



Standard Operating Procedure 009: Litter Management

1.0 PURPOSE

This procedure serves to improve the general appearance for the marine terminals and achieve compliance with the Federal Water Pollution Control Act (Clean Water Act), the Virginia Pollutant Discharge Elimination System, and Section 10.1-1414 et seq. of the Code of Virginia, governing litter control and recycling.

2.0 REFERENCES

- 2.1 40 CFR 100-145, 220-232, and 410-471, Federal Water Pollution Control Act (Clean Water Act)
- 2.2 9 VAC 25-31-10 to 940, Virginia Pollutant Discharge Elimination System (Storm Water and Other Discharges)
- 2.3 Code of Virginia, §10.1-1414 et seq., Litter Control and Recycling

3.0 SCOPE AND RESPONSIBILITY

- 3.1 The scope of this procedure encompasses the fence line established at the Norfolk International Terminals (NIT), Virginia International Gateway (VIG), Newport News Marine Terminal (NNMT), Virginia Inland Port (VIP), Richmond Marine Terminal (RMT), and the Portsmouth Marine Terminal (PMT).
- 3.2 All persons entering the Facilities are required to abide by the requirements of this procedure.

4.0 REQUIREMENTS

- 4.1 **Within the Fenceline of NIT, NNMT, PMT, VIP, RMT, and VIG.**
 - 4.1.1 Any disposable non hazardous solid waste item including food, discarded clothing, disposable wrapping, packaging, paper, and containers including but not limited to glass and plastic bottles, aluminum cans, and paper and plastic cups shall be disposed in a designated trash receptacle or dumpster.
 - 4.1.2 Lids on trash receptacles and dumpsters, where available, should remain closed to prevent windblown debris, water collection, and vector (animal) contact.
 - 4.1.3 Litter receptacles will be checked or emptied a minimum of once per week (once every two weeks for larger dumpsters). The frequency of collection shall be increased as needed at the discretion of the Facilities Maintenance Manager or his designee, and coordinated with the responsible Operations Manager or his designee.



- 4.1.4 Disposal of hazardous and universal wastes in trash and recycling receptacles is prohibited.
- 4.1.5 All employees are encouraged to report any litter management needs or questions to the Sustainability Manager.

4.2 Compliance

4.2.1 To encourage compliance with Section 4.1.1 of this procedure, the Virginia Port Authority Police/SECURITAS in accordance with Section § 33.1-346 of the Code of Virginia will enforce this policy in the following manner:

4.2.1.1 All employees are encouraged to report any acts of litter violations to the Police Command Center (757-440-7070).

4.2.1.2 Enforcement

4.2.1.1.1 First offense - Warning to offender, file and incident report and notify Operations or the offender's supervisor.

Depending on the severity of the offense, the first offense may receive stricter disciplinary action than outlined above.

4.2.1.1.2 Second offense - Issue a summons for criminal violation and file an incident report.

4.2.1.1.3 Third offense - File an incident report and suspend terminal access privileges

4.2.1.1.3.1 Restricted time will depend upon seriousness of infraction during a rolling 12 month time period, ranging from 14 days to permanently barred from all of the Port of Virginia Marine Facilities.

4.2.2 **A blatant violation of Section 4.1.1 of this procedure may warrant the immediate suspension of terminal access privileges.**

5.0 CONSEQUENCES OF DEVIATION FROM PROCEDURE

5.1 Deviations from this procedure could result in the improper disposal of solid wastes. Improper solid waste disposal could result in imposed fines for violations of Virginia State Code for Litter Disposal or the Federal Water Pollution Control Act.

6.0 ATTACHMENTS (Controlled Documents)



Not Applicable

7.0 RECORDS

7.1 VPA Police Incident Report

8.0 DEFINITIONS

Not Applicable

9.0 REVISION HISTORY

9.1 Effective Date: 3/19/2013

9.2 Revision Date: 11/7/16 – added RMT and VIP

9.3 Approval: Scott Whitehurst, Director, Environmental Policy & Compliance

9.4 Last Reviewed: 12/12/18

9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist