

***EG 7-2: Management of Recyclable and Reusable Materials***

Date:	January 1, 2024
Document Owner:	CCDOA Environmental Specialist

**I. Activity Description:**

The activity of properly identifying, collecting, segregating, storing, handling, transporting, reusing and recovering reusable and recyclable materials. Reusable and recyclable materials include, but are not limited to:

1. Aluminum cans
2. Antifreeze
3. Appliances
4. Batteries
5. Cardboard
6. Packing Peanuts
7. CDs/DVDs/Blue Ray discs
8. Carpet
9. Chlorofluorocarbons (CFCs)
10. Clothing and personal items
11. Computers and other E-wastes
12. Construction debris (concrete and asphalt spoils)
13. Fluorescent lamps and high-intensity discharge lamps
14. Furniture and office equipment
15. Magazines
16. Mercury-containing devices
17. Newspaper
18. Office paper
19. Organics (food, waste, coffee grounds, etc.)
20. Paint
21. Restaurant grease and cooking oils
22. Runway rubber
23. Scrap metal
24. Solvents
25. Telephone books
26. Tires
27. Toner cartridges
28. Used oil, Jet Fuel, Diesel, Hydraulic Fluids and minimal amounts of unleaded gasoline
29. Wood pallets
30. Other yard wastes and untreated wood

**II. Potential Environmental Risks**

- A. The Clark County Department of Aviation (CCDOA) - Environmental, Health & Safety (EHS) office has identified the following environmental concerns associated with these activities:
  - 1. Improper or inappropriate handling and/or disposal of recyclable or reusable materials
- B. Potential consequences from performing the activity incorrectly:
  - 1. Excessive waste generation
  - 2. Loss of useful materials or their recycling revenues
  - 3. Property damage
  - 4. Personal injury
  - 5. Long term damage to the environment
  - 6. Citations, Notices of Violation and related (financial & non-financial) penalties

**NOTE: The following guidance applies only to recyclable and reusable materials. Use Environmental Guideline EG 7-1**

**, General Waste Management to facilitate waste classification**

**III. Critical Operating Requirements**

- A. Prohibited Activities
  - 1. Stockpiling of construction/demolition materials for reuse purposes at any location without approval from CCDOA is prohibited
- B. Required Activities
  - 1. All recyclable and reusable material storage areas must be kept clean
  - 2. All recyclable and reusable material containers must be properly labeled and stored
  - 3. All used oil containers must be labeled "USED OIL"
  - 4. Containers shall NOT be labeled as Waste Oil, unless the fluid in the container is contaminated and cannot be used or recycled (i.e., Hazardous Waste)
  - 5. All used oil filters must be properly drained and crushed prior to disposal
  - 6. All used oil filter drain apparatuses must be kept closed
  - 7. Terne-plated (alloy of tin and lead) oil filters are considered hazardous waste and must be disposed of as such. (See Environmental Guideline 30, Management of Hazardous Wastes)
- C. General Considerations
  - 1. Each operator and tenant conducting recycling and reuse activities is responsible for understanding the applicable regulations and managing their activities accordingly. This Environmental Guideline is meant as guidance only and does not supersede any regulations
  - 2. Properly identify and characterize all special wastes using generator process knowledge or analytical information

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3. Segregate and track the inventory of recyclable and reusable wastes, and reuse and recycle these materials as appropriate
  4. Used oil cannot be disposed of on the ground or in a landfill. Used oil must be picked up by a used oil recycling company
  5. Tenants are encouraged to replace products and materials that are hazardous or environmentally detrimental
- D. Training Requirements
1. Employees' training programs shall inform personnel at all levels of responsibility who are involved in industrial activities that may impact storm water runoff. Training shall address topics such as spill response, good housekeeping, best management practices and operation and design features in order to prevent discharges or spills from occurring
- E. Storage and Materials Management Requirements
1. Maintain appropriate storage location(s) for recyclable or reusable materials, including considerations for access, segregation, control and removal of materials for processing

