



Safety & Environmental Newsletter



May 2018 Issue – 78th Edition



OPERATION CLEAN SWEEP MAY 7-25, 2018



National Aeronautics and Space Administration



Cluttered office have you stressed????



**Fear not!
There is hope!**

- Extra trash recycling and pickups added around base
- Free cycling held in the Cafeteria lobby
- Hazardous Waste pickup



Say Goodbye to Your Office Clutter and Trash During Operation Clean Sweep 2018!!!

Weeks of May 7-11 and May 14-25, 2018

Co-sponsored by the Wallops Safety Office and the Management Operations Directorate as part of the Safety Awareness Campaign

More details to follow! Any questions, contact Julie Hurst at x2679 or Josh Bundick at x2319

Are you Overwhelmed by Files?

NASA has a Records Retention Schedule which determines how long the government should retain its records. Custodians should contact their respective Records Liaison Officers (RLO) for guidance concerning the retention requirements for their records. Contact Sheryl Eni at x1133 for the RLO listing for each organization.



Do you Need to Find a Place for Excess Trash or Recycleables?

During Operation Clean Sweep, if your building trash or recycling containers become full, please place trash at the designated pickup point near your building. Extra trash/recycling bags and help getting rid of large, heavy, or bulky items is available by calling the HELP desk at x4357.

What's Freecycle?

Excess items such as toner cartridges, dry erase boards, binders, pens, paper, etc. which are not needed, can be entered into Freecycle@NASA <https://gs279sharepoint2.gsfc.nasa.gov/sites/freecycle/default.aspx> for pickup by someone who does need them. Items must be items from work to be used at work.

During Operation Clean Sweep, the virtual Freecycle@NASA will become reality. Place your unwanted office supplies in the bin in the cafeteria lobby on Monday, May 21 or Tuesday, May 22 by 1:00 pm each day. On May 23 during the Safety Awareness Day in Building E-100 lobby, collected items will be available to be viewed and picked up for use at WFF. Please contact Marianne Simko at x 2127, if you have questions.

Not sure where to begin? We've got the answers!

Do you Have Unwanted Government Property?

Property of U.S. Government



Items with an ECN, that cost more than \$500, or are rack mounted, or digital media are required to be excessed through the respective organization's Property Custodian. Contact Regina Waters at x1337 for further information.