



# TENANT DIRECTIVE

**BWI:** 003.1  
**DATE:** October 14, 2020  
**DISTRIBUTION:** D

**TITLE: TRASH DISPOSAL AND RECYCLING AT BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT**

## **I. REFERENCES**

- A. Airport Community Tenant Guide for Trash and Cardboard Disposal (current edition) issued by Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Contract Support.
- B. This Directive supersedes BWI Tenant Directive 003.1 dated October 8, 2004.

## **II. DIRECTIVE STATEMENT**

- A. The purpose of this Directive is to ensure that all trash at BWI Marshall Airport is disposed of in an appropriate manner to prevent littering and aircraft foreign object debris (FOD) and to promote recycling.
- B. This Directive is applicable to all tenants, concessionaires, air carriers, and cargo handlers leasing space at BWI Marshall Airport.
- C. This Directive shall be disseminated to all employees.

## **III. PROCEDURES**

- A. The MDOT MAA will supply dumpsters and/or compactors for the removal of trash and recycling. Trash includes but is not limited to paper, cans, plastic containers, styrofoam, glass, and food waste. Recyclable material is cardboard only.
- B. Trash is anything that is not cardboard. All trash must be disposed of in sealed plastic bags and not placed loose in any compactor or dumpster.

- C. Trash compactors are located around the airfield ramp areas. The dumping schedule requires each unit to be removed from the Airport for a period of one to two hours. Tenants should plan accordingly during these operations. If a compactor is out of service or removed for dumping, go to another location. **DO NOT PLACE TRASH ON THE GROUND.** There are additional compactors for general trash located on the North Cargo Ramp near G Gate. All trash must be placed inside of the compactor and NOT left outside on the ground or on top of the compactor. All trash should be carried to the compactor and NOT dragged or dropped so as not to leave FOD on the ground.
- D. All cardboard shall be recycled by placing it in the appropriate green recycling dumpster or the green cardboard only compactors. Cardboard boxes shall be broken down and plastic wrap removed before being placed in green recycling dumpsters, which are located at or near every trash compactor location.
- E. Tenants are NOT to place wood, tires, or metal items in compactors or dumpsters. There are dedicated open-top containers for wood, tires, and metal on the North Cargo Ramp near G Gate.
- F. Tenants are NOT to place empty oil cans, oil filters, or fuel-contaminated hoses in any compactor or other container at BWI Marshall Airport. These items must be disposed of in the designated A-Frame empty oil can containers located at the North Cargo Ramp near G Gate or at the B-1 Ramp area and in accordance with all federal, State, and local environmental laws.
- G. Tenants are NOT to place cooking grease in any trash chute, compactor, or dumpster at BWI Marshall Airport. Cooking grease must be disposed of in the designated containers located next to Gate D-20 or at the B-1 Ramp area and in accordance with all federal, State, and local environmental laws.
- H. Please refer to the “Airport Community Tenant Guide for Trash and Cardboard Disposal” for procedures and locations (see attachment). Please follow this guide and disseminate to your employees as needed.

#### IV. **ENFORCEMENT**

The MDOT MAA will take all necessary actions to enforce the preceding procedures. If a violation is found, the MDOT MAA will hold the tenant responsible to correct the situation in an appropriate manner.

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Gregory W. Solek, Acting Director  
Office of Airport Operations