

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-04-0001

NON-HAZARDOUS RECYCLING PROGRAM

RESPONSIBLE DEPARTMENT HO/AESH

PREPARED BY *K. Weber* DATE *6/29/94*
K. Weber, Chair
AD Waste Minimization Committee

APPROVED BY *S.D. Holmes* DATE *7/13/94*
S. Holmes, Division Head

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REVIEW AND CONCURRENCE RECORD

REVIEWED BY: *Rodney Ducar* DATE: 05-Jul-94
R. Ducar, Assoc. Head, AESH

REVIEWED BY: *Barnett R. Fritz* DATE: 6/24/94
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1.0 PURPOSE AND SCOPE

This procedure outlines the Accelerator Division (AD) policy for the recycling of various material wastes resultant from division activities. These wastes, though recyclable, are categorized as normal refuse and specifically exclude special, hazardous, regulated, or radioactive wastes.

2.0 RECYCLING POLICY

It is the expressed policy of the Accelerator Division to undertake reasonable and effective efforts to facilitate the recycling of various materials to reduce the overall waste stream resulting from division activities. These efforts shall be coordinated by the Division's Waste Minimization Committee.

3.0 COMPLIANCE DOCUMENTS

The following documents contain DOE orders and Fermilab instructions on waste minimization, including specifics regarding recycling:

3.1 WASTE MINIMIZATION CROSSCUT PLAN (DOE/S-0094P)

3.2 EXECUTIVE ORDER 12780

3.3 WASTE MINIMIZATION CROSSCUT PLAN IMPLEMENTATION (SEN-37-92), MAY 13, 1993

This directive requires each DOE site to report annually on waste minimization efforts. The recyclable materials to be reported on are: paper, aluminum, glass, plastic, cardboard and scrap metals.

3.4 MEMO TO ALL EMPLOYEES AND USERS BY JOHN PEOPLES, APRIL 2, 1992

3.5 ACCELERATOR DIVISION WASTE MINIMIZATION COMMITTEE CHARTER

3.6 FERMILAB WASTE MINIMIZATION AND POLLUTION PREVENTION AWARENESS PLAN, FERMILAB ES&H MANUAL CHAPTER 8022, REVISION 1, OCTOBER 1991

4.0 RESPONSIBILITIES

4.1 ACCELERATOR DIVISION HEAD

The Accelerator Division Head will approve this procedure and appoint the Chair and members of the Waste Minimization Committee. The Division Head is also responsible for preparing the Waste Minimization Committee Charter.

4.2 AD ASSOCIATE HEAD FOR ADMINISTRATION AND ES&H

The Associate Head for AESH will approve the appendices and any subsequent changes to the appendices of this procedure.

4.3 AD DEPARTMENT HEADS

If local collection areas are established by a department, a responsible individual(s) should be appointed by the department head to monitor the local collection of recyclable items and to bring the recyclables to the Cross-Gallery high bay for consolidation. This responsible individual is not a member of the Waste Minimization Committee.

4.4 AD WASTE MINIMIZATION COMMITTEE CHAIR

The Chair of the Waste Minimization Committee keeps track of which area coordinator currently has responsibility for the Cross-Gallery high bay. This list is also posted in the Cross-Gallery high bay.

The Chair of the Waste Minimization Committee makes changes to this procedure as needed.

The Chair of the Waste Minimization Committee coordinates an annual evaluation by the Waste Minimization Committee of the effectiveness of the recycling program during the last quarter of each year and makes changes as necessary.

4.5 AD WASTE MINIMIZATION COMMITTEE MEMBERS

Members of this Committee will be responsible for a physical area in the Accelerator Division. The members will act as local recycling coordinators. The function of the recycling coordinator will be to make sure recycling containers are emptied when full and to remind and update other employees in their area of the recycling policies.

Members will provide help and/or information regarding recycling to Division personnel.

A list of members of the Waste Minimization Committee appears in Appendix A.

4.6 AD WASTE MINIMIZATION CENTRAL AREA COORDINATOR

Members of the Waste Minimization Committee will monitor the Cross-Gallery high bay recycling area on a rotating basis as assigned by the Chair. This member is still responsible for his/her local area during the time he/she is monitoring the Cross-Gallery high bay recycling area

As containers are filled the central area coordinator will notify Darrell Sigmon, the building manager at extension 8665, who will arrange for pick-up.

Any recyclables that are taken to drop-off centers must be itemized on a material move. The full, completed material move is returned to the Waste Minimization Chair.

4.7 ACCELERATOR DIVISION EMPLOYEES

All employees are encouraged to make a conscious effort to collect recyclable materials and place them in their proper containers.

4.8 JANITORIAL STAFF

When the paper recycling containers get full, the janitorial staff empties them into the Cross-Gallery high bay bin.

5.0 RECYCLABLE MATERIALS AND RELATED CRITERIA

Items that are currently recycled with specific related criteria are listed in Appendix B.

6.0 RECYCLING LOCATIONS

Large bins have been placed in the Cross-Gallery high bay for the collection of most recyclables mentioned in Appendix B. Each bin is labeled with the type of recyclable to be placed in the bin.

White office paper, computer paper and Styrofoam cup and junk mail bins are located in various locations throughout the Division.

Departments may set up other areas for recycling if they wish.

7.0 RECIPIENTS OF RECYCLABLE MATERIALS

A list of current recyclers appears in Appendix C.

8.0 SPECIAL CONSIDERATIONS AND INSTRUCTIONS

There are paper recycling containers at various locations throughout the division. Recycling containers should be clearly marked with the type of paper to be recycled. Boxes should be lined with plastic garbage bags. This plastic bag liner is important because it keeps the white office paper separate from the computer paper in the Cross-Gallery high bay bin.

If a large quantity of recyclable paper must be disposed of, it should be brought directly to the Cross-Gallery high bay recycling bin.

There are boxes placed in various locations throughout the division for the collection of aluminum cans. Each box has been "adopted" by an employee who agrees to empty this box when full and recycle the cans. The name and extension of the employee responsible should appear on the box. The box in the Cross-Gallery high bay can be emptied by any employee on a "first come, first serve" basis. Aluminum cans may also be placed in metal scrap.

A blue plastic barrel has been placed near the vending machines in the Cross-Gallery high bay for the collection of plastic beverage rings. There are also cardboard boxes marked for the collection of plastic beverage rings placed around the division.

Blue or gray recycling containers have been placed throughout the division. These are labeled for the collection of junk mail, including magazines, paper other than white and phone books. When these containers are full, they are to be emptied into the large bin in the Cross-Gallery high bay and returned to the collection point.

Waste baskets are placed throughout the division for the collection of Styrofoam cups. Only empty Styrofoam cups should be placed in these containers. These wastebaskets can be emptied into the Styrofoam bin in the Cross-Gallery high bay.

A small bin for the collection of glass has been placed in the Cross-Gallery high bay. This container is labeled "Glass Only".

Any wood, such as pallets or boxes, can be stacked in the Cross-Gallery high bay or nearby outside. Please indicate that the wood is to be recycled or notify a committee member to insure the material is picked up.

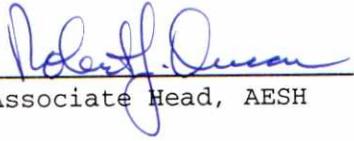
Before any recyclables leave the Cross-Gallery high bay, they are to be surveyed for radioactivity on the outside chance that a radioactive item had been placed in a bin. Contact the Accelerator Division Radiation Safety Group for a survey.

Scrap metal is mainly collected outside the Cross-Gallery high bay roll up door. Other locations may be established throughout the Division or at points of significant generation.

If problems or questions arise, contact either of the following: Waste Minimization Chair or your local area coordinator.

9.0 EXTRA-DIVISIONAL DISTRIBUTION

None

Approved 
Associate Head, AESH

Date 05-JUL-94
ADAP-04-0001

ACCELERATOR DIVISION
WASTE MINIMIZATION COMMITTEE

<u>Member</u>	<u>Extension</u>	<u>Department</u>
Kay Weber-Chair	2279	
Audrey Hopper	4438	ES&H (AD/Waste Coordinator)
Bob Hively	4467	Electrical Support
Ron LeBeau	4663	Mechanical Support
Mitch Adamus	4352	RF
Greg Lawrence	3011	Instrumentation
Joe Brown	3254	Cryogenics
Ray Hren	4441	Linac
Jim Klen	4293	Anti-proton
Tom Barnes	4191	Cryogenics (CHL)
Steve Conlon	4607	Booster

Approved Robert J. Duncan
Associate Head, AESH

Date 05-Jul-94
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RECYCLABLES and CRITERIA

WHITE OFFICE PAPER CRITERIA

The following are approved for recycling as WHITE OFFICE PAPER: bond paper, calculator tape, letter head/stationery, photocopy paper, typing paper, white scratch paper. All paper must be white in color. Typing, printing or writing may be on one or both sides. Paper clips should be removed. Staples do not have to be removed. While the removal of gummed labels and post-it notes is preferred, it is not mandatory. Carbonless paper is not recyclable as white paper.

COMPUTER PAPER CRITERIA

ONLY green and white computer paper is recyclable.

NEWSPAPER

All newspaper is recyclable. This includes all inserts.

MISCELLANEOUS PAPER CRITERIA

All junk mail is recyclable. Envelopes, colored paper, carbonless paper, paper that doesn't qualify as white, magazines and phone books can be placed in junk mail bins.

CARDBOARD CRITERIA

Any type of cardboard is recyclable. Cardboard boxes must be flattened. As much tape as possible should be removed.

PACKING 'PEANUTS' CRITERIA

Any type of packing 'peanut' is recyclable. Although the cornstarch puffs are recyclable, they also dissolve in water and can be disposed of as such.

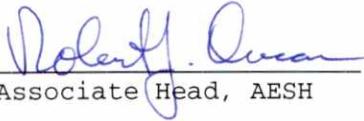
ALUMINUM CAN CRITERIA

All aluminum cans are recyclable. Cans should be emptied before being placed in collection box or scrap metal barrel.

PLASTIC BEVERAGE RINGS CRITERIA

All plastic beverage rings are recyclable.

Approved


Associate Head, AESH

Date

05-JUN-94
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GLASS CRITERIA

Any type or color of glass is recyclable. Labels need not be removed.

WOOD CRITERIA

Any wood can be recycled. Such items are pallets and wooden boxes.

PACKING MATERIALS AND STYROFOAM

Styrofoam blocks used in packing are recyclable. Any tape or wrapping should be removed.

Bubble wrap is recyclable.

Styrofoam wrap is recyclable.

Empty Styrofoam cups are recyclable.

METAL SCRAP

Any item containing any metal can be placed in metal scrap. Items containing copper, brass, aluminum, steel, metal alloys, including wire, coaxial cable and printed circuit boards may be placed in metal scrap. ALL non-radioactive printed circuits boards and soldered plumbing joints MUST be recycled and cannot be placed in the trash.

TONER CARTRIDGES

Toner cartridges from copy machines and printers can be recycled. These should be placed in the bin in Wilson Hall, ground floor.

SPRAY PAINT

Aerosol cans of spray paint that do not spray or which have a small quantity of paint can be emptied into a collection barrel. This barrel is located in the Transfer Gallery "rathole". Procedure ADDP-ME-0100 describes the use of this collection barrel. The paint collected will be used for primer or to paint items for which color is not a concern. Once the paint cans have been emptied, they should be placed in scrap metal barrels.

Approved

Robert J. Duncan
Associate Head, AESH

Date

05-Jul-94
ADAP-04-0001

RECIPIENTS OF RECYCLABLE MATERIALS

WHITE PAPER, COMPUTER PAPER, NEWSPAPER, JUNK MAIL, CARDBOARD, GLASS and WOOD

White paper, computer paper, newspaper, junk mail cardboard, glass and wood are picked up by an outside contractor.

PACKING "PEANUTS"

Packing Peanuts are recycled by Shipping/Receiving. Call Dispatch at 3133 for pickup.

ALUMINUM CANS

Aluminum cans are recycled by Fermilab employees.

PLASTIC BEVERAGE RINGS

Plastic beverage rings are recycled by ITW. ITW provides containers and shipping labels.

PACKING MATERIAL

Styrofoam, empty Styrofoam cups, bubble wrap and Styrofoam wrap are taken to a drop off center.

METAL SCRAP

Metal scrap, including metal cans, is picked up by the property office (x3585). A completed material move must accompany scrap metals to be picked up.

SPRAY PAINT

Paint collected from aerosol cans is available upon request. Call Dave Augustine at extension 4972. This paint also appears on the chemical inventory as "available".

TONER CARTRIDGES

Toner cartridges are picked up by an outside contractor.