

EPA Boston Office Environmental Management Program

<b>1. PROGRAM NAME:</b>	Recycling
<b>2. Significant Environmental Aspect:</b>	Waste Management
<b>3. Document Control Code:</b>	EMP5-V2-2012
<b>4. Date:</b>	10/01/2011
<b>5. Program Lead(s):</b>	Alice Kaufman, Ed Woo
<b>6. Revision History</b> (This section lists versions with significant changes to this record, with the most recent version at the top.)	
EMP Number: EMP5	<b>Effective Date:</b> 10/01/2011
<b>Revisions</b> EMP Date Revised: 09/26/2011 This revision reflects the following changes: <ul style="list-style-type: none"> <li>• General</li> <li>• Section</li> </ul>	
<b>7. Objectives and Targets:</b>	
<b>Objectives:</b>	<b>Targets:</b>
Increase solid waste diversion rate	Meet or exceed 39.9% diversion rate
Excess computers and printers donated	Establish diversion rate baseline for 2010
	100% of excess computers and printers donated
	Quarterly reports – diversion rate expressed as the percentage of waste recycled
	End of year diversion rate expressed as the percentage of McCormack waste recycled
	Records kept by Computing Technology staff
<b>8. Potential Environmental/Organizational Impacts:</b>	
<ul style="list-style-type: none"> <li>• Environmental: Increased landfill use</li> <li>• Organizational: Would not meet the goal of leading by example</li> </ul>	

**9. Reasons(s) for Significance:**

- Identified as a significant aspect in environmental aspect and impact analysis
- To maintain compliance with legal and other requirements, e.g., EPA Guidance and Executive Orders
- Reducing adverse impacts to human health and environment is main focus of EPA's mission

**10. Legal and Other Requirements (applicable to aspects/activities):**

Executive Order 13423 "Strengthening Federal Environmental, Energy and Transportation Management"

**11. Operational Controls (OCs):**

a. Activities that give rise to the aspect	b. Operational Controls	c. Persons responsible/Resources for controls	d. Monitoring & Measurement of controls	e. Records generated by controls	f. Actions to be taken if controls fail
Waste generation and disposal	GSA contract for single stream recycling in 2012	GSA/EPA	Vendor supplied diversion rate data for building	Vendor	Improved outreach and education
	Outreach and education	GreenTeam & Green Coaches	Recycling Corps begins floor by floor education	Activities/emails	Improved outreach and education
	Waste Audit	Green Team & Green Coaches	Identify waste stream errors	Green Team & Green Coaches	Improved outreach and education

**12. Other records generated by this EMP:**

N/A

**13. Relevant reference document(s) used with this EMP:**

Document Name:	Location:
"Agencywide Objectives, Targets & Metrics"	Boston Office EMS File System
Boston Office Environmental Policy	Boston Office EMS File System

**14. Authorization**

**Facility Manger:** Alice Kaufman

**Signature:** *Alice Kaufman*

**Date:**

*9.28.11*

**Information Technology Manager:** Ed Woo

**Signature:** *Ed Woo*

**Date:**

*10/5/11*

**Director Office of Administration and Resources:** Frederick Weeks, Acting

**Signature:** *Frederick Weeks*

**Date:**

*10/5/11*