

## 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.