University of Delaware
Facilities Management

Bulk Trash and Scrap
Collection and Disposal Procedure

Purpose: The bulk trash scrap collection and disposal policy is established to promote the proper, economical disposal of scrap and recyclable materials on campus and to ensure the appropriate handling of funds generated from the “sale” of scrap materials.

Definitions: Scrap: Material no longer serviceable to the University having value as a recycled material.

Trash: Material no longer serviceable to the University that has little or no value as a recycled material. A material is defined as having little or no value when the cost to recycle is substantially greater than the cash value of the recycled material.

Procedure: A. Bulk trash and scrap materials will be delivered to the University transfer yard located at the Grounds Services facility, 28 New London Road. Yard hours are Monday through Friday between the hours of 7:00 a.m. and 4:00 p.m.

B. Weight of the bulk material will be estimated and logged into the “Scrap Yard Log Book” located in the Grounds Department Staff Assistant office. Log entries will include the date, item description, estimated weight and University Account Code or Service Slip Number.

C. Mover Services or other vendors will provide transportation. Bulk material and scrap materials will be discarded into the appropriate recycling container or placed in the holding area, if it is too large to handle. Grounds Services staff will load stockpiled scrap and trash into appropriate roll off containers.

D. Bulk trash from organizations outside Facilities Management will be charged to the appropriate account by means of a Journal Voucher a fee of $.03 per pound to offset disposal costs.

E. Income from the sale of scrap will be paid to the University in the form of a check, or will be credited to the cost of container service.
In the event that credit is to be issued against the cost of the container, a receipt will be issued to that effect. If payment is to be made by check, the vendor will issue a receipt at the time of the delivery. Under no circumstances will there be any cash transactions.

F. All checks will be delivered to purchasing to be deposited in the University Scrap account along appropriate supporting documentation such as weight slips. It will be then transferred to grounds to partially offset the cost of the scrap operation.

Participation: Facilities Departments that will participate in the scrap yard/recycling program will include O & M, RCF, Building Services, and Minor Construction. Dining Services, Mover Services will also be able to deliver scrap. Contractor dumping will not be permitted.

Materials accepted: Iron, copper, brass, wire, individual/miscellaneous metal office furniture, aluminum, stainless steel, cast iron, lead.

Materials not accepted: Chemicals, paint, freon, fluorescent lights, oil, filters, batteries, wood.

Reference & Material University Policy 5-6 “Use and Disposal of University Equipment