landscape display features shrubs, pavement blocks and supplies for community beautification projects.
- Building Trustees and Housing Residents must submit a Facilities Engineering Work Request (DA 4283) with a Bill of Materials and estimated labor cost to the MIHC for DPW approval prior to performing any self help projects. All civilian workers must be compensated by their activity.



# Custodial Services

For further information contact  
Mr. Al Vanderveer, SELFM-PW-C,  
Contract Management Division,  
extension 23868



Building trustees need to work in partnership with the building occupants to inspect custodial services and provide DPW with any variations and omissions on the part of the Custodial contract. Normal services are described as follows:

## Basic Custodial Services\*\*

**Type A Service:** Performed once per week as a common level of service:

- ◆ Each day of service:
  - Wash glass.
  - Remove trash.
  - Clean floors (vacuum/sweep) including hallways, entranceways, elevators, stairwells and landings.
  - Clean and re-supply rest rooms. Clean drinking fountains and administrative showers
  - Replace defective light bulbs (Does not include Desk Lamps).
  - Spot clean and dust.
  - Clean vending machine areas.
  - Clean interior walls and ceilings, polish metal, handrails and keypads of elevators.
- ◆ First Day of Service each month:
  - Clean window treatments.
- ◆ Last Day of Service each month:
  - Clean recycling rooms / stations.
- ◆ Quarterly Service:
  - Clean light fixtures and ceiling fans.
- ◆ Semi Annual Service
  - During months of May and November: Clean vents, grills and registers.

# Custodial Services

(Contd.)

## Basic Custodial Services



**Type L Service:** Performed once per week as a replacement for and/or supplement to Type A service. Includes:

- ◆ Clean and re-supply rest rooms

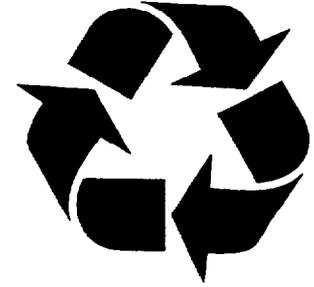
**Reimbursable Types of Custodial Services:** Additional custodial services can be provided to customers on a reimbursable basis from the DPW. The three additional types of service, Types E, F & G, provide dedicated service on either a full time (Type E: 40 hours per week) or part time (Types F & G: 20 hours per week) basis to your activity. Carpet cleaning (Type N) and Special Cleaning (Type K) can also be purchased. For further information on these services contact Mr. Al Vanderveer, X 23868.

### Additional information on Custodial Services:

- Stripping and waxing floors is done as required.
- When requesting Carpet Cleaning, please provide the following information:
  - ◆ Building Number
  - ◆ Location of area to be cleaned within the building
  - ◆ Dimension of area to be cleaned
  - ◆ Point of Contact for the action
- Report any Custodial Service deficiencies to the DPW immediately.
- If you are not receiving the custodial services you are entitled to or if you need to get clarification on what services are provided, call DPW and if necessary we will come to your building and explain in detail.
- ❖ For further information or to order additional Custodial Services, contact Mr. Al Vanderveer, Phone X23868, Fax X23840 or via e-mail.

**\*\* Services are based on the award of a new Base Operations Support Contract**

# Recycling



For further information contact  
Ms. Joann Fischer, SELFM-PW-C,  
Contract Management Division, extension 23790

All installation buildings are on a set schedule for recycling collection. It is mandatory in New Jersey to recycle glass, aluminum, paper, newspaper, pourable plastic containers and corrugated cardboard in all facilities.

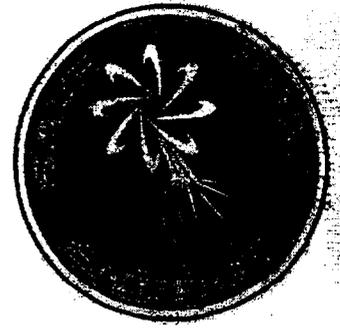
The three recycling categories for separation at Fort Monmouth are:

- ◆ Glass, aluminum, plastic, and bi-metal (mixed together).
- ◆ Office mix which includes office paper (all colors), newspaper, books, telephone books, pamphlets, glossy paper, manila folders, non-corrugated cardboard and computer paper (mixed together).
- ◆ Corrugated cardboard (must be broken down).

