

Guidelines, Policy and Procedures for Disposing of Scrap, Valuable Waste, and for Storing Salvageable Material

Purpose:

- All scrap, valuable waste, and salvageable materials associated with, remodeling, renovation, maintenance, and new construction accomplished or managed by Facilities shall be properly disposed of or prepared for storage and reuse in a manner that complies with all applicable State and Local law as well as FSU and Facilities policies.
- To reduce the possibility of misappropriation of scrap, valuable waste, and salvageable material, or the perception that such material is being misappropriated during normal Facilities work functions.
- To strictly control short- or long-term storage of salvageable material and equipment to reduce costly storage of non-valuable or obsolete material and equipment within Facilities.

Policy:

- The proper disposition of scrap, valuable waste, and salvageable material will be planned for all Facilities work functions, whether for a specific single event, or for continuous operations.
- Transport of all scrap, valuable waste, and salvageable material shall be properly recorded when disposed of, or inventoried when stored for later use.
- The manifest for disposition of scrap and salvageable material will be in the form of an AiM work request to relocate material by a designated Facilities department that includes a description of the material, its initial location, and final disposition or storage location.
- No FSU employee may acquire for their own personal use or gain any item of scrap (valuable or non-valuable waste) or salvageable material. This shall include packaging materials and used construction materials destined for disposal, even if disposal is to be in the University waste stream.

Guideline versus Policy:

As the work of a Physical Plant is extremely diverse, the act of disposing of scrap and salvageable material in every instance may not always fit within the rigidity of a described policy or procedure. This directive will distinguish between "guideline" and "policy" to allow for flexibility and common sense interpretations needed to accomplish the stated purpose.

For situations where these guidelines do not seem to apply, the responsible manager shall use common sense in developing procedures that best satisfy the stated purpose.

Whenever a deviation in this policy is thought to be required, all proposed revised procedures shall first be approved by Dave Irvin.

Guidelines:

FSU Solid Waste will transfer all materials derived from generating scrap, valuable waste, or salvageable material to their point of final disposal, vendor pick up, or storage. Groups such as Facilities Maintenance or Construction are only allowed to move scrap materials generated in the field to the appropriate bin or to areas designated by Solid Waste. For some special waste streams such as construction debris that require special equipment, Solid Waste will coordinate with the unit to make special arrangements. These transfers will be subject to formal approval by Dave Irvin.

Special materials such as hazardous waste or refrigerant are not within the scope of this policy. Please refer to other applicable University policies and/or guidelines such as:

- Hazardous Waste Policy
- Refrigerant Management Plan

Maintenance Activities:

Maintenance shops that generate scrap or valuable waste are being supplied with recycling bins for disposal of small and medium sized material through Solid Waste Management. Maintenance shops shall place all scrap materials in the designated bins and notify Solid Waste via an AiM work request when the bin needs to be emptied. Solid Waste at their own discretion may generate a work order and remove scrap materials at time that better match their routes. When disposed of, Solid Waste shall document the quantity (weight) and method of disposal.

In no instance shall any FSU employee, contractor, or student be allowed to remove scrap materials from the designated area without written approval. Unauthorized removal of scrap materials will result in disciplinary action.

Construction and Renovation Activities:

Care shall be exercised to distinguish between inventoried property and equipment, and non-inventoried building components.

FSU inventoried property and equipment that will be disposed of shall be coordinated with Property Management via the designated Property Manager for the asset. Ensure that the FSU policy for disposal of inventoried assets is followed.

Construction managers in Facilities Design & Construction will address in writing within project documents the complete disposition of scrap, valuable waste, and salvageable material including inventoried or non-inventoried equipment or building components.

Include a contract provision that stipulates that Contractors will legally dispose of all salvageable materials and waste items in accordance with all applicable Federal, State, and local laws and environmental regulations.

Include a contract provision that stipulates a Contractor may be required by the FSU construction manager to provide weight tickets from landfills, salvage yards, etc. for any project waste disposal. Tickets and manifests for disposal and salvage will become part of the permanent project record.

Include a contract provision that a Contractor must have a waste, recycling, and salvageable material plan that properly manages disposition of material covered in this directive. Discussions of the plan will be included as an agenda item in the pre-construction conference.

Include a contract provision that a contractor may not provide materials covered in this directive, directly or indirectly to an employee of Florida State University. This provision shall also be stressed in the pre-construction conference.

Where construction contracts involve any other State of Florida specific regulations regarding disposition of salvaged materials, State of Florida policies and procedures shall govern.

Salvaged Materials and Equipment Storage:

Material intended for reuse and storage at Facilities Storage Areas may only be accepted by Jim Stephens. Requests to store materials must include the item(s) to be stored and the person that shall be the responsible manager assigned to that material and/or equipment.

The responsible manager will create and maintain a record in AiM of these items deemed "Special Inventory" which shall list the following minimum information: Description of the item, quantity, original location obtained (i.e. CSL), location stored (CUP, MMA, etc.), date stored, the responsible manager, and description of how item would be reused.

Generally, historical building components may be stored indefinitely at a Facilities Storage Location. Items which are salvaged for use on existing operating obsolete equipment may be kept as long as that equipment is still in use, but must be properly disposed of when the obsolete equipment is no longer in use or is scheduled for imminent replacement. Non-historical distinctive fixtures from restrooms, lighting, or other building components which are no longer available may be kept as long as those fixtures are still being used in a campus building. Most other building materials shall be reused in less than 12 months. Exceptions include new or almost new building materials salvaged or not used on renovation or construction projects. These items as well as other new or almost new building materials being stored at a Facilities should not be included in the inventory described here, but managed as regular inventory. However, the physical limits for storage of surplus materials such as lumber, plywood, piping, masonry, and electrical supplies shall be specifically defined by the responsible manager of each storage facility. Surplus materials shall not exceed the assigned allocated storage space.

No less than once every 12 months the responsible managers shall reaffirm that material or equipment they have entered into this special inventory shall remain in storage. Responsible managers shall notify Facilities Accounting when an item located in storage that is included in the special inventory has been removed for reuse, salvage to the State, or disposed. Facilities procedures described in this policy shall also be used for salvage of inventoried storage. All other transactions that reuse the special inventory shall be assigned to the appropriate work request in AiM.

Every effort will be made by responsible managers to limit storage of items designated for reuse, as well as to provide for the expeditious turnover of items stored for reuse. Decisions to store any such items shall consider the cost of storage relative to the true value of the item being stored and the benefits of its reuse. While reuse can be a desirable sustainable initiative, there is a cost associated with storage to include loss of valuable space, security, risk of shrinkage, breakage, obsolescence, and the cost of continuous management of the special inventory.

All responsible managers shall prepare a written report of items covered by this directive which are currently stored or proposed to be stored in other remote campus locations. This does not include short term storage of construction materials or equipment being installed on a project. The report shall generally describe the items being stored, quantities, and location by building.

Remote storage that is intended to avoid the purpose of this directive is deemed inappropriate.

Long term remote storage is discouraged and shall be carefully considered by a responsible manager for cost versus benefit as well as risks associated with long term remote storage. The responsible manager is accountable for security, proper controls, and safety of any remote storage that is associated with their functions.