


Appendix 8 - MDAD Recycling Program

	Rev: 4	Date: 10/28/16	Ref. Number: EMS-OC-11
	Title: Recycling Ref: ISO 14001:2015 8.1		

I. OPERATIONAL CONTROL RECYCLING

Please remember to review the **Safety Data Sheet (SDS)** first, when in doubt about the material(s) you are going to be working with. Safety work orders will be issued, as needed. This document could be used by inspectors/auditors as a checklist to evaluate the compliance of your facility (shop) with this Operational Control (OC).

The most recent version of this OC, in electronic format, is posted in “Green Point”


COMPLIANCE OBLIGATIONS

Miami Dade County Ordinance No. 91-123 Recycling	Miami Dade County 15 Solid Waste Management
Miami Dade County R-374-03	29 Florida Statutes 403 Environmental Control
Miami-Dade County Code, Chapter 15, Section 2	40 CFR 273.13 (a)(i), 273.33 (a)(i)

CARDBOARD RECYCLING

1. All types of cardboard may be recycled. However, it is requested that severely soiled (grease, etc.) cardboard not be placed in the recycling container.
2. Collect the cardboard at designated cardboard collection points.
3. The cardboard must be flattened before it can be deposited.
4. Cardboard for recycling will be accepted at designated locations. (Access Green Point for specific recycling locations - Left column as “Recycling Point Locations”).



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PAPER RECYCLING


1. Paper includes any paper such as printer/copy paper, notebook paper, colored paper, newspaper, magazines, envelopes, etc. Paper can be deposited in any paper recycling bin or containers located at assigned collection points at MDAD property.
2. Paper for recycling must be free of food and must be dry.



PLASTIC, BOTTLES AND CANS RECYCLING

1. Plastics, bottles and cans are recyclable. Collect plastics, bottles and cans at designated collection points.
2. Employees are encouraged to crush containers to help save space while storing them in the recycling containers.



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TONER CARTRIDGES RECYCLING

1. MDAD employee places used toner cartridge in new toner box.
2. Look for Pre-paid shipping label and shipping instructions, provided by the vendor, inside the new cartridge box. Otherwise, check the box for a toll free number and/or web site for vendor instructions to return spent cartridge.
3. Place spent cartridge in the bag and box, close and tape the box, affix the shipping label to the front of the box and drop the box in the area used for parcel pick-ups and deliveries. If you are using a UPS shipping label don't call them for pick up because you will be charged for the delivery service.
4. You may tape several boxes, ship them as one package with a given shipping label. Just read the instructions and do not exceed weight limitations.
5. If your area does not have courier services (UPS, USPS, or similar), then coordinate with Commodities Management Division (CMD) to return spent cartridges when new ones are delivered.
6. The warehouse will not accept toners without a container. Used toners for recycling will also be accepted at the Office supply area of the warehouse.
7. Please seal the used toner cartridge in the new box




SCRAP METAL

Scrap Metal consists of recyclable materials left over from parts of vehicles, building supplies, and surplus materials used at MDAD MIA.

1. Collection area for scrap metal is located in the Public Work Equipment Parking located in front of Building 3040.
2. Please call your EMR if you have any questions.



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E-WASTE

“Ewaste” includes electronic items we use and dispose of often, such as computer equipment, hard-copy devices, televisions, and other electronic devices used at MDAD MIA.

3. Place e-waste in a box and deliver to the collection area
4. If your Division does not have a collection area, then coordinate with the Miami-Dade County Store to coordinate pick up:

County Store
 980 West 84th Street
 Hialeah, Florida. 33014

(305) 556-8106

5. Please call your EMR if you have any questions.

II. CHANGE LOG TABLE:

REVISION	DATE	DESCRIPTION OF CHANGE	PREPARED BY	APPROVED BY
4	10/28/16	Update of entire document to meet the requirements of ISO 14001:2015. Combined Operational Control OC-11 and OC-12 into one OC.	Bureau Veritas North America, Inc.	Top Management