

**Metropolitan Washington Airports Authority**  
**ORDERS & INSTRUCTIONS**

**SUBJECT: Waste Management at Ronald Reagan Washington National Airport    Issuance Date: 10/25/02**

**1.    PURPOSE**

This Orders & Instructions (O&I) establishes the policy and procedures for waste management at Ronald Reagan Washington National Airport.

**2.    DISTRIBUTION**

This O&I is distributed at Ronald Reagan Washington National Airport to all Metropolitan Washington Airports Authority Division Level Managers and above, the airlines, tenants, concessionaires, construction and service companies located at, or conducting operations at Ronald Reagan Washington National Airport.

**3.    CANCELLATION**

This O&I does not cancel or supersede any existing *Orders & Instructions*.

**4.    DEFINITIONS**

AOA - Air Operations Area - The area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

Airport - Ronald Reagan Washington National Airport.

Authority - Metropolitan Washington Airports Authority.

Concessionaire - Operator of a subsidiary business.

Controlled Materials - Materials that have regulatory mandated record keeping.

Hazardous Waste - Waste which because of its quantity, construction, physical, chemical, or infectious characteristics may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Mixed Paper - Waste type which is a mixture of types of paper, that is unsegregated by color or quality, and consists of at least two of the following types of paper wastes: newspaper, corrugated cardboard, magazines, office paper, computer paper, white paper, or other paper wastes.

Premises - Space, which is owned by the Authority and leased to Tenants.

Ramp - The area of the AOA adjacent to the Terminal buildings.

Recyclables - Materials that still have useful physical or chemical properties after being used for their original purpose and, therefore, can be reused or remanufactured into additional products. In addition, these materials shall not be contaminated and/or commingled with other solid waste.

Recycling - Extraction of materials from the waste stream for reuse. Recycling generally includes collection, separation, processing, and marketing.

Solid Waste - Garbage, refuse, sludge, and other discarded solid, liquid, and gaseous materials including those from industrial, and commercial operations activities.

Tenant - The occupant of space at the Airport leased from the Authority.

Terminal Buildings - The passenger airline terminal buildings used by major air carriers at the Airport.

Trash - Dry wastes not including food, waste, and ashes.

Waste Generator - Any person or entity that processes, or generates solid waste.

Waste Management - The practice of using alternate techniques to manage and dispose of specific components of the Airport's solid waste stream. Waste management alternatives include source reduction, recycling, and disposal (i.e. land filling and incineration).

## 5. PROGRAM

### a. Objectives

The objectives of the Airport's Waste Management Program area:

- (1) Publish an Airport Policy on waste management.
- (2) Comply with all applicable Federal, state and local environmental and waste management regulatory requirements.
- (3) Develop, submit, and update a recycling plan for submittal to Arlington County.

- (4) Optimize the waste management processes associated with the operation of new and existing facilities at Ronald Reagan Washington National Airport.
- (5) Improve the quality of waste management services while reducing their overall costs.
- (6) Maximize participation of all activities at the Airport in recycling programs.
- (7) Increase the purchase and use of products made with recycled products.
- (8) Increase the purchase and use of products, which are recyclable rather than those which must be disposed as solid waste.

**b. Policy**

To achieve the above mentioned objectives, the Airport has developed and will enforce the following policy:

- (1) All waste generated within all Terminal Buildings, must be transported out of public view to the maximum extent feasible.
- (2) Solid Waste generated on any Ramp area will not be combined with trash or recyclables generated within Terminal Buildings. Generators of this waste must provide for separate disposal.
- (3) Transportation to and storage at the Airport of any solid waste generated off the Airport shall be prohibited.
- (4) The Airport will be responsible for the collection, segregation, storage, and off-site disposal of all solid waste generated within common use, public, and Authority occupied spaces at the Airport.
- (5) The Authority will be responsible, within all Terminal Buildings at the Airport, for the collection, segregation, transportation, storage, and off-site disposal of all non-food waste and recyclable mixed paper generated within these buildings (except food and beverage operations).
- (6) Tenants/concessionaires in Terminal Buildings, (except food and beverage operations), shall be responsible for the collection and disposal (in exterior container(s) provided by the Authority) of all solid waste including contaminated recyclable generated in their areas.

- (7) In the Air Cargo buildings, rental car Quick Turn-Around facility and public parking structures(s), tenants/concessionaires shall be responsible for the collection, and disposal of all waste which they generate. The Authority will provide exterior containers for trash and recyclables.
- (8) The Authority will provide exterior containers for the collection and off-site disposal of waste generated by retail tenants/concessionaires (except food/beverage operations) in the Terminal buildings as well as within non-leased common use public and Authority occupied spaces.
- (9) The Authority will be responsible for the collection, segregation, storage and off-site disposal of all waste generated on all roadways, walkways, and grounds which are maintained by the Authority at the Airport.
- (10) Each waste generator at the Airport (i.e., the Authority, airline, tenant/concessionaire, etc.) shall be responsible for the collection, segregation, as well as providing exterior storage containers and disposal off-site of all the waste they generate on the Airport, except as otherwise provided herein.
- (11) The placement of containers for the storage and/or disposal of any wastes on Terminal Ramp Areas shall be prohibited, except as otherwise provided herein.
- (12) The collection, management, storage and disposal of **controlled/hazardous materials** including but not limited to used oil, batteries, antifreeze and tires are the sole responsibility of the respective waste generator (i.e.; the Authority, airline, tenant, user, and/or concessionaire). Each generator must obtain their own waste generation permit from the U. S. Environmental Protection Agency and comply with all applicable mandates.
- (13) The Authority will lease to the airlines a total of six (6) exterior storage shelters (approximately 9 feet by 11 feet) on the Ramp areas adjacent to terminals for temporarily storing **hazardous materials** generated within the Airport terminal buildings and from Ramp areas. The respective generators of this waste are responsible to properly use, maintain, and clean these facilities and properly dispose of all wastes in compliance with applicable regulatory requirements. Should additional storage of that type be required, it shall be provided by the Airlines as approved by the Authority.

c. **Responsibilities**

The responsibilities of the Authority and the Tenants/Concessionaires for complying with the above mentioned policy are described below.

