



## Standard Operating Procedure 012: Recycling Procedure

### **Purpose**

The purpose of the recycling effort is to reduce the amount of waste going to landfills from Virginia International Terminals.

### **1.0 References**

- 1.1 Disposal Contract
- 1.2 Environmental Protection Agency (EPA) 40 CFR Section 273, (Universal Waste Management)

### **2.0 Scope & Responsibilities**

- 2.1 The scope of this procedure encompasses administration & maintenance buildings that are operated by the Port of Virginia on the Port of Virginia's Marine Terminals.
- 2.2 Port of Virginia employees are encouraged to place recyclables in the proper container for disposal as space is available.

### **3.0 Requirements**

- 3.1 General Recycling
  - 3.1.1 There are no specific requirements for general recycling. The Ports new waste contractor collects all trash in the same containers. The containers are brought to their facility where employees separate the trash from the recyclable items.
- 4.1 Scrap Metal & Wood
  - 4.1.2 Terminal Operations (various locations)
    - 4.1.2.1 NIT, PMT, & NNMT
      - 4.1.2.1.1 Scrap metal and Scrap wood containers for recycle will be available in the operational areas. It is the employee's



responsibility to place the correct material in the correct container.

#### 4.1.2.2 VIG

4.1.2.2.1 Scrap metal container for recycle is available by the remote fueling truck parking area. It is the employee's responsibility to place the correct material in the correct container.

4.1.2.2.1.1 There is one container for scrap metal and one for scrap metal rope/wire.

#### 4.1.2.3 VIP

4.1.2.3.1 Scrap Metal Recycling Container is located near the maintenance shop.

4.1.2.3.2 VIP currently has paper recycling. Employees have separate bins in offices for paper only.

#### 4.1.2.4 RMT

4.1.2.4.1 Scrap metal recycling container is located near the maintenance shop.

4.1.3 Used anti-freeze, used oil & filters, lead acid batteries, & aerosol cans (empty aerosol cans must be punctured and drained before placing in scrap metal bin for recycle).

4.1.3.1 Vehicle & Crane Maintenance

4.1.3.2 Please see **SOP- 006** for disposal procedures concerning these materials.

4.1.4 Universal Lamps and Ballasts.

4.1.4.1 Facilities Maintenance

4.1.4.2 Please see **SOP- 001** for disposal procedures concerning Lamps and Ballasts.



#### 4.1.5 E-Waste Procedure

4.1.5.1 Responsibility: The Help Desk Manager is responsible for managing and coordinating the disposal of electronic waste. He or She will ensure that the waste is collected and placed in a secure location while it is

4.1.5.2 The POC is designated as the collection point for all electronic waste. Any person having electronic equipment that is end of life should contact the help desk. The help desk will then coordinate the removal and or delivery of this waste to the POC. Prior to delivery to the POC, all electronic equipment should have all tags and markings removed. If a survey sheet is required, the person requesting the disposal is responsible for completing the form. All disk and data storage devices must be removed from the waste and packaged separately for disposal. Large quantities of waste should be placed on pallets, and shrink wrapped. Like equipment should be palletized together for example, printers should not be palletized with computers. It will be the responsibility of the help desk manager or his designee to contact the e-waste vendor for removal from the POC. Any certificates or paperwork from the disposal vendor must be retained in accordance with Library of Virginia guidelines.

4.1.5.2.1 **VIP** - E-waste designated for recycled is to be brought to the VIP VPA Police Building and placed in the designated storage area. IT Staff will pick up VIP's E-Waste during their routine trips to the VIP and bring the E-Waste to the Collection Point at the Portsmouth Operations Building (POC) to be picked up by contractor.

4.1.5.2.2 **RMT** – Employees are to notify terminal manager of any E-waste, and terminal manager will coordinate with IT on getting the E-waste brought down to the POC at PMT.

#### 4.1.5.3 Printer and Copiers Toner

4.1.5.3.1 The employee that installs the new toner in the printer or copier is responsible to put the old toner cartridge back in the delivery container and send back to their respective department Staples Supply Coordinator. The supply



Coordinator will collect the toner, and give them to the Staple Delivery person on their scheduled visits.

4.1.6 Non-Core Batteries (non-lead acid batteries)

4.1.6.1 Non-Core may be brought to the VIG Parts Room or NIT Facilities Maintenance for recycle. Radio Batteries are brought to the Motorola Manager located at NIT. Please refer to SOP-006 for proper instruction.

4.1.7 Brass (VPA Police Weapons Firing Range)

4.1.7.1 VPA Police Headquarters - NIT

4.1.7.2 Brass is collected from weapon firing range and stored in designated area for pick-up from recycling contractor.

4.1.7.3 VPA Police submits the Recycling Manifest issued by the Recycling Contractor to the VPA Finance Department. VPA Police informs the VPA Finance Department of the recycling contractor that was used for the pick-up, the weight of the brass that was recycled, and the cost paid to the VPA for the recycled brass.

**5 Consequences of Deviation From Procedure**

5.1 Deviations of this procedure will result in the contamination of recyclable materials. If recyclable materials are placed in the wrong container this may cause contamination of materials and will cause Bay Disposal to separate, which will raise the cost for VIT to recycle the material.

**6 Attachments**

Not Applicable

**7 Records For Monitoring and Measuring**

7.1 Disposal Activity Records – Purchasing Manager/ VIP Maintenance Manager / sustainability manager



- 7.2 Disposal Activity Records (used oil & filters, lead acid batteries, used aerosol cans, used antifreeze) – Maintenance Managers
- 7.3 Disposal Activity Records (universal lamps and ballasts) – Facility Maintenance Managers
- 7.4 Brass Recycling Records (VPA Police Weapon Firing Range) – VPA Police Department
- 7.5 Electronic Waste Recycling Records –Information Technology Department.
- 7.6 Non-Core Battery Recycling Records – VIG Parts Room

## 8 Definitions

- 8.1 Electronic waste is the term used to describe old, end of life electrical or electronic equipment. This includes computers, printers, televisions, stereos, copiers, fax machines, network equipment and any other device that has circuit boards as an integral part of its makeup.
- 8.2 EPA 40 CFR, 273.9 Universal Lamps –*Lamp*, also referred to as “universal waste lamp” is defined as the bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible, and infra-red regions of the electromagnetic spectrum. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

## 9 Revision History

- 9.1 Effective Date: 1/4/2010
- 9.2 Latest Revision Date: 1/9/2017 – updated to reflect the new requirements for new general trash/recycle contractor. 11/10/16 – merged VIP and RMT. 2/1/16 updated recycling requirements – updated division titles. 4/15/13 – update e-recycling procedure. 1/24/13 – revised the type of containers that are located at the NNMT Maintenance Shop. 7/23/12 – combined all SOP’s for all terminals into one. 10/15/2010 – E-Waste Procedure Revised
- 9.3 Approval: Scott Whitehurst, Director, Environmental Policy and Compliance
- 9.4 Last Reviewed: 12/12/18
- 9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist