



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4100.1G  
SUP  
21 Jun 11

AIR STATION ORDER 4100.1G

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: CONSERVATION, UTILIZATION, AND CONTROL OF WOODEN PALLETS  
USED IN MATERIAL HANDLING

Ref: (a) DOD 4140.65-M COMPLIANCE FOR DEFENSE PACKAGING:  
Phytosanitary Requirements for Wood Packaging  
Material (WPM)

1. Situation. To provide policy regarding the management of International Standard for Phytosanitary Measure (ISPM) compliant (Pest Free) and non-ISPM compliant wooden pallets.

2. Cancellation. AirStaO 4100.1F.

3. Mission. To provide guidance for the identification of ISPM pallets; to ensure ISPM pallets are returned to the Defense Logistics Agency (DLA) Distribution Cherry Point; and to ensure non-ISPM pallets are properly disposed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To return used ISPM compliant wooden pallets to the DLA Distribution Cherry Point to mitigate related costs, foster recycling, and to preclude cluttered work areas aboard the Air Station.

(2) Concept of Operations. Department of Defense Agencies accept only ISPM compliant wooden pallets for turn-in. Per the reference, chapter 2, paragraph C2.5, compliant pallets are identifiable by the ISMP certification markings stamped/stenciled on opposite sides and/or ends of the pallet. Pallets not displaying the ISMP certification markings are deemed non-compliant and are disposed of as described in paragraph 4b(2) of this Order.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

b. Coordinating Instructions

(1) Users of ISPM Compliant Wooden Pallets

- (a) Off-load material from ISPM compliant pallets.
- (b) Set pallets aside in a designated area to await return to the DLA Distribution Cherry Point. Do not modify or retain pallets for internal use.
- (c) Canvass areas regularly for empty ISPM pallets.
- (d) Contact the DLA Distribution Cherry Point Customer Service, 466-2443/3702 when ready to have pallets picked up. Advise DLA Distribution Cherry Point of the pickup location, number of pallets to be turned-in, and if material handling equipment is available to load the pallets onto the DLA Distribution Cherry Point vehicle. This is a "no cost" service to the customer.
- (e) Contact the DLA Distribution Cherry Point Continuing Government Activity (CGA) office, 466-5251, if the pallets have not been picked up within 48 hours of initial contact.
- (f) Contact DLA Distribution Cherry Point Customer Service, 466-2443/3702 when additional pallets are needed.

(2) Users of Non-ISPM Compliant Wooden Pallets

- (a) Off-load material from Non-ISPM compliant pallets.
- (b) Set pallets aside in a designated area marked for disposal. Do not modify or retain pallets for internal use.
- (c) Dispose Non-ISPM compliant pallets daily to preclude cross-contamination with ISPM compliant pallets.
- (d) Discard pallets in an "Unpainted Wood Only" dumpster or contact the Land Clearing & Inert Debris Landfill, 466-6785 to schedule an appointment for transport and disposal.

5. Administration and Logistics. The Commanding General, 2d MAW; Commanding Officers, MCAS Cherry Point, Fleet Readiness


ASO 4100.1G  
21 JUN 2011

Center East, Naval Health Clinic, Combat Logistics Company-21, Chief, Defense Reutilization & Marketing Office, and Commander, DLA Distribution Cherry Point, concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective on the date signed.

  
E. S. WEISSBERGER  
Executive Officer

DISTRIBUTION A: