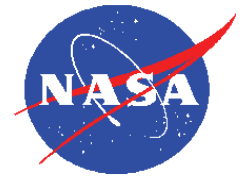


# Safety & Environmental Newsletter



## CHART A COURSE FOR SAFETY

11th Issue

### “OPERATION CLEAN SWEEP”

November 10, 2010

Wallops is performing a site-wide cleanup effort ending December 10<sup>th</sup>. “Operation Clean Sweep” is focused on the Main Base with four weeks of dedicated effort intended to organize required resources and remove excess equipment and materials. **Please retain this newsletter as a reference to the schedule and a reference on how to deal with common issues that might arise from this effort.** Boxes and bags will be provided at all work areas for paper that can be recycled and trash. Please fill the boxes and transport them to provided palletized containers placed at various locations in each building, they will be picked up daily and moved to the dumpsters. Trash should be placed in the bags and transported to the proper dumpster. DO NOT call the HELP DESK for pickup of boxes and bags.

#### Schedule:

The week of October 25<sup>th</sup>- all facilities and areas east of Stubbs Boulevard (**COMPLETE**)

The week of November 15<sup>th</sup>- all facilities and areas south of Fulton Drive and all facilities and north of the runway

The week of November 29<sup>th</sup>- all facilities and areas between Stubbs Boulevard and Wormhoudt Road

The week of December 6<sup>th</sup>- all remaining facilities and areas

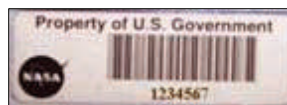
**~PLEASE SEE MAP ON PAGE 3 TO SEE WHEN OPERATION CLEAN SWEEP STARTS FOR YOUR BUILDING~**

#### PPE:

All personnel supporting this effort should wear appropriate Personal Protective Equipment including gloves and dust masks where required. Contact your supervisor for more information.

#### Explosives or hazardous devices:

Contact the NASA Safety Office at extension 1625 or device. There will be no questions asked for any materials



1498. Do not attempt to move any such identified during this event.

#### NASA Tagged Property and Excess Furniture:

All excess property must be disposed of using the formal, documented process. Please identify all excess NASA tagged property and submit the paperwork to Logistics. For excess furniture please identify by using an orange sticker (will be provided) and notify the HELP DESK at extension 4357 to arrange for pickup. If you do not know your property custodian, please call 1337.

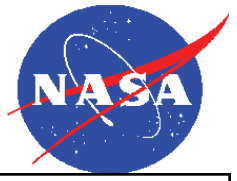
#### Paperwork containing Classified or Personal Information (SBU):

Shred all classified documents or contact Security if documents labeled with CLASSIFIED are discovered. Shred all documents that contain personal information such as employee names and identification numbers, addresses or other information that could be considered Sensitive But Unclassified (SBU). When disposing of shredded documents do NOT place plastic bags into the paper recycling containers, empty the bags into the container and dispose of the plastic bags separately.

#### Cleaning Requirements:

When determining what needs to be “cleaned”, please keep these simple requirements in mind. All egress paths must be kept clear at all times. All sprinkler heads must have at least 18 inches of clearance between the bottom of the sprinkler head and any obstruction. Do not place items at heights over six feet as they may fall on someone while attempting to remove them. Excess paperwork is a great way to start a fire as it provides kindling and will not take much heat to start a small fire that will progress into a large fire quickly. Do not use electrical extension cords or power strips unless absolutely required and never add one power strip to another.

**Contests!!** Two contests will be associated with this effort. The individual who is recognized for contributing the greatest effort for the entire operation will receive **VIP Launch Passes to the next ELV launch from WFF** for the winner and their immediate family. The group who shows the greatest improvement in their work area will receive a **free pizza party** for their group. Prizes will be awarded at the WFF Awards Ceremony on December 10<sup>th</sup>.



# Safety & Environmental Newsletter



## OPERATION CLEAN SWEEP



Operation Clean Sweep is under way!! The items found during this process can be disposed of in several ways:

### TRASH



Trash bags will be provided for items which are not hazardous and cannot be recycled or excessed.

### RECYCLE



### EXCESS



## WHAT CAN BE RECYCLED?



- Newspapers
- Magazines
- Catalogs
- Colored Paper
- Loose ring binders (binder in trash, paper contents)
- Glass



recycled)

These items can be recycled in their normal containers located throughout buildings or in the recycling boxes provided for the clean sweep.



Plastic Bottles



Aluminum Cans



White Paper

- Boxes will be provided for recycling.
- All recyclable items can be placed together in the recycle boxes.
- If additional boxes are needed please call the HELP DESK at x4357



While cleaning, remember to check your flammable storage locker!

- Check for expired chemicals
- Check to make sure all chemicals stored together are compatible

Hazardous Materials can be left in place for pickup. Please call the **HAZWASTE HOTLINE at x1718** for pickup, questions, or if you notice any leaks or unusual odors or fumes.

Some examples of hazardous materials include: Batteries, Oil, Oily/Solvent Rags, Chemicals, Thermometers, Fluorescent Tubes, Aerosol Cans, Film older than 10 years...



## Green and not Green Purchasing Information

If you or anyone in your organization requested or purchased (credit card, purchase request initiator, etc.) any of the items found on the Code 250 website affirmative procurement spreadsheet ([http://sites.wff.nasa.gov/code250/documents.html#affirmative\\_procurement](http://sites.wff.nasa.gov/code250/documents.html#affirmative_procurement)) in **fiscal year 2010** either *with* the recommended recovered content/bio-based content *or without*, please provide the Environmental Office with this purchasing information by **December 1, 2010**. Items purchased and requested through the store stock system or AMMS system are reported automatically and do not require additional reporting.

# Operation Clean Sweep

