



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
William J. Hughes Technical Center Policy

ORDER
CT 1050.2C

09/09/10

SUBJ: Center-Wide Recycling Program

1. Purpose of This Order. This order establishes policies and procedures for comprehensive Center-wide recycling activities.

2. Audience. This order applies to all federal, tenants, and contractor employees located at the William J. Hughes Technical Center.

3. Where Can I Find This Order? This order is available electronically at https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. Order CT 1050.2B, Center-Wide Recycling Program, dated September 2, 2003, is cancelled.

5. Distribution. This order is distributed electronically to all William J. Hughes Technical Center federal, tenant, and contractor employees.

6. Background.

a. In accordance with Executive Order 13514, each agency must minimize generation of waste and pollutants, printing paper use, the quantity of toxic chemicals acquired, used, or disposed of, and the amount of organic material in the waste stream. Executive Order 13514 sets a target of recycling fifty percent of all agency non-hazardous solid waste and construction debris.

b. The Atlantic County Department of Regional Planning and Development and the Atlantic County Utilities Authority (ACUA), in conjunction with the Atlantic County Board of Freeholders, established the Atlantic County Recycling Plan issued in February 1988. These requirements establish specific goals which must be achieved in order to be in compliance with State and Federal laws. Failure to comply with these mandated laws could result in fines being assessed against the Center which vary according to the degree of the violation.

7. Policy.

a. In accordance with FAA Order 1050.10C, Prevention, Control and Abatement of Environmental Pollution at FAA Facilities, "Protection of the environment and the public are responsibilities of paramount concern and importance to FAA. All our activities must recognize and reflect this concern and public trust. We must comply with all Federal, State, Tribal State, interstate and local environmental regulations and pollution control statutes, unless specifically exempted, in the same manner and same degree as any other person or entity also subject to those requirements. All

FAA operations, field organizations and programs must consistently work to meet environmental obligations. Fines can be levied for non-compliance with federal and state requirements.” This order establishes the policy that the Technical Center shall comply with the mandatory recycling laws of the State of New Jersey, which sets a December 2, 1995 deadline for each County in New Jersey to develop a recycling plan. State law sets a goal for municipalities to recycle at least half the municipal solid waste and at least 60 percent of all the solid waste generated within the County.

b. Specific procedures for the recycling of each material are delineated in Appendix A, "Official Guide To Recycling."

8. Responsibilities.

a. **Supervisor, Facility Operations and Maintenance Sub-Team, AJP-7931**, is responsible for proper operation and maintenance of the FAA Technical Center Recycling Program, including equipment control and maintenance, making arrangements for the removal of recyclable material, and ensuring that recycled materials are of high quality and not commingled with other trash or dissimilar materials. Responsibilities also include onsite storage of recyclable materials until removed.

b. **All Personnel at the Technical Center (federal, tenant, and contractor)** are responsible for the separation of materials at the work area level prohibiting the mixing of any non-recyclable materials with recyclables or vice versa in the manner described, and are to be vigilant that recycled materials are not commingled with dissimilar materials. Employees responsible for government purchases shall whenever possible, obtain products manufactured with recycled materials. Supervisors will be responsible for maintaining the effectiveness of the recycling process in their immediate areas.

c. **Supervisor, Environmental and Safety Sub-Team, AJP-7932**, is the "Designated Recycling Coordinator." Responsibilities include:

(1) Coordinating the development of an effective agency waste reduction and recycling program that complies with the comprehensive implementation plan developed by the Council on Federal Recycling and Procurement Policy.

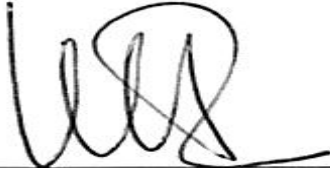
(2) Coordinating Center action to develop benefits and cost savings data measuring the effectiveness of the agency program.

(3) Coordinating the development of agency reports required by applicable orders/regulations and providing copies of such reports to the appropriate agency.

(4) Serving as the primary liaison between the Center, ACUA and the New Jersey Department of Environmental Protection regarding recycling regulations, policy and compliance.

d. **Manager, Production Control and Planning Team, AJP-7970**, is responsible for ensuring, wherever possible, products manufactured with recycled material are procured in accordance with Executive Order 13423, Strengthening Federal Environmental Energy and Transportation Management , dated January 24, 2007.

9. Benefits. Besides conserving natural resources, saving energy and reducing pollution, this program also results in significantly lowering the Center's trash disposal costs by reducing the amount of refuse disposed.