Additional recycling information:

- Recycling is collected at a minimum of once per month.
- Recycling decals are available at the Make It Happen Center for labeling containers.
- If you require more frequent recycling collections, contact the DPW to discuss additional arrangements.
- If you are moving or cleaning and expect a large volume of recycling materials call the DPW to arrange the placement of a large receptacle at your building.
- Recycling schedules are available on the DPW Web Page at [www.monmouth.army.mil/cecom/usag/dpw](http://www.monmouth.army.mil/cecom/usag/dpw)

# Energy Conservation



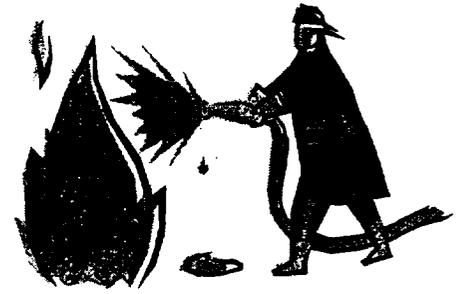
For further information contact,  
Mr. Charles Konig, SELFM-PW-R,  
Engineering Resources Management Division  
extension 28347

Building Trustees have the responsibility to help the installation achieve the objective of an energy efficient installation. Energy Curtailment notification will be sent to building trustees by e-mail during summer month peak usage periods. An energy conscious team effort will yield far more energy conservation benefits than individual action.

Building Trustee responsibilities include:

- Calling in work orders for low cost maintenance and energy conservation opportunities (ECO's).
- Monitoring the operation of your building.
- Ensure all lights, personal computers and equipment are turned off when not in use and at the end of each workday.
- Recommending energy saving changes to your building's operating procedures.
- Meeting with the Fort Monmouth Energy Coordinator.
- Attend yearly Energy Expo held in October.
- Report all heating and cooling system problems to the Service Order Hotline (X21122)

# Fire Prevention and Protection



For further information, contact  
Fire Inspector Tom Braumuller, SELFM-PW-F,  
Fire & Emergency Services Division  
extension 23084

Building trustees and employees should ensure that safe fire prevention practices are applied.

- Ensure that “9-1-1” labels are on all telephones.
- Extinguishers and pull stations should not be blocked or difficult to reach and use.
- No storage within 24” of ceiling or 18” of sprinkler.
- Exit lights should be checked daily and bulbs replaced as needed.
- Emergency lights should be checked for proper operation at least quarterly.
- Blocked corridors should be cleared of excess equipment or furnishings.
- Excess furniture should be disposed of through proper logistic channels.
- Storage in boiler rooms is strictly prohibited.
- Fire Department connections must be kept accessible at all times.
- Outlets should not be overloaded.
- Fire lanes to your building must be kept clear at all times.
- A meeting place for evacuations should be established.
- The Fire Inspector is available for Fire Safety Briefings at staff meetings or organization town meetings

# OSHA Management Office

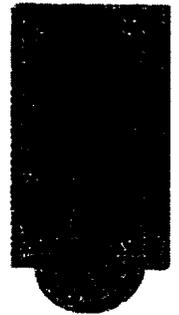
For further information contact  
Mr. Alfred Mangino, SELFM-SO  
Acting Chief, OSHA Management Office  
extension 20083



- To manage the Installation Safety and Occupational Health Programs, the OSHA Management Office anticipates unsafe & unhealthful conditions in order to provide essential and timely information to CECOM and Garrison Commanders.
- **SAFETY** starts at the top - **SAFETY** must involve all employees - **SAFETY** is the control of recognized hazards to attain an acceptable level of risk.
- **SAFETY PROGRAM** - CECOM R 385-4
  - a. **Safety Survey and Evaluation** - Conducted annually of all CECOM Activities.
  - b. **Safety Inspections** - Conducted annually of all Resident Activities.
  - c. **Accident/Injury Reporting and Investigation** - Report all injuries & accidents to Supervisor or Directorate Safety Representatives.
  - d. **Safety Promotion** -
    - (1) Provide bi-monthly calendars throughout the Installation with current safety tips.
    - (2) Distribute materials on topics to include both on the job and off the job safety. Topics include but not limited to:
      - JOGGING SAFETY
      - OFFICE SAFETY
      - PEDESTRIAN SAFETY
      - BICYCLE SAFETY
      - ELECTRICAL SAFETY
      - DISTRIBUTION OF CONSUMER PRODUCT SAFETY REPORTS/RECALLS
  - e. **Safety Education/Training** -
    - (1) **ERGONOMICS** - Involves adjusting the working environment, tools, or the equipment used to maximize efficiency and safety in the performance of a task.
    - (2) **HAZARD COMMUNICATION** - FM-R 385-16 Ensures all chemicals & materials received, used and stored by Ft Monmouth activities are evaluated for their potential hazard. Provides information concerning potential hazards to affected personnel by means of a comprehensive Hazard Communications (HAZCOM) program.
    - (3) **SAFETY REPRESENTATIVE TRAINING** - Provided to all Directorate Safety Representatives.
    - (4) **CONFINED SPACE ENTRY PROGRAM** - FM-R 385-22 Regulation makes workers aware of the hazards associated with confined spaces and the safe work practices necessary to deal with these hazards.

# Key and Lock Control

For further information, contact  
Ms. Dee Baker, SELFM-PW-EP,  
Engineering Plans & Services Division,  
extension 21474

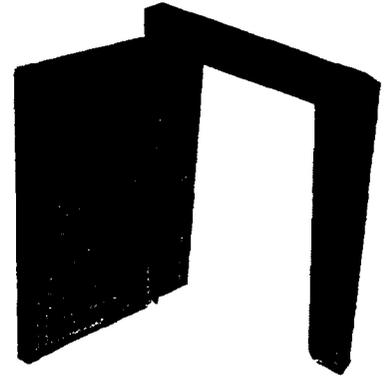


## **Key & Lock Control guidelines:**

- Activities must designate a Key Control Officer and alternate in writing and forward to SELFM-PW-E. Include name, grade (rank) and primary telephone number.
- Key control officer is accountable for and must maintain 100% key inventory of their assigned buildings.
- Locksmith services such as new keys, replacement keys or locks and lock repair must be requested through the Service Order Desk by calling (X21122) or faxing (542-1101).
- Locksmith Services for desks, safes, cipher locks and file cabinet keys is also available through the Service Order Desk.

# Space Management & Assignments

For further information contact  
Ms. Dee Baker, SELFM-PW-EP  
Engineering Plans & Services Division,  
extension 21474



## **Purpose:**

Space Management strives to maximize the value of existing building space, minimize the need for new building space, and obtain the most efficient utilization of all facilities to support the mission.

## **Primary Objectives:**

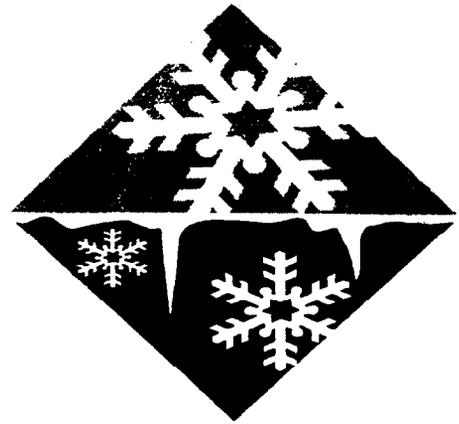
- Establishing guidelines and procedures for equitable distribution of space to all activities based upon actual need.
- Conducting space studies, from customer requests, to translate operational requirements into functional floor layouts.
- Conduct a physical space requirement & utilization study annually.

