

Metropolitan Washington Airports Authority**ORDERS & INSTRUCTIONS****SUBJECT: Airport Waste Container Procedures****Issuance Date: OCT 10 2002****1. PURPOSE**

This Orders and Instructions reestablishes procedures for the maintenance of trash dumpsters and/or compactors used by federal agencies, airlines, tenants and concessionaires at Ronald Reagan Washington National Airport.

2. AUTHORITY

This O&I is issued under the authority of the *Metropolitan Washington Airports Regulations (MWAR)*.

3. APPLICABILITY AND DISTRIBUTION

This O&I is applicable to all organizations and employees at Ronald Reagan Washington National Airport, including the Metropolitan Washington Airports Authority, federal agencies, airlines, tenants, and concessionaire employees of these organizations. This O&I is distributed to Authority offices at the supervisory level and above and to management personnel of the federal agencies, airlines, tenants and concessionaires at Ronald Reagan Washington National Airport. Receiving organizations should ensure that their employees are familiar with the contents of this document.

4. POLICY

It is essential to establish consistent measures and standards for all trash containers on the Airport. The standards addressed herein have been established for all containers on the Airport, and must be complied with by all federal agencies, airlines, tenants and concessionaires at the Airport that separately contract for these services.

Federal agencies, airlines, tenants and concessionaires responsibilities include the following:

- a. Analyze waste streams to determine proper number, type and size of container required to satisfy their requirements and prevent cross contamination and overflowing of containers.
- b. Ensure all containers are properly labeled with the federal agencies, airlines, tenants and concessionaires name and type of waste authorized.
- c. Initiate required recycling programs and comply with all Arlington County requirements for disposal and reporting.

OCT 10 2002

DCA 6-7-1

- d. Ensure all containers have operable tops and are secured with appropriate locking devices to prevent overflowing and unauthorized use.
- e. Ensure containers are located in positions authorized by the Airport and these locations are marked.
- f. Ensure all containers are maintained in a clean, sanitary and acceptable appearance.

5. **PROCEDURES**

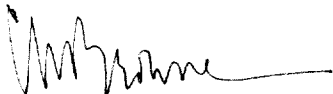
Since these services are provided by contract, many of the above issues can be accomplished by including standard provisions in the scope of work for a contractor to follow. Enclosed for information and use are some provisions, which have been found to work in the Airport's Trash Removal Contract.

Federal agencies, airlines, tenants and concessionaires must take the appropriate actions to comply with the above requirements. Working together to implement this standard approach Airport-wide will significantly improve the appearance of our Airport, as well as reduce the potential for the occurrence of Air Operations Area (AOA) Foreign Object Debris (FOD) and serious sanitation problems.

Should you have any questions or require any assistance in implementing the above, please contact Edward Brewer at (703) 417-8115.

Enclosure

Appendix A Contractor Performance Requirements



Christopher U. Browne
Airport Manager
Ronald Reagan Washington National Airport

CONTRACTOR PERFORMANCE REQUIREMENTS

1. The Contractor shall paint all containers a uniform color, which is acceptable to the Airport Manager. Containers for general waste shall be a separate and distinct color than those for recyclables and other waste products.
2. The Contractor shall maintain all containers in good working condition and free of unsightly damage to their exterior surfaces. All doors and covers shall be fully functional and easily operable. In addition, all doors and/or covers on all containers shall be equipped with functional and easy operable locks to effectively secure all doors and covers. These locks shall be installed and the keys for them provided to _____ no later than 24 hours after the start of the contract for these services. All drains in dumpsters shall have openings smaller than ¼” square to prevent rodents from entering the containers.
3. The Contractor shall affix signage to all of the vertical surfaces of each container to denote the type of waste or recyclables that they designated to receive. The size, wording and color of this signage must be acceptable to _____.
4. The Contractor shall provide and use adequate precautions, barricades and signs to provide sufficient warning prior to, during and after the performance of its services on the job site.
5. The Contractor shall replace all damaged, potentially unsafe, inoperative and/or unsightly equipment on the job site within 24 hours.
6. Whenever containers are inspected and/or serviced (i.e. repaired, relocated, emptied, removed from the job site, etc.) by the Contractor, the Contractor shall be responsible for cleaning any spillage of trash that occurs. Any bags or boxes placed next to any fully dumpsters must be removed, or pick-up tickets will not be signed and/or the Contractor shall not be entitled payment for services rendered on the respective container.
7. The Contractor shall pick up and properly dispose of waste materials lying within ten (10) feet of any container provided on the job site of the Contractor to fulfill the requirements of the Statement of Work.
8. Containers and container locations shall be cleaned semi-annually to remove any spots, stains or leakage of the containers or leaks from the mechanical components of the containers. If a leak or malfunction in the equipment should occur it shall be reported, contained, and cleaned up in accordance with all pertinent environmental regulations.
9. Anytime the Contractor empties a container on the job site it shall be returned to the same marked location from where it came.

Appendix A