

Cleveland State University

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Sample Technical Standard Operating Procedure

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Available at: https://works.bepress.com/michael_stanley/6/



Urban Foods Community Cooperative
54321 Euclid Avenue
Cleveland OH, 44114

SUBJECT: New waste management procedure
TO: All UFCC volunteers and vendors
FROM: Michael Stanley, Market Manager
DATE: July 27, 2014

The purpose of this memorandum is to inform all UFCC volunteers and vendors of the new procedures for transporting waste from our market to off-site locations. As volunteers and vendors working at UFCC, it is your responsibility to read, understand and follow all waste management procedures while you are at the market. If everyone follows these new procedures, it will reduce the amount of waste sent to the landfill and shrink our carbon footprint.

As you are all aware, UFCC operates on a seasonal basis with no permanent structures. Because we do not own the property on which our market operates, we also do not have permanent facilities and equipment for on-site waste management.

Contracting waste removal services is expensive, especially for an organization like ours, which prides itself on a low carbon footprint and recycles or re-uses as much waste as possible. Several of our vendors and company partners have graciously volunteered transportation services and allowed UFCC to use their waste management facilities off site.

UFCC Waste Management Procedure (SOP 7.4)

SPECIFICATIONS FOR WASTE PRODUCTS

Paper: All boxboard and non-laminated paper.

Corrugated Cardboard: All non-waxed corrugated cardboard.

Waxed Cardboard: All cardboard with a waxed finish.

Glass: All glass products with lids removed.

Plastics: All plastics labeled 1 – 7 .

Aluminum: All cans, containers, and lids that are made only of aluminum.

Compost: All USDA Organic label plant matter. (husks, peels, used coffee grounds etc.)

Landfill Waste: All waste products that do not fit under one of the above categories.

1. Each stall or booth will be provided with a single comingle recycling bin, a single landfill bag holder, and a single compost bag holder.

2. Do not use containers without bags. Market staff will provide waste bags for containers and bag holders.



3. Do not overfill bags. If the weight or size of the bag is becoming too great, ask market staff for additional bags and store them out of sight of customers in your assigned area.

4. It is the responsibility of the stall or booth operator to collect and remove all waste products from inside and around their assigned area before leaving the market. It is also their responsibility to properly separate all waste products into the waste specification categories listed above.

5. After the market has closed for business, move your waste bags to the loading dock area for removal. Use caution when lifting heavy bags and use provided carts to move heavy loads.

6. Certain vendors and market partners have been assigned to waste management transportation. Locate the blue recycling bins in the loading dock area. Separate comingled recycling materials from your bags and place in appropriately labeled containers.

7. Colored crates will be provided for glass, plastic and aluminum. Paper products, corrugated cardboard, and waxed cardboard will be collected by a specific vendor. Landfill will be collected by market staff, and compost will be collected by the Great Lakes Brewing Company vendor for transport to the Ohio City Farm.