## **Activity Guidelines & Responsibilities:**

- Ensure appointments for Building Trustee and Alternates are kept current and reported to the DPW (SELFM-PW-EP, ATTN: Ms. Dee Baker).
- Justify requests for additional space with personnel data, organizational and mission changes, and other special requirements.

# Snow Removal

For further information, contact  
Mr. Michael Maier, SELFM-PW-C,  
Contract Management Division,  
extension 21360



## **Snow Removal guidelines:**

- Ice melt is available at the Make It Happen Center, Building 481 for the Main Post and Charles Wood Area.
- Snow shovels can be obtained at the Self Service Supply Center (SSSC), Building 117.
- Building trustees are to ensure that snow shovels and ice melt is available at their building.
- Snow removal is performed by contractor in accordance with strict established priorities.
- For installation closings, call the Fort Monmouth Hotline at 1 - 888 - 77CECOM (1-888-772-3266), 24 hours a day. Please do not call DPW or the service order desk except for emergencies.
- ❖ Employees should be reminded to use extreme caution when ice and snow conditions exist on all surfaces such as roads, sidewalks and entrances.

## **SNOW REMOVAL PRIORITY LIST:**

1. Main Roads
2. Secondary Roads
3. Emergency Access (Firehouse's, Patterson Army Health Clinic, etc)
4. Community Facility Parking Lots (PX, Commissary, Child Development Center, etc)
5. Office Parking Lots
6. Family Housing Parking Lots
7. Sidewalks and ramps of all buildings will be cleared starting with the 1200 Area & Albert J. Myer Center

# Grounds Maintenance

For further information, contact  
Mr. Greg Covert, SELFM-PW-CO,  
Contract Management Division,  
extension 23680



## Grass Cutting Guidelines:

- Grass cutting operations are performed by a contractor in accordance with contractual responsibilities
- Cyclic grass cutting is performed on a weekly schedule from 1 April through 31 October
- Cutting includes mowing, trimming and clearing of walkways. Grass clippings are not removed from turf areas except with the approval of the Contracting Officer's Representative.
- Edging is accomplished every six weeks in high visibility and populated areas. Other areas are accomplished once per year.
- Shrubs are pruned once per year and hedges are trimmed twice per year (June & October).
- Self Help projects to maintain and improve the area surrounding a building must be submitted to the Make It Happen Center. These projects will be evaluated and approved in accordance with all self help guidelines

# Spring & Fall Cleanup Weeks



For further information, contact  
Mr. Noel Switzer, SELFM-PW-R,  
Engineering Resource Management Division,  
extension 26311

During the Spring and Fall season, specific weeks will be designated for cleanup awareness. Building Trustee's should coordinate an organized and concentrated cleanup effort for all administrative, office and building area's. Notification and Guidance of the cleanup week date and services is accomplished through e-mail, the Daily Bulletin and distribution.

### ***Cleanup Week Guidelines:***

- Conduct a thorough cleanup of respective buildings and take positive action to improve the quality of life at work locations and area's.
- Inspect buildings and grounds to determine needed maintenance & repair.
- Prepare a list of minor maintenance & repair work to be accomplished during the next CPM visit. This can be accomplished by a facility walk through or canvassing co-workers for building deficiencies.
- Ensure that service orders (X21122) are called in for minor maintenance & small repair work
- Prepare and submit Facilities Engineering Work Request's (DA 4283) for any major repairs, alterations or facility additions that are required.
- Utilize the Make It Happen Center (MIHC) to accomplish self-help projects properly and expeditiously by personnel who possess a working knowledge of maintenance & repair. Supplies, tools and equipment are available to perform tasks which maintain buildings in a high state of repair and improve the appearance of the interior & exterior of the facility.
- Conduct cleanup in and around area's of responsibility and encourage other's to do the same.
- Recycle old and unnecessary files and paperwork.
- Turn-in equipment and furniture no longer required through proper logistics procedures.

