

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CT 1050.2B

9/2/03

SUBJ: CENTER-WIDE RECYCLING PROGRAM

1. PURPOSE. This order establishes policies and procedures for comprehensive Center-wide recycling activities.
2. DISTRIBUTION. This order is distributed to all employees and contractors via electronic mail.
3. CANCELLATION. Order CT 1050.1 Control, Containment, and Disposal of Contaminants, dated June 15, 1984, is canceled; and Order CT 1050.2A, Center-Wide Recycling Program, dated October 23, 1997, is cancelled.
4. BACKGROUND. Executive Order 12873, dated October 20, 1993 (Appendix 1), Federal Agency Recycling and the Council on Federal Recycling and Procurement Policy, states that the Federal Government, through affirmative procurement practices, is to encourage the development of economically efficient markets for products manufactured with recycled materials. Also, each Federal agency that has not already done so shall initiate a program to promote cost effective waste reduction and recycling of reusable materials in all of its operations and facilities.

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 the referenced 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.
5. POLICY. In accordance with FAA Order 1050.10B, Prevention, Control and Abatement of Environmental Pollution at FAA Facilities, "Where practicable and in accordance with Federal, State and local guidelines and regulations, source reduction of wastes and recycling shall be implemented in all FAA facilities". This order establishes the policy that the 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.

Specific procedures for the recycling of each material are delineated in Appendix 1, "Official Guide To Recycling."

Distribution: WJH FAA Technical Center

Initiated By: ACX-42

6. RESPONSIBILITIES.

a. Supervisor, Facility Engineering and Operations Group, ACX-41, 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 Center, (Federal, tenant, and contractor) are responsible for the separation of materials at the work area level prohibiting the mixing of any nonrecyclable materials with recyclables or vice versa in the manner described, and are to be vigilant that recycled materials are not commingled with dissimilar materials. Supervisors will be responsible for maintaining the effectiveness of the recycling process in their immediate areas.

c. Supervisor, Environmental Engineering Group, ACX-42, 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 agency 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, Acquisition, Material and Grants Management Division, ACX-50, is responsible for ensuring, wherever possible, products manufactured with recycled material are procured in accordance with Executive Order 13101, Greening the Government Through Waste Prevention, Recycling and Federal Acquisition, dated September 16, 1998.

7. 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.

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Director, FAA William J. Hughes Technical Center

APPENDIX 1. Official Guide to Recycling

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

The following materials are recycled at the Technical Center; any items or disposal procedures not listed may be verified through ACX-42.

Paper: The following types of paper are recycled at the 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.

Except for cardboard boxes, each employee and contractor should separate all the above paper products into a box marked for paper recycling. Mixed paper, including single sheets of paper, should be placed in a marked cardboard box or other suitable receptacle at their workstation and/or collected in a central area serving a number of people.

Cardboard and Cardboard Boxes: The Center recycles tons of cardboard boxes every month. Boxes are collected by custodial and maintenance personnel and are taken to the Cardboard Bailing Facility located in the Building 305 Annex and Building 300 Loading Dock. Baled and loose cardboard is picked up on a periodic basis.

Bottles and Cans: Glass bottles and aluminum/tin cans of all types are recycled at the Center. Recycling containers have been placed throughout the Center and marked appropriately for easy identification. Prior to placing bottles or cans in the collection receptacle, please make sure that all contents have been removed. Employees may also recycle bottles/cans at their work areas. Containers will be provided upon request if funding is available or the employee may provide their own receptacles in the interim.

Plastics: High density polyethylene containers (2HDPE) (milk and water jugs, shampoo and laundry detergent bottles), polyethylene terephthalate containers (1PET) (plastic soda bottles), and low density polyethylene (clear and white plastic film). These plastic items may be placed in any recycling container designated "GLASS and CANS". These containers have been placed in convenient locations throughout the Center.

Dry Cell Batteries: The Center collects collects used dry cell batteries. These batteries often contain toxic metals such as lead, zinc, mercury, nickel and cadmium. When thrown away, these materials can leach into the groundwater or, if incinerated, can end up in the ash or be vaporized and released into the air.

All Center supply stores and support units that issue zinc-chloride, alkaline cells, 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 Center. The used batteries are properly disposed/recycled by the Center. For specific questions related to this program, contact ACX-42 at extension 55998.

Wet Cell Batteries: Government issued vehicle/aircraft batteries containing electrolyte (acid/caustics) can be properly recycled by calling the Facilities' Help Desk at extension 54122.

Salvageable Materials: Unaltered computers and/or electronic components and other bar coded items must be turned into the Asset Management Group, ACX-53, in accordance with FAA Order 4800.2C. Further information can be obtained at extension 54485.

Special Recyclable Items: Virtually any type of material can be recycled. Special arrangements have been made at the 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 54122. or email at 9-ACT-TROUBLEDESK. Please call to verify if a particular item is recyclable and, if so, to arrange for pickup.

Please remember that recycling at the Center is the law! It is everyone's responsibility to help our program be a success and one to be emulated by the community and other Federal facilities.