(1) Authority

- (a) Comply with all applicable Federal, state, and local government policies, regulations, and programs dealing with waste management.
- (b) Develop, implement, and monitor waste management policies, programs, procedures, and practices at the Airport.
- (c) Implement an effective mixed paper recycling program for all spaces within the terminal buildings (except spaces occupied by food/beverage) as well as all non-leased common use, public and Authority occupied spaces at the Airport.
- (d) Designate principle recyclable materials to satisfy Arlington County recycling mandates for non-leased common use, public and Authority occupied spaces.
- (e) Assist and advise Airport tenants and users in developing and expanding their recycling programs.
- (f) Establish the number, type and location of waste collection containers on-site at the Airport.
- (g) Encourage the procurement of recyclable products and products made from recycled materials.
- (h) Promote and coordinate a unified Airport recycling theme.

(2) Tenants/Concessionaires

- (a) Comply with all applicable Federal, state, and local government as well as Authority and Airport policies, regulations, and program dealing with waste management.
- (b) Procure and use recyclable products and products made from recyclable materials when possible.

d. **Procedures, and Practices**

The following procedures and practices have been established by the Airport to insure compliance with the above mentioned policy.

(1) Aircraft and AOA

Waste and recyclable materials generated on the AOA of the Airport by aircraft food and beverage services, as well as by aircraft cleaning, maintenance, and repairs are to be collected, segregated, and transported by the respective waste generator to exterior containers. The containers are to be located at sites approved by the Authority. Each waste generator shall provide these containers and the off-Airport disposal/processing of the contents of these containers.

(2) Terminal Facilities

## (a) Authority

- 1) Collect, segregate, and dispose off-site all waste and recyclable mixed paper generated within non-leased public, common use, public, and Authority occupied spaces.
- 2) Provide separate containers for the collection of wastes and uncontaminated recyclable mixed paper in all non-leased common use, public, and Authority occupied spaces at the Airport.
- 3) Provide containers within the Terminal buildings for retail/concessionaire (except food and beverage operations) and airline office leased spaces in the Terminal buildings to collect uncontaminated recyclable mixed paper generated within their spaces. The Authority will dispose of the contents of these containers off-site after they are filled with uncontaminated recyclable mixed papers.
- 4) Provide for off-site disposal of all waste and recyclable mixed paper collected in exterior containers (i.e. dumpsters/compactors) which are provided by the Authority.

## (b) Food and Beverage Concessionaire

- 1) Collect, segregate, transport, and dispose off-site waste generated within their respective premises.
- 2) Provide all interior and exterior containers required to properly store off-site and dispose of the waste they generate at the Airport. No temporary storage spaces for waste management will be provided at the Authority.

- 3) Provide any space as required to temporarily store waste within the premises in which it was generated.

(c) Retail Concession

- 1) Collect, segregate, and transport all waste, and recyclable materials (other than uncontaminated mixed paper) generated in their respective premises to exterior containers provided by the Authority.
- 2) Collect and segregate all uncontaminated recyclable mixed paper generated within their premises for collection by the Authority.
- 3) Provide space as required to temporarily store waste within the premises in which it was generated.

(d) Other Tenants and Airlines

- 1) Collect, segregate, and transport all waste and recyclable materials (other than recyclable mixed paper) generated within their respective premises to exterior dumpster(s)/compactor(s) provided by the Authority. These premises shall include (but not be limited to) the baggage make-up areas and associated common use tug alleys within the Terminal buildings.
- 2) Collect, segregate, and deposit in containers (provided by the Authority within each contiguous leased space) uncontaminated recyclable mixed paper generated within their premises for collection by the Authority.
- 3) Provide space as required to temporarily store waste within the premises in which it was generated.

(e) Other Airport Facilities

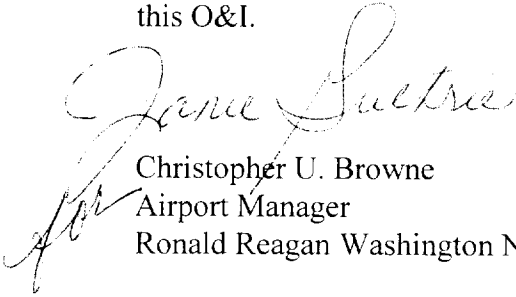
- 1) Collect, segregate, and dispose of all waste and recyclable materials generated within their respective spaces at their own expense.
- 2) Provide space as required to temporarily store waste on the premises in which it is generated.

e. **Desired Outcomes of Waste Management Program**

- (1) Compliance with Federal, state, and local recycling mandates.
- (2) Reduce overall solid waste management and disposal costs for the entire Airport.
- (3) Provide and maintain a satisfactory and uniform level of cleanliness throughout the Airport.
- (4) Reduce potential health hazards.
- (5) Enhance public image of Airport, including associated airlines, tenants, and concessionaires.
- (6) Decrease vehicle traffic on the AOA.
- (7) Eliminate foreign objects and debris (FOD) on the AOA.

**6. ENFORCEMENT**

Enforcement of this Orders & Instructions is in accordance with the provisions of the Metropolitan Washington Airports Regulations and the Virginia Code. Airport management reserves the right to take enforcement action against those who fail to abide by the provision of this O&I.



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