

Department of Homeland Security
DHS Directives System
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RECYCLING FUNDS

I. Purpose

This Directive establishes Department of Homeland Security (DHS) policy to maintain positive control over the receipt and expenditures of recycling funds.

II. Scope

- A. Except where inconsistent with applicable law, this Directive applies to funds received throughout DHS from the sale of recycled items or that may be distributed by the General Services Administrative (GSA) after the sale of recycled items.
- B. This Directive does not apply to the recycling proceeds received, used, and managed by the United States Coast Guard (USCG) generated under an approved Qualified Recycling Program and follows Title 14, United States Code (U.S.C.) 641, as amended, Coast Guard (CG) Authorization Act, Public Law 102-587, "Oceans Act of 1992," COMDTINST 16477.5 CG Qualified Recycling Program Policy and other applicable USCG instructions and procedures.

III. Authorities

- A. Omnibus Consolidated and Emergency Supplemental Appropriations Act 1999 (Public Law 107-67, Section 607)
- B. Public Law 108-199 Consolidated Appropriations Act 2004 and Public Law 112-74 Consolidated Appropriations Act 2012
- C. DHS Delegation 00002, "Delegation to the Under Secretary for Management"
- D. DHS Delegation 00500, "Delegation to the Chief Readiness Support Officer"
- E. DHS Delegation 00501, "Delegation for Environmental Management, Energy Management and Environmental Planning & Historic Preservation"

IV. Responsibilities

- A. The **Under Secretary for Management** oversees the management and direction of the Department's recycling programs.
- B. The **Chief Readiness Support Officer**:
1. Establishes Department policy for recycling funds, provides oversight of the recycling fund program, and manages the recycling funds received from GSA, as administered by the Sustainability and Environmental Program (SEP);
 2. Receives and reviews annual reports from Components that document the receipt and expenditure of recycling funds, which are made available in an account titled "Recycling Funds";
 3. Is a member and manages the Department's membership in the United States Green Building Council.
- C. The **DHS Chief Financial Officer** processes recycling funds received from GSA and deposits them into the CRSO/SEP managed "Recycling Fund."
- D. The **DHS Office of the General Counsel (OGC)** reviews, as requested, planned expenditures of recycled funds and issues advice.
- E. The **Component Heads**:
1. Implement a program, by establishing written policies or procedures, ensuring that receipt and use of recycling funds complies with applicable law (see section V.B.5) and DHS policy; and
 2. Submit an annual report to CRSO/SEP that document the receipt and expenditure of recycling funds.

V. Policy and Requirements

- A. **Policy**: DHS Components receive and use funds resulting from the sale of recycled materials. Funds generated from the sale of recycled materials are currently available until expended. The following lists currently acceptable uses for recycling proceeds.
1. Acquisition, waste reduction and prevention, and recycling programs;

2. Environmental management programs, including, but not limited to, those for developing and implementing hazardous waste management, and pollution prevention programs;
3. Sustainability awards plaques/presentation provided the item does not exceed an individual value of over \$100 or violate other DHS policies or requirements;
4. DHS-wide (includes Components) membership in the United States Green Building Council. The CRSO/SEP manages the membership. Contact SEP for the membership number and other information; and
5. Other employee programs as authorized by law or deemed appropriate by the Secretary.

B. Requirements:

1. By October 31 of each year, Components provide a report to CRSO/SEP documenting the current balance, receipt, and expenditure of applicable recycling funds. Include in the report appropriate language that describes the actions that were taken to ensure that any expenditures met all applicable legal requirements;
2. Notwithstanding the recurring Government-wide general provision that makes the recycling funds available until expended, these funds should be obligated within 5 years of receipt;
3. CRSO/SEP manages the funds sent to the Department from GSA;
4. Components establish written procedures and processes for managing the funds sent from GSA to the Component or Component facilities; and
5. Before expending recycling funds, OGC verifies that the relevant appropriation provision authorizes the proposed use.

VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Readiness Support Officer.



Chip Fulghum
Deputy Under Secretary for Management

SEP 14, 2018

Date