POLICY

Effective Date: 11/10/2011
Approved By: John Furman, Director of Facilities Management

Authority: RCW 28B.10.029

See Also: PRO-5700.17A Tracking Scrap Metal Picked Up by Recycling Contractor
PRO-5700.17B Tracking Scrap Metal Delivered to Recycling Contractor
PRO-U5346.02E Scrapping University Assets

POL-5700.17 DISPOSING OF SCRAP METAL

This policy applies to the disposal of scrap metal from Facilities Management worksites.

1. Scrap Metal To Be Recycled

   In support of the University’s sustainability goals, Facilities Management (FM) will endeavor to recycle all scrap metal from FM worksites.

2. Recycling Contractor To Pick Up Scrap Metal

   All scrap metal will be delivered to and maintained in the FM recycle bins to be picked up by the authorized contractor. A written description and estimate from the contractor must be obtained for each pick up.

   Exception: FM Supervisors may request approval from an Assistant Director to have FM staff transport scrap metal directly to the Recycling Contractor only when appropriate and in accordance with PRO-5700.17B Tracking Scrap Metal Delivered to Recycling Contractor.

3. Internal Controls To Be Maintained

   To ensure effective internal controls are in place, supervisors and FM Resource Management staff will ensure procedures are followed.