

RECYCLING AND REUSE MANAGEMENT PROGRAM

A. SIGNIFICANT ENVIRONMENTAL ASPECT(S) Consumption of Material Discharge/Emission/Release/Application to Land Generation of Recyclable Material Generation of Waste (Non-Hazardous)	B. DOCUMENT CONTROL CODE 006.2500.21B – Recycling and Reuse			
	C. DATE June 23, 2008			
	D. PROGRAM LEAD *Vacant, Contact Sarah Hatch, Acting EMS Coordinator, x7199			
1. OBJECTIVE(S) 1. Establish a base-line diversion rate by September 30, 2008 2. Achieve a 50% solid waste diversion rate by September 30, 2010				
2. TARGET	PERFORMANCE INDICATOR	RECORD/DOCUMENT	RESPONSIBILITY (LOCATION OF RECORD/DOCUMENT)	DATE TARGET COMPLETED
1a. Develop the necessary protocol for calculating a diversion rate and establish a base-line by October 30, 2008	Completion of Protocol to Calculate Diversions Calculated Base-Line Diversion Rate	Diversion Rate Protocol Base-line Diversion Memo	Chris Taylor, Chief, PLMG/SIIM(ISSS), RO, Room 5127, x7736	
2a. Develop a Recycling & Reuse Program Communication Plan for CY2009 by December 31, 2008	Completion of Recycling & Reuse Program Communication Plan	Recycling & Reuse Program Communication Plan	Chris Taylor, Chief, PLMG/SIIM(ISSS), RO, Room 5127, x7736	

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3. CONDITIONS/IMPACTS AVOIDED BY IMPLEMENTING EMP

Implementing this EMP will reduce the amount of material associated with the Region's activities that are transferred to landfills and will help achieve EPA Agency-wide recycling/reuse objectives.

4. SPECIFIC LEGAL AND OTHER REQUIREMENTS MET THROUGH EMP

- a. Executive Order 13423; *Strengthening Federal Environmental, Energy, and Transportation Management*; 26 January 2007
- b. *EPA Safety, Health, and Environmental Manual; Environmental Management Guidelines*; July 2004, specifically Section 4.8
- c. Regional Order 1000.1; *Policy on Implementation of In-House Recycling Program and Procurement Guidelines*, 19 August 1991
- d. EPA Agency-wide EMS Objectives and Targets, CYs 2008-2010, November 2007

5. PROGRAM DESCRIPTION

The Region 7 Recycling and Reuse Program is described in Regional Order 1000.1, *Policy on Implementation of In-House Recycling Program and Procurement Guidelines*, and the *Facilities, Security, and Safety Service Guide: In-House Recycling and Waste Reduction Program*. Both of these documents are outdated and in revision as of the implementation date of this EMP. Individuals with ideas/suggestions for eliminating wastes typically implement them on their own; however, some seek advice from AWMD/SWPP prior to implementation. The primary wastestreams captured include high and low quality paper, aluminum cans, plastic bottles (#1 and #2 only), and corrugated cardboard; secondary wastestreams include used batteries, used electronic equipment, wood pallets, and Tyvek envelopes. Notable features include Green Meeting Kits (reusable tableware) that eliminate waste plates, cups, etc. from meetings; portable recycling units; "Clean-Up and Recycle Events" (CUREs) that are held periodically in the Regional Office to encourage individuals to clean out their offices (and recycle the contents); used electronic equipment is shipped to a recycling/reuse agent (the TechnoTrash initiative); and batteries that are no longer needed are collected, tested and reused if they have sufficient charge left or shipped to a recycling agent. The Region recycled 100,000 pounds of materials in Fiscal Year 2007 not including the electronic equipment or batteries. The Region operates a Green Room where "gently used" office supplies and equipment are made available for reuse. In addition, toner cartridges are returned to manufacturers for reuse and Green Room supplies that cannot be reused in the Region are offered to non-profit organizations for their use.

6. OPERATIONAL CONTROLS IN PLACE FOR EMP				
<u>NAME</u>		<u>DOCUMENT CONTROL NUMBER</u>		
Regional Order 1000.1, <i>Policy on Implementation of In-House Recycling Program and Procurement Guidelines</i>		EMS 007.3500.20A		
Region 7 Guide, <i>Facilities, Security, and Safety Service Guide: In-House Recycling and Waste Reduction Program</i>		EMS 007.3500.25A		
Recycling Room Signs		EMS 007.3500.23A		
Recycling/Reuse Program New Employee Training		EMS 007.3500.26A		
Regional Office Building Lease (GS-06P-79035)		EMS 007.3500.01C		
Science & Technology Building Lease (GS-06P-00027)		EMS 007.3500.01C		
7. BUDGET (RESOURCES)				
<u>REQUIREMENT</u>		<u>ESTIMATED COST (\$6,400)</u>		
Recycle Bins (under desk)		\$3,200		
COOP Site Green Meeting Kit		\$3,200		
8. TASKS AND RESPONSIBILITIES FOR ACHIEVING TARGETS				
<i>TARGET</i>	<i>TASK</i>	<i>SCHEDULE</i>	<i>Date Completed</i>	<i>RESPONSIBILITY</i>
1a. Develop the necessary protocol for calculating a diversion rate and establish a base-line by October 30, 2008	1a1. Obtain information on how to calculate the Diversion Rate from HQ EPA/SHEMD	April 1, 2008	March 31, 2008	Chris Taylor, Chief, PLMG/SIIM(ISSS), RO, Room 5127, x7736
	1a2. Develop the Region 7 Diversion Rate Protocol	July 31, 2008	July 31, 2008	
	1a3. Establish Base-line Rate	October 30, 2008		
2a.. Develop a Recycling & Reuse Program Communication Plan for	2a1. Develop a Recycling & Reuse Communication Plan	December 31, 2008		Chris Taylor, Chief, PLMG/SIIM(ISSS), RO, Room 5127, x7736

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CY2009 by December 31, 2008				
<p>9. REMARKS</p> <p>1. Information on how to calculate the diversion rate, without knowing the weight of the trash leaving the facilities, was received via email from Russelle McCollough, EPA/SHEMD, on 31 March 2008 and forwarded to the Recycling & Reuse Team for use in developing the Diversion Rate Protocol. This completes Task 1a1. <i>Chris Taylor; Chief, PLMG/SIIM(ISSS), 23 June 2008</i> The target date for establishing the baseline has been moved from September 30 to October 30, the team had two dates set to sort and weigh trash but the contracted collected the trash on both dates. <i>Sarah Hatch, Acting EMS Coordinator September 5, 2008</i></p> <p>*August 6, 2008 - The Recycling Coordinator announced that he would be retiring in October and in order to complete activities in his branch he was stepping down from the Coordinator position effective immediately. We are in the process of identifying a replacement. <i>August 6, Sarah Hatch, Acting EMS Coordinator.</i></p>				