

USDA ARS CNRC-Based SOPs

Safely Recycling Paper

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 Center (CNRC)

This SOP has been written for the CNRC Personnel to maintain an active part in recycling of paper on a regular basis.

ASPECT: Use of paper

IMPACT(S):

1. Depletion of timber resources,
2. Filling landfill with waste paper,
3. Use of many cabinets to file records.

FOR THE IMPACTS, ARE THERE:

1. Emergency preparedness issues? Excess accumulations of paper may need fire protection.
2. Compliance issues? Executive Order 13423 requires federal agencies to explore recycling options.

HOW WOULD YOU CHARACTERIZE THE PRIORITY OF EACH IMPACT?

1. Depletion of timber resources: High priority
2. Filling landfill with waste paper: High priority
3. Use of many cabinets for storage: High priority

PURPOSE OF THE SOP FOR RECYCLING WHITE PAPER:

1. The purpose of the SOP is to provide guidance on where Recycle containers are maintained.
2. Guidance on what NOT to put in the Recycling Containers.
3. Notify CNRC Loading Dock once your Recycle Container has been filled so these can be replaced with an empty container

SCOPE STATEMENT ON THE RECYCLING OF WHITE PAPER:

1. This procedure applies to all CNRC personnel involved in the use of white \ colored paper / magazines / newspaper and the removal of these items to a recycling bin.

INSTRUCTIONS:

1. Most CNRC floors (2nd floor & floors 4-11) have a Large Plastic Dumpster bin near the freight elevators with the Title "[Recycle Bin – Paper Only](#)" for the container.
2. DO NOT put trash, plastic, glass, food, cardboard, or other items in these containers, ONLY Paper products such as magazines, newspapers, printer paper, or colored printer paper.

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3. A white paper only bin resides on the Administrative floor (2nd floor) in the break room. These are kept separately because of the potential value of white copier paper as oppose to mixed paper.
4. The Loading Dock personnel provides deliveries throughout the center and during this daily rounds reviews the status of each roll away recycle bin. As a bin is approaching full capacity they are replaced with an empty bin by loading dock personnel.
5. Full bins are stored on B3 in the parking area as necessary. BCM comes by the center every Tuesday and Thursday to pick up recycled items. At time, the BCM Driver picks up full paper bins and will return empty bins to the CNRC the same day or during their next pick up.

MONITORING: Monitoring occurs by the EMS staff and by the CNRC loading dock personnel has he collects the paper and provides to BCM recycling personnel. Loading Dock Personnel communicate with the EMS Coordinator if undesirable material is within the bins so that an intervention may occur.

CORRECTIVE ACTION: A notification email may be sent the CNRC staff should considerable undesirable material is found within the bins. Additional signage is also posted should this be an issue.

VERIFICATION AND RECORD KEEPING:

1. The Loading Dock Personnel obtains the weight the date of the pickup and the weight is recorded on the CNRC Green Calendar.
2. The EMS Coordinator also maintains an Excel spreadsheet of paper pickup dates and weights for easy accumulation totals.

DATE EMPLEMENTED: July 1, 2006

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DATE REVIEWED: July 1, 2006

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DATE REVISED: May 31, 2019

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