

USDA ARS CNRC-Based SOPs

Safely Recycling Office Batteries

REFERENCES:

Executive Order 13423 requires federal agencies to explore recycling options.
REE Manual 230, "Safety, Health & Environmental Management Program"
ISO Standard 14001, "Environmental Management Systems".

BUSINESS UNIT: Children's Nutrition Research Unit (CNRC)

This SOP has been written for the CNRC Personnel to maintain an active part in recycling batteries.

ASPECT: Use of general use batteries.

IMPACT(S):

1. Filling landfill with corrosive batteries.

FOR THE IMPACTS, ARE THERE:

1. Emergency preparedness issues? None
2. Compliance issues? Executive Order 13423 requires federal agencies to explore recycling options.

HOW WOULD YOU CHARACTERIZE THE PRIORITY OF EACH IMPACT?

1. Filling landfill with batteries: High priority

PURPOSE OF THE SOP FOR RECYCLING PRINTER CARTRIDGES:

1. The purpose of the SOP is to provide guidance on how to maintain a battery recycling program.

SCOPE STATEMENT ON THE RECYCLING OF PRINTER CARTRIDGES:

1. This procedure applies to all personnel involved in the use of general office use batteries.

INSTRUCTIONS:

1. When someone replaces drained batteries for general office equipment batteries should not be thrown in the garbage.
2. These used batteries should be placed in collection receptacle located in the Mail Room RM 2080 (above the mail sorter) for collection and deposition.
3. When significant quantities have been obtained, a representative from BCM Office of Environmental Safety collects and properly disposes to prevent environmental pollution.

MONITORING: None

CORRECTIVE ACTION:

VERIFICATION AND RECORD KEEPING:

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1. Kathy Jenkins will maintain the used battery collection dates and weight in the CNRC Green Calendar for accurate recordkeeping.

DATE EMPLEMENTED: January 1, 2009

BY: Perry Rainosek

DATE REVIEWED: January 1, 2009

BY: Dr. Dennis M. Bier

DATE REVISED: _____ BY: _____