
	EHS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-186	Rev.: A
Title: Space Planning – Workstation and Area Cleaning/ Reorganization Activities		Page #: 1 of 10	
Work Instruction Owner(s) – list functions: EHS, Facilities, Janitorial, Materials Management & all support staff performing cleaning/clearing out activities in office, cubicle, workstation and other similar areas/spaces (Production & Non-Production locations)		Revision's Training Requirements – select one (per section #9): Awareness _ Formal <u>x</u>	

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1 PURPOSE

- 1.1 The purpose of this instruction is to describe actions to be taken in the event identified support areas and locations are to be cleared and or cleaned out (ie... office, cubicle, support or other area reorganization efforts), and subsequent materials and support items

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properly identified, collected, and managed to ensure compliance with all environmental disposal regulations .

2 SCOPE – APPLIES TO WHERE & WHEN THE WORK INSTRUCTION IS USED

- 2.1 This instruction applies to operations and activities, under normal conditions and reasonably foreseeable situations, in office, cubicle workstation, and various support locations and environments of MTS Test Division and applies to the following physical plant location.
- 2.2 14000 Technology Drive, Eden Prairie, MN55344-22

3 DEFINITIONS AND ACRONYMS (IF NEEDED)

- 3.1 **Cleaning/Clear out Activities:** describes activities associated with area housekeeping and or change/movement activities relating to but not exclusively within, office, cubicle, storage, and similar locations where various mixed supplies, materials, and items could be gathered and need to be organized/managed and disposed/dispositioned appropriately
- 3.2 **Construction Debris:** describes activities associated with area clean out activities that relates to any building infrastructure material items including carpeting/padding, concrete and bituminous asphalt, metal items, paper, cardboard, treated wood and other similar wood wastes or combinations (MTS – sealed collection container in the U)
- 3.3 **Hazardous Materials:** Those items which can or might contain chemical or similar compounds and components that could become hazardous to employees or the environment (including: cleaning products/chemicals, aerosol cans, Universal Wastes - batteries, light bulbs, and used/old or broken electronic items/equipment and related


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components with circuit boards) = all items that if disposed, cannot be placed in the regular trash/garbage waste streams and need to be clearly identified prior to arranging for proper disposal.(storage area located in receiving)

- 3.4 **Solid Waste:** Refers to items and materials that can be collected and thrown away in the normal garbage/designated trash containers (ie.. Styrofoam containers/items, food or food contaminated items, thin plastics, wrappers, packing peanuts etc..) (compact collection container on the dock in West High Bay)

Recyclable Materials: refers to any and all drip dry or wiped cleaned, plastics, plastic bottles w/caps, cardboard, cartons (included milk/juice boxes), food and beverage metal cans, empty glass bottles and jars, paper products of all kinds, including wax coated cups, plates, boxes, magazines, mail, mailing envelopes, magazines catalogs, phone books, soft cover books etc.. (compact collection container on the dock in West High Bay) Also includes ink/toner cartridges that are not returned to vendors, items for which MTS has bulk accumulation containers (wood , metal scrap items etc..) (Bulk Collection containers in the U, and for ink/toner – haz waste accumulation area)


Universal Waste: refers to a category of commonly accumulated materials that are not hazardous wastes and have reduced accumulation and handling requirements, but cannot be placed in the regular trash. In Minnesota these include: batteries, light bulbs/lamps, mercury thermometers/switches, and pesticides <http://www.pca.state.mn.us/index.php/view-document.html?gid=4007> (Various collection points for batteries, - facilities manages all light bulbs/lamps – EHS-any suspected mercury items/materials)

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- 3.5 **Office Supplies:** Refers to material collected from clean-up projects related to desk/office and workstation activities and includes various small workstation support items (staplers, tape dispensers, paper clips, pens, markers, holders, scissors etc..) (facilities will typically arrange to return to storage areas, office supply depots etc..)
- 3.6 **Office Infrastructure:** Refers to items and materials collected from desk/office or workstation clean-up activities associated with larger component items– (desks, tables, chairs, file cabinets, cubicle components and walls, shelving, white boards, keyboard trays, light fixtures etc..)
- 3.7 **Electronic Equipment and Related Items:** Refers to items and materials collected from clean-up activities that have electronic components and or related support elements (computers, keyboards, monitors, printers = with ink/toner removed, wall phones, plugs, cords, power strips, docking stations), and if not stored or reused, must to be properly disposed as E-waste items and included with the regular collection bins/containers (Note: portable electronic items may also be collected for proper disposal – located in receiving, if appropriate, but only after removing any and all batteries = batteries should be included with the Universal Waste battery collection containers and properly disposed – receiving area or contact EHS) <http://www.pca.state.mn.us/index.php/view-document.html?gid=4064>


4 GRAPHIC (IF NEEDED)

N/A

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5 RESPONSIBILITIES

- 5.1 Safety and Environmental Services (SES) – Support and assist those involved with clean out and clearing projects by answering any and all disposal and dispensation questions, assist in formulating and updating the work instruction as needed.
- 5.2 Supervisors/Managers: Assist, as needed, the support staff, in the coordination of moving/cleaning activities and the clear identification of all items located in the affected areas, communicating with their staff and investigating, when required, any and all collected materials.
- 5.3 Employees: Follow the work instruction guide in supporting efforts to manage and dispense materials and items collected/gathered as needed. Communicate with managers/supervisors or EH&S/Facilities when there are questions, and ensure they are aware of the proper method for handling items encountered during the clean out process.
- 5.4 Facilities/Maintenance: Typically lead the clean-up and reorganization of office areas and spaces and like employees and managers, need to clearly identify items (working with manager's/area employees and or EH&S) to determine the nature of all materials involved and their ability to be reused, recycled and or discarded properly (hazardous waste, universal waste, solid waste)..
- 5.5 Materials Management: Often asked to support the transport and final management of items generated from the clean-up and reorganization of office areas and various spaces, and like employees, managers, and facility personnel, need to be aware of, and clearly identify items (working with manager's/area employees, facilities support and or EH&S) to determine the nature of all materials involved and their ability to be reused, recycled, and

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discarded properly (hazardous waste, universal waste, solid waste).


6 INSTRUCTION

6.1 When office/workstation clear out and reorganization occurs:

- Attempt to sort through and identify as many items and materials as possible
- Gather like items together and organize potential dispensation of office supplies, electronic equipment items, office furniture items, bulbs, batteries, chemicals, ink/toner cartridges etc..
- Set aside materials that cannot determined (especially important with any chemicals, cleaning agents or other potentially hazardous materials)
- Work with area staff, managers/supervisors, and EH&S contacts to distinguish and identify all potential unknown materials and items before managing out to the area

6.2 EMPLOYEE RESPONSIBILITIES:

- When applicable/possible provide support to Facilities and or other support staff with the proper identification of all materials and items (especially critical with any cleaning,


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chemical or other similar solutions and agents)

- When applicable/possible support the segregation and sorting of office supplies, materials, and related infrastructure items, returning and or reusing electronic and other materials to IT and or placing removal requests etc.. prior to the formal move activity
- Remove any and all items prior to the start of move/reorganization activities so all remaining items can be readily sorted for reuse, recycling, storage or disposal as solid waste, with all materials clearly identified
- Support the proper designation for the disposal of any hazardous items (chemicals, etc..), universal wastes (batteries, bulbs, E-waste etc..) and recyclable materials (paper, plastics, metals, aerosol cans, ink/toner cartridges etc..) and pass on any questions or concerns to the manager/supervisor, Facilities/janitorial, or EH&S prior to any final disposal or disposition

6.3 SUPERVISOR RESPONSIBILITIES:

- Coordinate the orderly progression of material and support the arrangement of furniture and infrastructure management as well as the reuse or disposal of office supplies, electronics and similar items, prior to any cleaning out activities
- Ensure the initial recycling and trash disposal containers are provided by facilities/janitorial, and support, when needed, the identification and segregation of materials
- Support the proper designation for the disposal of any hazardous items (chemicals, etc..), universal wastes (batteries, bulbs, E-waste etc..) and recyclable materials (paper,

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plastics, metals, aerosol cans, ink/toner cartridges etc...) and pass on any questions or concerns to Facilities/janitorial or EH&S prior to any final disposal or disposition

6.4 FACILITIES, JANITORIAL MATERIALS MANAGEMENT, AND EH&S RESPONSIBILITIES:

- As needed sort, segregate, and properly identify all materials and associated items presented during clear out activities and pursue with managers/supervisors and or EH&S, any and all unidentified materials
- Ensure the proper handling, management, and final disposal of any hazardous items (chemicals, etc..), universal wastes (batteries, bulbs, E-waste etc..) and recyclable materials (paper, plastics, metals, aerosol cans, ink/toner cartridges etc... and pass on any questions or concerns to EH&S prior to any final disposal or disposition

7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record
MPCA Universal Waste Regulations.pdf


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8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)

Form / Template / Document Title	Location
N/A	

Current Revision's Training Requirements

Select One (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
X	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

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9 REVISION HISTORY & APPROVAL

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Initial procedure development for conformance and compliance when cleaning, sorting, moving or generally reorganizing work spaces and support areas	James Kinney	9/30/15

APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Gene Simon Director of Operations Management Representative		
James Kinney EHS Manager- Document Originator		