

EMS Operational Control - 01		Solid Waste Recycling	
A. Significant Environmental Aspect: Generation of recyclable solid waste	B. Activity group: <ul style="list-style-type: none"> • Maintaining office space; • Operation of business machines (copiers, printers, faxes); • Use of paper in the production of documents; • Research laboratory functions; • Cleaning office and general use areas; • Receiving shipped materials; 	C. Document Control Code: TIF-OC-01 Revision 0	
		D. Date: 1/11/07 Effective Date: 1/11/07	
1. Title: Solid Waste Recycling – Operational Control - 01			
2. Activities (and corresponding written controls, where applicable): Occupants of the USDA ARS Tifton Location South Atlantic Area, as a result of their daily activities in the office, laboratory, and shop, generate various paper, plastic, glass, and metal solid waste. Only waste that cannot be recycled should be disposed of as trash. Occupants should always reduce what they use first, reuse whatever they can, recycle all appropriate materials, and then dispose of the remainder as trash.			
3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable): <ul style="list-style-type: none"> • The EMS Committee Members along with the Maintenance Staff should ensure that each work station has a container for recycling paper products, each building has larger containers for recycling glass, plastic, and metal, and three locations are available for recycling cardboard. • Employees are responsible for separating recyclable items into their appropriate categories (paper, glass, plastic, and metal), and triple rinsing plastic and glass prior to placing in the recycle bins. See the following bulletins for specific details about what can and cannot be recycled: TIF-EP-01 Recycle Your Glass and Plastic; TIF-EP-03 Recycle Your Paper/Office Supplies; TIF-EP-04 Universal Waste Recycling and Disposal. • The custodial staff will empty paper recycling containers at work stations once a week and collect in larger containers. • Recycling containers for aluminum cans will be placed in lunch and break rooms by the Maintenance Staff and employees are responsible for separating cans from trash and placing the cans in the appropriate recycle bin. 			
4. Maintenance plan (s) for the Operational Controls and actions to be taken if controls fail: <ul style="list-style-type: none"> • Problems with recycling containers should be reported to the Maintenance Staff or the EMS Coordinator. • The EMS Coordinator or designee may periodically observe and ensure that recyclables are being properly separated into their appropriate categories. • The EMS Coordinator or designee may periodically check the trash receptacles to ensure that recyclable materials are not being thrown in the trash. • If this Operational Control fails, we will investigate and take corrective actions. If only a few individuals are not compliant, we will educate them about the recycling policy and inform their supervisor. If the failure is more widespread, we will institute additional training for the location. 			
5. Corresponding Environmental Management Program: Recycling Solid Waste, TIF-EMP-02, Generation of Waste: Universal, TIF-EMP-03			
6.1 Record (s) E-mails and other training records	6.2 Person Responsible and Record Location: EMS Coordinator or designee		
Notes on periodic observations of recycle bins and trash receptacles.	EMS Coordinator or designee		

7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls).

7.1 Title	7.2 Responsibility
EMS Coordinator	Responsible for a-d (listed above)
Maintenance Staff	Emptying paper recycling containers at various work stations.
Employees	Segregating recyclable paper, plastic, glass, and cardboard from trash and placing in appropriate recycle bin. Triple rinsing plastic and glass before placing in recycle bin.

8. Competence of operators on the basis of training, education or experience:

The operators in this case would be occupants of USDA ARS facilities at the Tifton Location. Verbal instruction on recycling should be given by the first line supervisor during the training period of a new occupant. Periodically, the EMS Coordinator or designee will provide training on this Operational Control via PowerPoint Presentation (formal and self guided) and reminder e-mails. The Tifton EMS web site also contains training material and information related to this Operational Control. (<http://www.ars.usda.gov/Services/docs.htm?docid=12538>)