

EASTERN MICHIGAN
UNIVERSITY™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

| Section | Subject | Effective date | Procedure Number |
|--------------------------|------------------------|-----------------------|-------------------------|
| Critical Incident | Scrap Materials | May 30, 2013 | A-21 |

Purpose

Scrap materials on University property have inherent value, and should be treated accordingly.

Procedure

1. All scrap materials on University property are to be considered University assets and will be recycled by returning/disposing of it in the appropriate designated Physical Plant recycling bin/dumpster.
 - a. Scrap material should be sorted by type of metal and/or material and stored appropriately for later action.
 - b. Recycling bins for paper/cardboard and metal/glass/plastic are located in each building. For larger amounts of these materials, recycling dumpsters are located at the Physical Plant, Cornell Courts and Westview. Bulk metal recycling should be taken to the recycling dumpster at the Physical Plant.
 - c. Recycling bin(s) are not to be used for general trash disposal, and should only be used for their intended purpose.

2. The appropriate Physical Plant manager will be responsible for giving clear direction on the disposal of the materials within her/his respective shop area(s).
 - a. Shop managers may elect to delegate this responsibility to her/his shop Foreperson on a per job basis.
 - b. All questions from shop managers on recycling should be directed to the Energy and Sustainability Manager.
3. Disposal of scrap materials as predetermined by contractual arrangement, as part of a bid document, will be handled per the terms outlined in the contract.
4. All funds received from recycling activities will be placed in the proper University account.
5. Unauthorized collection, retention, and disposition of scrap materials (metals or materials having value) by Physical Plant personnel is not permitted and could result in disciplinary actions up to and including termination of employment.

Authorized by:

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