

ENVIRONMENTAL MANAGEMENT PROGRAM - 07	
A. Significant Environmental Aspect: Generation of Waste : Electronic	B. Document Control Code: TIF-EMP-07
	C. Date: 1/18/07 Rev. 1, 4/25/08
1. Objective(s): Develop standard procedures for collecting and disposal of electronic waste.	
2. Target(s): Educate all employees on the electronic waste recycling requirements. Continue collecting electronic waste and document disposals.	
3. Reason for Significance: Reduce the impacts of the facility's electronic waste items (printers, computers, hard drives, copiers, scientific equipment, phones, radios, etc.) on the environment.	
4. Legal or Other Requirements: There are no legal requirements at this time. However, this program is supported by the EPA's "Plug-In to eCycling" program and the OFEE "Federal Electronics Challenge" program. See http://www.epa.gov/epaoswer/osw/consERVE/plugin/index.htm and http://www.federalelectronicchallenge.net/errc/ .	
5. Program Description, Budget, and Responsibility: This program defines electronic waste for employees and tells them who they should contact in order to dispose of any items. Tom Hendricks, CDSO, coordinates pickup, storage and disposal of all USDA electronic waste items.	
6. Other Documents Related to this EMP (Operational Control or Environmental Procedure): See http://www.ars.usda.gov/Services/docs.htm?docid=12538 for the following bulletins: <ul style="list-style-type: none">* TIF-EP-05 Recycle Your Electronic Equipment* TIF-OC-03 Recycling Electronics* AD Form 112; Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property	
7. Records and Documents: Person Responsible and Location At the end of the FY, the EMS Coordinator will collect data from EMS Member, Tom Hendricks, on the number of yearly disposals and approximate amount of items recycled. The Tifton Administrative Office retains AD Form 112, with copies to CDSO and EMS Coordinator.	
8. Person(s) Responsible for Program Management: EMS Coordinator, CDSO, Tom Maze (Purchasing Agent)	