# DPW Web Site

[www.monmouth.army.mil/cecom/usag/dpw](http://www.monmouth.army.mil/cecom/usag/dpw)

For further information, contact  
Mr. Tom Caruso, SELFM-PW-FESD,  
Fire & Emergency Services Division,  
extension 23495



DPW has formed a web site to assist building trustees in learning what services are available and to obtain updates on the latest on any changes. The DPW Home Page showcases our installation support activities. It has something for everyone. We are constantly working on improving our Home Page by adding features asked for by installations. Our latest additions are a search mechanism that allows users to search for specific information available on the DPW Web site. The following information is available at the site:

- Upcoming events
- DPW Business Area's
- On-line Building Trustee Handbook
- Refuse Collection Schedule
- Recycling Schedule
- Custodial Services Survey
- Building Trustee Survey

Based on your suggestions, we're still working on new items. We're trying to continue to be user-friendly by providing points of contacts with e-mail links and phone listing. The address for the web site is [www.monmouth.army.mil/cecom/usag/dpw](http://www.monmouth.army.mil/cecom/usag/dpw).

# Hazardous Material Disposal



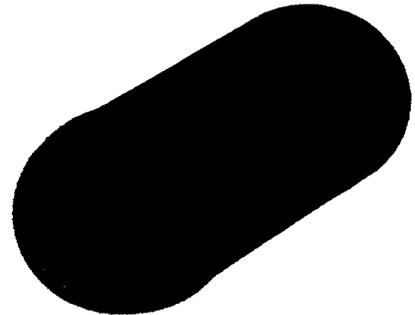
For further information contact  
 Mr. Joe Fallon, extension 26223  
 SELFM-PW-ENV, Environmental Office

- Authority: FM Reg. 200-1
- Activities needing hazardous material or waste disposal service should contact Mr. Joe Fallon via e-mail or by calling X26223.
- Hazardous material or waste disposal *cannot be done in standard trash containers.* Activities and individuals caught doing so will face severe penalties.
- Eliminate or minimize hazardous material use to the maximum extent possible. Try to completely use up hazardous materials for their originally intended uses. Before turning in a hazardous material, determine if a related activity can use the material. In the event no other activities are interested in the material, contact the above referenced point of contact for disposal services.
- Hazardous Materials/Wastes include but are not limited to the following items:

◆ Petroleum Products to include oils, anti-freeze, and gasoline.	◆ Latex and oil based paints, solvents and thinners.
◆ Wood stain, varnish and other wood treatment products.	◆ Corrosives and cleaners.
◆ Adhesives and glues.	◆ Aerosol cans (full or partially full).
◆ Pesticides, herbicides and fertilizers.	◆ Laboratory Chemicals.
◆ Electrical ballast's	◆ Smoke detectors
◆ Fluorescent lamps (see page 18)	◆ Halon Cylinders
◆ Batteries - all types (see page 17)	◆ Refrigerants

# Alkaline Battery Disposal

For further information contact  
Mr. Joe Fallon, extension 26223  
SELFM-PW-ENV, Environmental Office



- Authority: FM Reg. 200-1
- The Monmouth County landfill has placed a complete ban on all battery types entering the landfill.
- Batteries contain significant levels of heavy metals which can leak out when they are placed into landfills. These metals contaminate groundwater which is a primary source of drinking water in the State of New Jersey.
- Batteries cannot be disposed of in the trash. All spent batteries must be collected and turned in for proper disposal. Labeled collection containers have been placed in all occupied buildings at Fort Monmouth. These are to be used for alkaline batteries *only*. To dispose of other batteries, call the point of contact listed above.
- To arrange for the pickup of a full Battery Collection Container, contact the Service Order Desk at x21122
- Batteries common to Fort Monmouth include: carbon zinc, wet, dry and gel lead acid, nickel cadmium, mercury, silver, magnesium and lithium batteries.
- Batteries currently managed under the installation hazardous waste program are excluded from this program.