A handwritten signature in black ink, appearing to read 'WF', written over a horizontal line.

Wilson N. Felder
Director, William J. Hughes Technical Center

Appendix A. Official Guide to Recycling

1. Introduction. The FAA William J. Hughes Technical Center has developed this "Guide to Recycling" as an appendix to Order CT 1050.2C. This document is to serve as the procedural guideline for all recycling activities at the Technical Center.

2. Types of Recycled Materials. The following materials are recycled at the Technical Center. Any items or disposal procedures not listed may be verified through FAA Technical Center Environmental and Safety Sub-Team, AJP-7932.

a. Paper: The following types of paper are recycled at the Technical Center: bond paper of any color; carbonless paper, newspaper, magazines, catalogs, phone books, envelopes (with cellophane windows), paper bags, index cards, reports (with binders removed), cardboard, and computer paper. Each employee and contractor shall separate all the above paper products into a desk side container for paper recycling. Mixed paper, including single sheets of paper, should be placed in a suitable receptacle at their workstation and/or collected in a central area serving a number of people.

Employees who have a large volume of paper to dispose are asked to call FAA Trouble Desk at extension 5-4122 or email at 9-ACT-TROUBLEDESK to request a large tilt dumpster to aid in cost effective separation, collection and transportation of bulk quantities of waste. Employees should label the dumpster to facilitate paper recycling efforts. Paper is collected by custodial or maintenance laborers and are taken to the Building 300 Loading Dock. Recycled paper is disposed in the paper only dumpster.

b. Cardboard: Employees are asked to empty cardboard boxes of foam and other packing material then break down the boxes flat for easy handling and disposal. If an employee has a large volume of cardboard to dispose please call FAA Trouble Desk at extension 5-4122 or email at 9-ACT-TROUBLEDESK to request a large tilt dumpster to aid in cost effective separation, collection and transportation of bulk quantities of cardboard waste. Employees should label the dumpster for cardboard to facilitate recycling efforts. Cardboard is collected by custodial or maintenance laborers and taken to the Cardboard Bailing Facility located in the Building 300 Loading Dock. Bailed cardboard is removed from loading dock on a daily basis to relieve congestion on the loading dock.

c. Glass, Plastic and Cans: Glass bottles, plastic bottles and aluminum/tin cans are disposed in the same blue recycle container at the Center. These containers are labeled "Cans Glass & Plastic" and have a recycle symbol for easy identification; they are placed throughout the Technical Center. Please make sure that cans and bottles are empty before disposal. All types of plastic beverage containers are acceptable. Employees may request blue recycle containers for their common work or coffee mess area to encourage recycling. Do not commingle the following: window glass, drinking glasses, and ceramics.

d. Dry Cell Batteries: Common dry cell and alkaline batteries are disposed in trash as they are no longer a regulated hazardous waste.

e. Rechargeable Batteries The Technical Center collects and recycles used rechargeable batteries. Rechargeable batteries contain toxic metals such as lead, zinc, mercury, nickel, lithium or cadmium. These batteries have the Rechargeable Battery Recycle Corporation (RCBC) recycle symbol conspicuously labeled on each battery. All Technical Center supply stores and support units that issue zinc-chloride, rechargeable or other similar types of sealed batteries, will accept used batteries. In addition, battery recycling buckets are placed at many convenient places around the Technical Center. The used batteries are properly disposed/recycled by the Technical Center. For specific questions related to this program, contact AJP-7932 at extension 5-4917.

f. Wet Cell Batteries: Government issued vehicle/aircraft batteries containing electrolyte (acid/caustics) or lead can be properly recycled by calling the Facilities' Trouble Desk at extension 5-4122 or email at 9-ACT-TROUBLEDESK.

g. Salvageable Materials: Unaltered computers and/or electronic components and other bar coded items must be turned into the Asset Management Group, AJP-7953, in accordance with FAA Order 4800.2C. Further information can be obtained at extension 5-4485 or 5-4419.

h. Special Recyclable Items: Virtually any type of material can be recycled. Special arrangements have been made at the Technical Center to accommodate different recycling needs. The following are some of the many special recyclable items: tires; used motor oil; jet fuel; heating oil; contaminated soils; contaminated water; wood; concrete; asphalt; fluorescent tubes; metals (all types) and other types of construction debris. Packing peanuts and inflatable packaging are to be sent to the loading dock for re-use.

The above items can be recycled by contacting the Trouble Desk, at extension 5-4122 or email at 9-ACT-TROUBLEDESK. Please call to verify if a particular item is recyclable and arrange for pickup.