

<JC Center>
Solid Waste Management Policy Template
<Month, Year>

HOW TO USE THIS TEMPLATE

Remove all text in blue after completing.

Change green and red text to black after changing for center specific practices.

Save with the filename, "<JC Center> Waste Policy MM-DD-YYYY."

Per Executive Order 13514, the Department of Labor must promote pollution prevention and eliminate waste by diverting (from landfills) at least 50 percent of nonhazardous waste by the end of Fiscal Year 2015.

The following template provides a structure for developing a Solid Waste Management Policy compliant with Executive Order 13514. When completed properly, this document can be submitted as evidence of compliance with Federal reporting requirements.

The process for customizing this template for a specific property includes:

- 1. Reviewing best practices/example language indicated in green for applicability to the Job Corps center and revising as necessary.*
- 2. Inputting basic project-specific data where indicated in red (e.g., recycling percentages, name of responsible parties, etc.).*
- 3. Verifying that, subsequent to changes, the key elements remain in the document, including the sections addressing:*
 - Scope*
 - Goals*
 - Performance Metrics and Target*
 - Performance Evaluation*
 - Responsible Parties*
 - Procedures and Strategies*
 - Quarterly Waste Report Template*
 - Time Period*

SECTION 1: POLICY SCOPE

This policy applies to the collection, sorting, diversion, and disposal of consumables, durable goods, and building materials associated with facility alterations and additions at the <JC Center>'s facility located at <Address>; and that are within the building and site management's control. This policy is informed by the results from the Quarterly Waste Report and previous waste audits.

This policy will apply to, but is not limited to, the following types of materials:

- Consumables, including but not limited to:
 - Paper
 - Cardboard
 - Glass
 - Plastic
 - Metals
 - Landscape waste
 - Batteries
 - Compostable and organic material
- Mercury-containing lamps
- Durable Goods, including but not limited to:
 - Electronic equipment

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- Furniture
- Building Materials used in facility alterations and additions, including but not limited to:
 - Building components and structures (wall studs, insulation, doors, windows)
 - Panels
 - Attached finishes (drywall, trim, ceiling panels)
 - Carpet and other flooring material
 - Adhesives
 - Sealants
 - Paints and coatings

SECTION 2: POLICY GOALS

To manage solid waste in a manner that will:

- Protect the environment and public health
- Conserve natural resources
- Minimize landfilling and/or incineration and reduce toxicity

SECTION 3: PERFORMANCE METRIC AND TARGET

The successful implementation of this policy will be measured by the ongoing recycling rate achieved. The recycling rate is derived by comparing the amount of consumables diverted from the landfill to those consumables sent to the landfill or an incinerator on a quarterly basis. The policy's initial performance metric will be to achieve the reuse, recycling, and/or composting of the following items by September 2015: (Select Goal /Target)

- At least <50 percent> <70 percent> of the consumable waste stream (by weight)
- At least <80 percent> of discarded batteries
- <100 percent> of all mercury-containing lamps within the building and site management's control
- At least <75 percent> of the durable goods waste stream (by weight)
- At least <70 percent> of waste (by weight) generated by facility alterations and additions

The Quarterly Waste Report Template will be used calculate the recycling and composting rates and to show compliance with the Executive Order 13514 requirement to divert at least 50 percent of non-hazardous waste from landfills.

SECTION 4: PERFORMANCE EVALUATION

The party(ies) responsible under Section 5 (below) shall periodically evaluate the success of this policy's implementation. This may include providing a report on an annual basis to senior management within the Office of Job Corps. Whenever possible, the annual reports should include an evaluation of the performance, safety, cost and environmental/public health benefits achieved through source reduction, reuse, recycling, and composting. Reports should also relate the progress in meeting the stated objectives of <JC Center> as set forth under Sections 2 and 3. Quarterly reports will be provided by the Waste Report Template to allow for ongoing documentation, monitoring and assessment of the program results.

SECTION 5: RESPONSIBLE PARTY

The <Title of Responsible Party> shall implement this policy within <JC Center> in coordination with other appropriate organization personnel, including but not limited to, <JC Center>'s Facility Manager, <JC Center>'s janitorial staff, and any contracted waste hauler and/or recycling company. The <Title of Responsible Party> shall

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coordinate training, education, and outreach programs throughout the organization, with the aim of promoting and maintaining the goals of this policy.

SECTION 6: PROCEDURES

The <JC Center> will follow the basic strategies below to increase waste diversion¹:

1. Rethink what is purchased and how it is used.
 - Challenge the center to do things differently from what was done in the past.
 - Make it harder to waste than to conserve by removing incentives to waste.
2. Reduce what is purchased and used.
 - Purchase less, and use products that require few resources to produce, have less packaging, are less toxic, or are easy to use.
 - Promote products that are durable and can be reused, repaired, or recycled.
3. Reuse items for the same use, or a new function.
 - Consider an item's value beyond its original need.
 - Consider a new use of the item or product.
4. Recycle.
 - Create a recycling program (see table below).
 - Make it easier to recycle.

The following table lists recyclable wastes at the center, their disposal methods, and handling procedures. (Edit this table as needed for actual planned center practices.)

Source / Consumables	Diversion Method	Handling Procedure
Glass, Plastic, Metals	<SAMPLE TEXT: Center occupants dispose of these recyclables in separately provided collection points in each room or on each floor. Cleaning staff sorts commingled recyclables out of the trash, and delivers to collection points on each floor or in each building.>	<SAMPLE TEXT: Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling. Totals are entered on the Quarterly Waste Report Template that is submitted quarterly through the CRA Funding Website.>
Mercury-Containing Lamps, e.g. florescent lamps	<SAMPLE TEXT: Custodial staff collects fluorescent lamps and stores the unbroken lamps for disposal or feeds lamps into a "bulb eater" and container.>	<SAMPLE TEXT: Taken away by an authorized hauler for recycling or safe disposal, in accordance with local regulations on disposal of products containing mercury.>
Paper / Newspapers	<SAMPLE TEXT: Center occupants dispose of paper/newspapers in separately provided collection bins in each room or on each floor. Cleaning staff sorts paper/newspapers out of the trash, and delivers to collection points on each floor or in each building.>	<SAMPLE TEXT: Amounts are tracked and taken away by hauler on a regular basis (same schedule as current waste pickup) for recycling. Totals are entered on the Quarterly Waste Report Template that is submitted quarterly through the CRA Funding Website.>
Cardboard	<SAMPLE TEXT: Center occupants sort cardboard out of trash	<SAMPLE TEXT: Amounts are tracked and taken away by

¹ Adapted from the U.S. Forest Service "Net Zero Process Guide"

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	and deliver to collection points on each floor or in each building.>	hauler on a regular basis (same schedule as current waste pickup) for recycling. Totals are entered on the Quarterly Waste Report Template that is submitted quarterly through the CRA Funding Website.>
Batteries	<SAMPLE TEXT: Center occupants deliver batteries to the Maintenance Shop for disposal.>	<SAMPLE TEXT: Taken away by an authorized hauler on a regular basis for proper disposal.>
Durable Goods (Electronic Waste and Furniture)	<SAMPLE TEXT: Center management provides a secure collection area to store durable goods that have reached the end of their life within the building but still have value and may be donated/re-used.>	<SAMPLE TEXT: Goods are managed according to PRH Appendix 505a requirements for Excess Property. Center staff track amounts, or ensure that authorized recycler provides amounts transferred.>
Building Materials	<SAMPLE TEXT: Center management coordinates with contractors to collect construction waste for reuse/recycling.>	<SAMPLE TEXT: Amounts are tracked and taken away by an authorized hauler at the end of the demolition/construction period for recycling.>
Compostable and Organic Material and Garbage	<SAMPLE TEXT: Food service coordinates with center operations staff to compost kitchen waste. Landscaping debris is mulched.>	<SAMPLE TEXT: Weight of composted kitchen waste is recorded on a daily basis. Totals are entered on the Quarterly Waste Report Template that is submitted quarterly through the CRA Funding Website.>

SECTION 7: QUARTERLY WASTE REPORT TEMPLATE

The <JC Center> shall calculate its recycling rate using the Quarterly Waste Report Template located on the Job Corps/ESC Login page, which will be due January 31, 2014, to calculate a recycling rate for the first quarter of Fiscal Year 2014. After this audit, the <JC Center> shall calculate its recycling rate on a quarterly basis.

SECTION 8: TIME PERIOD

This policy shall take effect on <Date> and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable solid waste management policy.