# Fluorescent Lamp Disposal

For further information contact  
Mr. Joseph Fallon, extension 26223  
SELFM-PW-ENV, Environmental Office

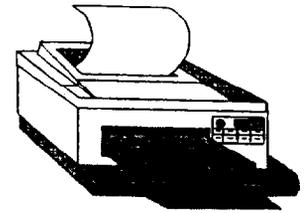


- Authority: FM Reg. 200 - 1
- Fluorescent lamps contain mercury which is harmful to both people and the environment.
- Fluorescent Lamps which can no longer be utilized for their originally intended purpose must be managed as a hazardous waste in accordance with FM Reg. 200-1. **Therefore fluorescent lamps must be treated as a hazardous waste and may never be disposed of in the trash.** Activities and individuals caught doing so will face severe penalties.
- A large majority of fluorescent lamps utilized at Fort Monmouth are replaced and collected by the DPW BASOPS Support Contractor and through Custodial Services. However there are many fluorescent lamps which are utilized in desktop lamps and other related equipment which are not serviced. These fluorescent lamps must be collected and turned in for proper disposal to one of the following three locations: the Make It Happen Center, Building 481; the Self Service Supply Center, Building 117; or the Self Service Supply Center at the Myer Center, Building 2700, First Floor, Room 1B211.
- The Hours of operation for each location are as follows:

◆ Self Service Supply Center** Building 117	Monday through Friday: Tuesday & Thursday:	0730 – 1130 1230 – 1500
◆ Self Service Supply Center** Building 2700	Monday through Friday: Tuesday & Thursday:	1230 – 1500 0730 – 1130
◆ Make It Happen Center Building 481	Tuesday through Friday	0800 – 1700

\*\* The SSSC stores are tentatively scheduled to re-open in December and store hours may vary.

# Laser Jet Toner Cartridge Recycling



For further information contact  
Mr. Joseph Fallon, extension 26223  
SELFM-PW-ENV, Environmental Office

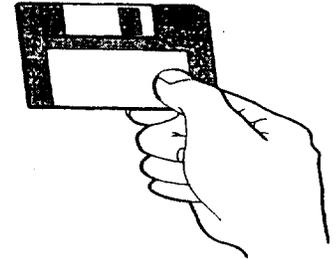
- In most cases, Laser Jet Toner Cartridges can be returned to the original manufacturer or distributor for recycling purposes. Instructions on how to do this are included in the original cartridge packaging.
- In the event the manufacturer or distributor does not accept toner cartridges for recycling, the DPW has established a collection program for recycling these items.
- Laser Jet Toner Cartridges can be turned in for recycling purposes to one of the following three locations: the Make It Happen Center, Building 481; the Self Service Supply Center, Building 117; or the Self Service Supply Center at the Myer Center, Building 2700, First Floor, Room 1B211.

- The Hours of operation for each location are as follows:

◆ Self Service Supply Center** Building 117	Monday through Friday: Tuesday & Thursday:	0730 – 1130 1230 – 1500
◆ Self Service Supply Center** Building 2700	Monday through Friday: Tuesday & Thursday:	1230 – 1500 0730 – 1130
◆ Make It Happen Center Building 481	Tuesday through Friday	0800 – 1700

\*\* The SSSC stores are tentatively scheduled to re-open in December and store hours may vary.

# Computer Floppy Disks & CD ROM Recycling



For further information contact  
Mr. Joseph Fallon, extension 26223  
SELFM-PW-ENV, Environmental Office

- The DPW has established a collection program for recycling computer floppy disks and CD ROMS.
- Computer floppy disks and CD ROMS can be turned in for recycling purposes to one of the following three locations: the Make It Happen Center, Building 481; the Self Service Supply Center, Building 117; or the Self Service Supply Center at the Myer Center, Building 2700, First Floor, Room 1B211.