#### IV. Planning Requirements

- A. Ensure the quality of the recyclable or reusable materials stream by segregating materials and storing them in a location where they will not be mixed with other unacceptable materials
- B. If possible, identify recyclable or reusable materials before generation (as in construction/demolition projects) and determine how they will be segregated and where they will be stored. CCDOA facility recycling dumpsters are not to be used for the recycling of construction debris without authorization from CCDOA, and coordination with the CCDOA EHS office
- C. Consider preparing a Waste Management Plan. This document is not required, but is highly recommended in order to fully understand the generation, control and storage implications for reusable or recyclable wastes generated as part of the operator's activities
- D. Review the facility Storm Water Pollution Prevention Plan
1. These documents are available through the CCDOA, EHS office
  2. If applicable, the operator will need to decide whether to utilize the existing CCDOA generated SWPPP, or complete their own plan for approval by CCDOA EHS

#### V. Critical Tasks

- A. None at this time

## **VI. Emergency Response**

- A. If a spill occurs, immediately stop the source of the spill if possible. Refer to Environmental Guideline EG 6-1, Spill Response.
- B. Call the Airport Control Center (702) 261-5125 or the appropriate Customer Service Desk for the area (see phone numbers in Section IX below), immediately, for all spills
- C. Use appropriate materials to manage and/or neutralize spills. Containerize waste materials and dispose offsite at an appropriate disposal facility
- D. Prevent contamination from entering any sewer, drainage waterway or soil area using whatever means available (i.e., barriers, blocking devices, etc.)
- E. Control spills to eliminate risk to human health and the environment and to minimize property damage
- F. Complete the CCDOA Spill Reporting Form and return the completed form to the CCDOA EHS office within 24-hours of the release

## **VII. Inspection and Maintenance Requirements**

- A. Maintain good housekeeping practices in waste collection areas

## **VIII. Expected Records and Outputs**

- A. Waste Management Plan
  - 1. While this plan is not required, it is highly recommended in order to fully understand the generation, control and storage of recyclable or reusable materials
- B. Recycle or Re-use Documentation
  - 1. It is recommended that operators maintain any documents generated in the recycling or re-use of materials (such as invoices or bills of lading)
- C. Evidence of Training
  - 1. While formal certifications are not always necessary, some form of “proof of training” (such as sign-in sheets that are signed by the attendees and handouts) is expected and should be maintained on file by the operator
- D. Safety Data Sheets (SDSs)
  - 1. Manufacturers will supply these documents on demand. Product Safety Data Sheets (SDSs) should be made available to all employees and maintained on file by the operator at the facility

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## IX. References

- A. Phone Numbers
  - 1. CCDOA (Airport) Control Center (spill and release reporting).....(702) 261-5125
  - 2. Henderson Executive Airport Customer Service Desk.....(702) 261-4800
  - 3. North Las Vegas Airport Customer Service Desk.....(702) 261-3806
  - 4. CCDOA Environmental, Health & Safety (EHS).....(702) 261-5692
  - 5. NDEP Spill Reporting Hotline(for spills 25 gallons or greater).....1(888) 331-6337
- B. Guidance Materials (list is not limited to the following)
  - 1. Facility Storm Water Pollution Prevention Plan (SWPPP)
  - 2. Product Safety Data Sheets (SDSs)
- C. Training Materials (list is not limited to the following)
  - 1. Site-Specific Waste Management Materials, (if any)
  - 2. CCDOA, EHS Waste Management Training Materials and Bulletins
- D. Related Environmental Documents (list is not limited to the following)
  - 1. All Environmental Guidelines apply to airport tenants and others who may be conducting the activities described in each Guideline
- E. Applicable Regulations (list is not limited to the following)
  - 1. NAC 444/NRS 444 Sanitation
  - 2. NAC 459/NRS 459 Hazardous Materials
  - 3. NAC 590 Motor Vehicle Fuel, Petroleum Products and Antifreeze
  - 4. NAC 445A Water Controls
  - 5. 40 CFR Protection of the Environment
  - 6. 14 CFR 139.321 Handling and Storing of Hazardous Substances and Materials
  - 7. 29 CFR 1910 Occupational Safety and Health Standards
  - 8. 29 CFR 1926 Safety and Health Regulations for Construction
  - 9. Uniform Fire Code/NFPA
  - 10. Nevada State Fire Marshal requirements
  - 11. Clark County Fire Department Hazardous Materials requirements
  - 12. CCDOA Rules and Regulations
- F. Other Documents (list is not limited to the following)
  - 1. Spill Report Form
  - 2. Disposal Manifests

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