Guideline/Policy Name: **Scrap Material Control Policy**

Revised Date: 5/1/2017

Approved by: University Services Human Resources

**Scrap Material Policy Objectives**

During the course of business, the various business units within Facilities Management generate amounts of waste, scrap, and reusable material that may be of value to the University. Although the material may be easily identified as waste, the University retains the right and the obligation to dispose of it in accordance with public law, as well as the University’s interests and policy.

The University has also made significant investments in developing its internal recycling program. A major revenue stream for that program is the scrap material that is generated by FM department during construction, renovation and general maintenance operations.

As a public institution, the University and Facilities Management assume a leadership role in disposing of this waste in a manner that is both cost effective and environmentally sound.

The Scrap Material Policy objectives are to ensure that the Facilities Management Department (FM):

* Support the University policy on property:

(<http://policy.umn.edu/finance/property>)

* Realizes the financial benefits of its internal recycling program.
* Minimizes exposure of environmental risk to students, employees, and other associates directly or indirectly with FM by respecting and following environmentally sound and safe material disposal practices.
* Protects itself from exposure to legal action arising from improper disposal procedures by FM employees.
* Precludes the scavenging of materials from job sites, dumpsters, recycling areas or other locations that contain scrap material for recycling or disposal.

**Ownership and Control**

Business units are responsible for the proper use, protection and disposal of University property in their custody.

**Definitions**

Property is defined as any capital or non-capital tangible item purchased, donated, or acquired through trade, regardless of value or condition. Property includes all real estate, equipment, furniture, materials (including library materials), supplies, inventory stock, or any item that may be used or sold.

Scrap materials are discards or byproducts generated from installation, repair, remodeling or construction activities. Metals such as copper, brass, stainless steel, aluminum, and iron are acceptable. Scrap materials include, but are not limited to:

* Copper wire and cable
* Copper and steel pipe
* Electric motors
* Plumbing fixtures
* Lead sheets and blocks
* Steel duct work
* Electrical equipment and parts
* Decorative metal fixtures

**Procedure for Scrap Material Recovery from FM Units**

Scrap material recovery for recycling or reuse at the University complies with the waste management hierarchy for the State of Minnesota. The following methods shall be used when recovering such scrap within FM.

1. Small quantity or size of scrap metals, metal bearing materials or electronics can be recovered directly from the point of generation. Recycling hampers, which are approximately 2 x 3 foot bins on wheels, are located near central operation areas facilitating ease of use.
2. Large quantity or size of scrap materials can be recovered directly with the use of 10, 20 or 30 cubic yard roll-off boxes. When appropriate, these boxes shall be delivered by FM Waste Recovery Services personnel.
3. For additional information contact FM Waste Recovery Services Management at (612) 625-6481.

**Procedure for Scrap Material and/or Waste Disposal**

Material that is considered waste or is unusable remains the responsibility of the University. As such, it is incumbent on all employees to ensure that the waste material generated through University operations and construction is disposed of in accordance with the appropriate procedures for that type of material. The scavenging of material, particularly from dumpsters is not allowed. Acquisition of University property may be conducted through University Recycling and Reuse program.

FM personnel shall observe the following when disposing of scrap materials or waste:

1. Property and/or scrap material, as defined above, is to be collected and delivered to the Como Recycling Facility, placed in University-owned trash receptacles, or disposed of in accordance with suitable handling procedures for the material being discarded.
2. Salvageable items should be brought to Como Recycling Facility for property disposal through the University’s Recycling and Reuse program.
3. Materials that are received at Como Recycling Facility are processed (sorted) for the recovery of recycling or reusable materials. Recyclable materials such as metals are sorted by type, placed into shipping containers, and delivered to scrap metal recycling businesses within the metro area. The driver shall receive receipts listing the type and weight for the metals delivered. The receipt is to be turned into and held at the Waste Recovery Services Office until the monthly payment (check) is received. Receipts are reconciled with the type and quantities listed on the monthly statement, which shall also list the current monthly price for each grade of metal. The checks shall be deposited directly into the Waste Recovery Services recovery account.
4. Removal or scavenging of scrap material, for any personal, group or unit profit or activity, from University dumpsters, recycling containers, the Como Recycling Facility, job sites, or other location containing such material is prohibited. An example of a prohibited activity is money collected to help offset parties and luncheons.
5. Theft, loss, or disappearance of University property shall be immediately reported to University Police.
6. Failure to follow this Policy or the Scrap Material Control Procedure may result in disciplinary action, up to and including, termination.

**Scrap Material Enforcement Procedure**

To accomplish the objectives of the Scrap Material Control Policy, FM departments and business unit managers shall:

1. Review this policy and procedures with employees in the unit. Documentation of this review shall be maintained by the unit.
2. Incorporate a review of this policy into the business unit new employee orientation briefing.
3. Periodically review material disposal procedures and practices to ensure that scrap material is delivered to the University recycling yard, collected and placed in University-owned trash or recycling receptacles, or handled in accordance with suitable procedures for the material being disposed of.
4. Enforce policies on acceptable use, disposal, transfer and recording of property location, inventory counts, and physical security measures.
5. Report theft, loss, or disappearance of University property immediately to University Police.