



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

DOT 5670.1

2-7-94

Subject: WASTE PREVENTION AND RECYCLING PROGRAM

1. PURPOSE. This Order provides Department of Transportation (DOT) policy and responsibilities for waste prevention and recycling of reusable materials in DOT operations and facilities.
2. REFERENCES.
  - a. Executive Order (EO) 12873, "Federal Acquisition, Recycling, and Waste Prevention," dated 10-20-93, requires Federal agencies to incorporate waste prevention and recycling in the agency's daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.
  - b. Solid Waste Disposal Act, Public Law 89-272, 70 Stat. 997, as amended by the Resource Conservation and Recovery Act, Public Law 94-580, 90 Stat. 2795 (1976) (42 U.S.C. 6901 et seq.), provides for control of solid waste disposal, including emphasis on recycling and safe hazardous waste handling.
  - c. Subchapter 1223.470 of the Transportation Acquisition Manual, dated 4-30-92, establishes the DOT Affirmative Procurement Program for Recovered Materials to support DOT's efforts to purchase items produced with recovered materials.
3. POLICY. DOT's policy is to conduct operations in an economically efficient and environmentally responsible manner and to utilize source reduction, reuse, and recycling opportunities to the maximum extent practicable. The Department's program shall foster:
  - a. practices that reduce waste generation;
  - b. the recycling of materials such as paper, plastic, metals, glass, used oil, lead acid batteries, tires, and toner cartridges from laser printers and photo copy technology units; and
  - c. the composting of organic materials.

These programs shall be compatible with applicable state and local recycling requirements and be economically feasible.

DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
Bureau of Transportation Statistics

OPI: Office of Administrative  
Services and Property  
Management

4. ORGANIZATION. To manage the Department's waste reduction and recycling program, a Recycling Committee (REC) will be formed and a Recycling Information Manual (RIM) will be issued.
  - a. Recycling Committee. The Committee coordinates waste prevention and recycling activities and promotes information-sharing. The Committee consists of designated technical and procurement representatives from the Office of the Secretary and each operating administration (OA). The Committee is chaired by a representative of the Office of Administrative Services and Property Management (M-40).
  - b. Recycling Information Manual. The RIM provides detailed guidance and a comprehensive departmental program in support of DOT efforts to promote cost-effective waste prevention and recycling of reusable materials.
5. RESPONSIBILITIES.
  - a. The Assistant Secretary for Administration is responsible for:
    - (1) designating the DOT Environment Executive;
    - (2) issuing departmental policy and providing oversight for waste prevention and recycling;
    - (3) serving as the interface between DOT and the Federal Environmental Executive;
    - (4) coordinating the development of DOT reports required by EO and providing copies of such reports to the Environmental Protection Agency and the Office of Federal Procurement Policy, as appropriate; and
    - (5) monitoring implementation of the departmentwide waste prevention and recycling program within the OAs.
  - b. The Heads of Operating Administrations are responsible for:
    - (1) implementing this Order, all Federal, state, and local laws and regulations, EOs, and any subsequent policies or procedures relating to waste prevention and recycling;
    - (2) coordinating the development of OAs' reports as required by this Order; and
    - (3) designating representatives to serve as members of the REC.

6. REPORTS.

- a. Affirmative Procurement Program Annual Report (also called the Resource Conservation and Recovery Act Agency Summary Report). By the first workday of December each calendar year, each OA shall submit an annual report on the effectiveness of their affirmative procurement program to the Office of the Assistant Secretary for Administration. These reports will be consolidated into an agency report to be transmitted to the Office of Management and Budget and the Federal Recycling Executive by December 15 each year in accordance with EO 12873.
  
- b. Recycling Implementation Annual Report. By the first workday of August each calendar year, each OA shall provide a report on actions taken to comply with the requirements of EO 12873 to the Office of the Assistant Secretary for Administration. These reports will be consolidated into an agency report to be transmitted to the Federal Recycling Executive by August 15 each year in accordance with EO 12873.

FOR THE SECRETARY OF TRANSPORTATION:



Paul Weiss  
For the Assistant Secretary  
for Administration