



Department of Facilities Management

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.008

DIVISION: Department of Facilities Management

TITLE: Scrap Metal Policy

DATE: March 2, 2007

REVISED: July 1, 2014

Policy for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

I. Purpose and Scope

To establish policies and procedures for the disposal of scrap metal generated by Western Kentucky University.

II. Policy

- A. WKU and the Department of Facilities Management is committed to proper collection, disposal and recycling of scrap metal that is property of WKU. Its disposal is subject to the same business practices that govern the disposal of all other WKU surplus assets.
- B. Revenue from the sale of any scrap metal or recycling is returned to WKU Recycling and Surplus.
- C. It is the policy of WKU that scrap metal will be collected and recycled to the maximum practical extent.
- D. The scrap metal policy is a critical part of our waste diversion program and is not simply a means for revenue but part of the overall recycling operations in line with the University's overall strategic plan.
- E. Employees who are determined to have violated this policy are subject to disciplinary action up to and including termination of employment.
- F. Any and all of this policy is subject to change at the discretion of Facilities Management.

III. Procedure

Definition: Scrap Metal – Any metal no longer necessary to WKU operations, including, but not limited to; Ferrous and Non Ferrous Metals, Aluminum, Copper, Brass, and Stainless Steel

- A. The Department of Facilities Management is responsible for the sale of scrap metal generated by WKU operations, declared surplus or found on WKU property.
- B. If the Department of Facilities Management determines that any lot of scrap metal has no commercial value, or otherwise cannot be sold, the department that generated the scrap is responsible for its transportation and loading into the appropriate scrap storage trailer.
 - 1. Ultimately Recycling and Surplus moves the items to be properly disposed of, regardless of which department generated it. However, if this is a DFM department in need of disposing, they must take it to the scrap metal dumpster themselves if they are able.
 - 2. Only a member of WKU/DFM Recycling & Surplus team is authorized to take individual trips to the scrap metal facility off campus, unless explicit permission is issued by the Coordinator, Recycling & Surplus.
- C. Accumulation and Storage:
 - 1. A 20 foot scrap metal dumpster will be located in the fenced area of South Street. As of 3/20/2014, any DFM department can place scrap metal into this dumpster.
 - 2. Any item that is recycled in the scrap metal dumpster that has an inventory control asset tag, must report that information, including the inventory control number, to the Recycling and Surplus Coordinator.
 - 3. Examples of items for recycling:
 - a. Coiled copper or piping
 - b. Tables or furniture that are 90% or more comprised of metal
 - c. Metal equipment or pieces
 - 4. Please load items in an orderly manner so that any possible space can be utilized in order to maximum the haul and storage potential of the trailer.
 - 5. If the dumpster is full, the Recycling and Surplus Coordinator should be notified so that a "Pull Request" can be made.
 - 6. The scrap metal facility off campus is located at: Parrish Recycling, 2040 Old Louisville Road, Bowling Green, KY 42101. (270) 781-4945
 - 7. A copy of the employee identification of the person who takes metal to the scrap yard will be documented and recorded.

IV. Exclusions

All obsolete Office Equipment should be checked into Surplus via a work order and not placed on the truck.

V. Related Policies

VI. Reason for Revision

Appendices: