

USDA ARS CNRC-Based SOPs

Safely Recycling Cardboard Containers

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 cardboard containers on a regular basis.

ASPECT: Use of Cardboard Containers

IMPACT(S):

1. Filling landfill with waste paper,

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 waste paper: High priority

PURPOSE OF THE SOP FOR RECYCLING CARDBOARD CONTAINERS:

1. To identify the procedure for all Personnel to distribute their cardboard containers for recycling.

SCOPE STATEMENT ON THE RECYCLING OF CARDBOARD CONTAINERS:

1. This procedure applies to all CNRC personnel involved in the use of cardboard containers and the removal of those containers to a central recycling location to be collected by Baylor College of Medicine.

INSTRUCTIONS:

1. Cardboard materials/boxes should be placed next to the freight elevator on any floor. CNRC Housekeeping will pickup up the cardboard throughout the day and will deposit them in the Cardboard Collection Bin on the loading dock.
2. Loading dock personnel will monitor the bin and BCM personnel will pick up full bins of cardboard on Tuesdays and Thursdays each week.
3. The Loading dock personnel will update the CNRC Green calendar with the date of the pickup. Each bin holds approximately 45lbs of cardboard.

MONITORING: Periodic reviews of the CNRC Green calendar by the EMS Committee members will ensure documentation is being maintained weekly as necessary.

USDA ARS CNRC-Based SOPs

CORRECTIVE ACTION: None

VERIFICATION AND RECORD KEEPING:

1. The CNRC Green calendar will be used by the EMS Committee to record pickup dates and quantities.

DATE IMPLEMENTED: January 1, 2009

BY: Perry Rainosek

DATE REVIEWED: January 1, 2009

BY: Dr. Dennis M. Bier

DATE REVISED: _____ BY: _____