

Safety & Environmental Newsletter

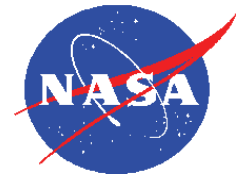


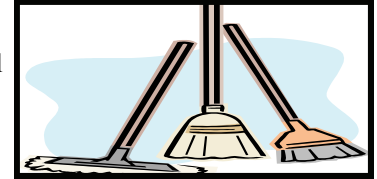
CHART A COURSE FOR SAFETY

10th Issue

“OPERATION CLEAN SWEEP”

October 18, 2010

Wallops will be performing a site-wide cleanup effort from October 25th to December 10th. “Operation Clean Sweep” will be focused on the Main Base with four weeks of focused effort, with a focus on organizing required resources and removing 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 will be provided at all work areas. Please fill boxes and place heavy ones in the hallway or common areas, they will be picked up daily and moved to the dumpsters.



Schedule:

The week of October 25th- all facilities and areas east of Stubbs Boulevard

The week of November 15th- all facilities and areas south of Fulton Drive and all facilities and north of the 10/28 runway

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

The week of December 6th- all remaining facilities and areas

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 1498. Do not attempt to move any such device. There will be an Amnesty Box located in Building E-107 at the west entrance for anyone who wishes to turn in any government equipment or devices in their possession. There will be no questions asked for any materials placed in the Amnesty Box 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.

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 10th.

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OPERATION CLEAN SWEEP



Starting October 25th buildings and office spaces are getting a clean sweep! 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 recycled)
- Glass



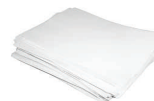
These items can be recycled in their normal containers located throughout buildings or in the recycling boxes provided for the clean sweep.



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...

EAP Luncheon: Are you a pack rat? Do you hate throwing things away?

If so, come join us at the Lunch and Learn session on Tuesday, October 19th from 12-1 pm in the Chesapeake Room (building E-2) as Dr. Ogram presents:

~ Collecting: Hobby or Problem? ~

