



Facilities Management Department
DFM Policy # 0008

Subject:	Scrap Metal Procedures
Reference:	Facilities Management Policy
Application:	All Employees
Effective Date:	March 2, 2007

A 48 ft trailer will be located in the fenced in area of SSB.

Starting 03/02/2007, departments will be able to place scrap into this trailer.

- ✓ Inventory Control will keep the key to the trailer.
- ✓ Prior notification that items are incoming is needed.
- ✓ The follow items can be placed in the trailer:
 - Ferrous and Non Ferrous Metals (Aluminum, Copper, Brass, Stainless Steel)
 - Please note: If aluminum, copper, or other precious metal are easily separated out from other metals, please place them in the Gaylord boxes (cardboard boxes) located on the left side of the back of the trailer.
 - If you have these items and the boxes are full, let someone from IC know and we will get another Gaylord box for you.
 - Wet Cell Lead Batteries
 - Scrap Metal
 - Old Air Conditioning units
 - If you have wood or plastics in small amounts please place them on the top of objects in the front of the trailer.
- ✓ Personnel from the departments placing the items into the trailer as Scrap will be responsible for loading those items.
 - The department personnel will check in with Donna on arrival and she will open the trailer
 - Once everything is loaded, the department personnel will alert Donna that they have finished loading and she will place the lock on the trailer
 - There will be Gaylord boxes inside the left back side of the trailer - please place all aluminum and copper that can be separated out from other metal in those boxes.

- Please load items in an orderly manner so that any possible space can be utilized in order to the maximum the haul and storage potential of the trailer
- ✓ Donna will be contacted in advance (2 hour minimum) via email at donna.mefford@wku.edu or phone 745-7017 that a department has scrap to place on the trailer (in the event that Donna can not be reached with due diligence, please contact Kimberly Bradley at 745-2521 or kimberly.bradley@wku.edu.

****All obsolete Office Equipment should be checked into Inventory control and not placed on the truck.***