

<b>EMS Operational Control - 03</b>		<b>Electronic Waste Recycling</b>
<b>A. Significant Environmental Aspect:</b>  Generation of recyclable solid waste (electronic)	<b>B. Activity group:</b> <ul style="list-style-type: none"> <li>All activity groups.</li> </ul>	<b>C. Document Control Code:</b> TIF-OC-03 Revision 1, 4/25/08
		<b>D. Date:</b> 1/18/07 <b>Effective Date:</b> 1/18/07
<b>1. Title:</b> Electronic Waste Recycling – Operational Control - 03		
<b>2. Activities (and corresponding written controls, where applicable):</b> Occupants of the USDA ARS Tifton Location South Atlantic Area, as a result of their daily activities in the office, laboratory, field, and shop, will periodically need to discard or upgrade unused, broken, old, or unwanted electronic equipment or devices. These items include but are not limited to computers, copiers, telephones, radios, and scientific equipment. When replacing any equipment, always ask the vendor to remove the old equipment. If that is not an option, the equipment should be safely recycled. Electronics should never go into the dumpster.		
<b>3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):</b> <ul style="list-style-type: none"> <li>Employees are responsible for collecting recyclable electronic items until there is a scheduled shipment. If storage becomes an issue for your department, an alternative storage area can be designated.</li> <li>Electronic shipments will generally occur once or twice a year depending on demand.</li> <li>Contact Tom Maze, Purchasing Agent, and complete AD Form 112.</li> <li>The Location CDSO is responsible for scheduling shipments and coordinating the drop-off of equipment before a shipment. Please contact CDSO, Tom Hendricks, if questions arise.</li> </ul>		
<b>4. Maintenance plan (s) for the Operational Controls and actions to be taken if controls fail:</b> <ul style="list-style-type: none"> <li>Problems with storage of equipment should be reported to the Location CDSO or EMS Coordinator.</li> <li>The EMS Coordinator or designee may periodically observe and ensure that recyclables are being properly retained.</li> <li>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.</li> </ul>		
<b>5. Corresponding Environmental Management Program:</b> Recycling Electronic Waste, TIF-EMP-07, Recycling Electronic Equipment, TIF-EP-05		
<b>6.1 Record (s)</b> Disposal Records Form AD112 Report summary of disposal	<b>6.2 Person Responsible and Record Location:</b> CDSO or designee Administrative Purchasing Agent, CDSO, EMS Coordinator EMS Coordinator or designee	
<b>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).</b>		
<b>7.1 Title</b>	<b>7.2 Responsibility</b>	
EMS Coordinator	Responsible for a-d (listed above)	
Employees	Retain all unwanted electronics until time of recycling shipment. Complete AD Form 112 through Tom Maze.	

CDSO	Responsible for scheduling shipments and submitting shipment summary reports to EMS Coordinator.
<p><b>8. Competence of operators on the basis of training, education or experience:</b></p> <p>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. (<a href="http://www.ars.usda.gov/Services/docs.htm?docid=12538">http://www.ars.usda.gov/Services/docs.htm?docid=12538</a>)</p>	