



TENANT DIRECTIVE

BWI: 003.1
DATE: October 8, 2004
DISTRIBUTION: D

TITLE: TRASH DISPOSAL AND RECYCLING AT BWI

I. REFERENCES

This Directive supersedes BWI Tenant Directives 003.1 of March 20, 1996 and 003.2 of February 10, 1995.

II. DIRECTIVE STATEMENT

- A. The purpose of this Directive is to ensure that all trash at Baltimore/Washington International Airport (BWI) is disposed of in an appropriate manner to prevent littering and aircraft foreign object damage (FOD) and to promote recycling.
- B. This Directive is applicable to all tenants, concessionaires, carriers and cargo handlers leasing space at BWI Airport.
- C. This directive shall be disseminated to all employees.

III. PROCEDURES

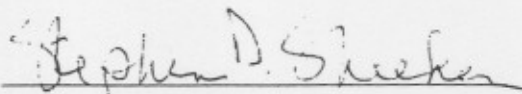
- A. The Maryland Aviation Administration (MAA) will supply dumpsters or compactors for the removal of trash. Trash includes, but is not limited to, paper, cardboard, cans, plastic containers, styrofoam, glass, metal, and food waste.
- B. All trash must be disposed of in sealed plastic trash bags and not placed loose in any compactor or dumpster.
- C. Trash compactors are located around the ramp and gate areas. The dumping schedule requires each unit to be removed from the Airport for a period of one to two hours. Tenants should plan accordingly during these operations. If a compactor is out-of-service or removed for dumping, go to another location. **Do not place trash on the**

ground. Plus, there are four additional compactors for general trash located on the North Ramp. All trash must be placed inside of the compactor or dumpster, and not left outside on the ground or on top of compactor or dumpster. Dumpster lids (if present) must be securely closed after use. All trash shall be carried to the compactor or dumpster and not dragged or dropped.

- D. All cardboard shall be recycled by placing it in the appropriate recycling dumpsters or the cardboard compactor. Cardboard boxes shall be broken down before being placed in recycling dumpsters, which are located at, or near, every compactor location. There is also a dedicated cardboard compactor behind on the North Ramp adjacent to Bldg 117.
- E. Tenants are **not** to place wood, tires, or metal items in compactors or dumpsters. There are dedicated open-top containers for wood, tires and metal on the North Ramp or cargo area. There is also a container for mixed trash such as glass and plastic. All tenants are required to use these containers when disposing of these items.
- F. Tenants are not to place empty oil cans or oil filters, or fuel-contaminated hoses in any compactor or other container at BWI. These items must be disposed of appropriately in accordance with environmental laws.
- G. The MAA has in place a program for the collection and recycling of all office paper, magazines, newsprint, etc. To participate in this program please contact the Chief, Terminal Services at 410-859-7721. Any questions concerning the schedule of disposal or the need for additional trash units, please contact the Contract Administration, External Areas, Division of Contract Support, Office of Maintenance and Utilities at 410-859-7538.

IV. ENFORCEMENT

The MAA will take all necessary action to enforce the preceding procedures. If a violation is found, the MAA will hold the tenant responsible to correct the situation in an appropriate manner.



Stephen D. Sheehan
Deputy Executive Director
Operations and Security

_____ Denotes Changes