- The Hours of operation for each location are as follows:

◆ Self Service Supply Center** Building 117	Monday through Friday: Tuesday & Thursday:	0730 – 1130 1230 – 1500
◆ Self Service Supply Center** Building 2700	Monday through Friday: Tuesday & Thursday:	1230 – 1500 0730 – 1130
◆ Make It Happen Center Building 481	Tuesday through Friday	0800 – 1700

\*\* The SSSC stores are tentatively scheduled to re-open in December and store hours may vary.

# Drinking Water Quality

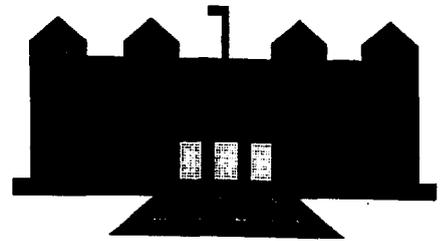
For further information contact  
Ms. Wanda Green, extension 28341  
SELFM-PW-EV, Environmental Office



- Authority: U.S. Environmental Protection Agency - 40 CFR 141-142  
New Jersey Department of Environmental Protection (NJDEP) -  
N.J.A.C. 7:10-16 and 7:18
- Fort Monmouth is currently receiving water supply from New Jersey American Water Company. As per Federal and State requirements, the water company monitors the water quality distributed to the installation. All test results indicate they are meeting the requirements of the "Safe Drinking Water Act."
- The NJDEP Bureau of Water Compliance and Enforcement conduct annual inspections of the Fort Monmouth water quality and distribution system. All inspections have received an "Acceptable" rating.
- NJDEP currently requires 8 microbiological samples to be drawn monthly. The DPW Environmental Office is currently taking 20 samples per month from various locations throughout the main post and Charles Wood Area.
- Although not required, seven (7) secondary parameters are analyzed during the testing: pH, Iron, Turbidity, Free chlorine, Nitrates, Total Coliform and Lead.
- The NJDEP suggests water distribution systems be flushed at least annually. The Directorate of Public Works flushes the water quarterly to ensure better quality water.
- If there are any concerns about the water quality in the work place, the Building Trustee should contact Ms. Green for testing.

# Asbestos Management

For further information contact  
Ms. Wanda Green, extension 28341  
SELFM-PW-EV, Environmental Office



- Authority: U. S. Environmental Protection Agency - 40 CFR 61, 763  
Occupational Safety and Health Agency - 29 CFR 1910, 1926
- Asbestos is a mineral found in many rock formations. When separated from rock, asbestos becomes a fluffy, fibrous material that has many uses. Asbestos is capable of being crumbled, pulverized, or reduced to powder by hand pressure when dry and is considered friable asbestos and hazardous. If inhaled, asbestos can develop into several different types of diseases, therefore, precautions must be taken when handling these materials.
- Asbestos is most commonly found in:
  - ◆ 9"x9" floor tiles and some 1'x1' floor tiles
  - ◆ Pipe insulation
  - ◆ Brake Components
  - ◆ Packing Components
  - ◆ Gasket Components
  - ◆ Ceiling Tiles
  - ◆ Transite Wallboards
  - ◆ Hoods, Vents for Corrosive Chemicals
  - ◆ Duct insulation
- Generally asbestos does not pose a significant danger in a solid form. The hazard is when the asbestos is disturbed, such as:
  - ◆ Drilling holes in asbestos containing material (ACM) without proper precautions.
  - ◆ Hanging plants or pictures on structures with ACM.
  - ◆ Damaging ACM while moving furniture or other objects.
  - ◆ Removing dry ventilation systems containing asbestos insulation.
- Per Federal and state requirements, only trained and certified personnel shall remove or disturb asbestos. If anyone suspects any type of material to be asbestos containing material, contact Ms. Green prior to disturbing.