



Environmental, Health and Safety Department Metal Recycling Plan

I. Purpose and Scope

- a. To establish a Metal Recycling Plan for the understanding on procedures for disposal of scrap metal generated by South Texas College.

II. Introduction

- a. South Texas College is committed to proper collection, disposal and recycling of scrap metals. Its disposal is subject to the same business practices that govern the disposal of all other South Texas College surplus assets. All revenue from the disposal of any scrap metals or recycling is to be provided to the Business office for deposit to the South Texas College general fund.

III. Procedure

- a. Definitions:
 - Recycling – the process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products.
 - Scrap Metals – Any metal no longer necessary to South Texas College operations; a solid material that is typically hard, shiny, malleable, fusible, and ductile, with good electrical and thermal conductivity (e.g., iron, gold, silver, copper, and aluminum, and alloys such as brass and steel).
- b. The Environmental, Health and Safety (EHS) Program is responsible for the Metal Recycling Plan for the disposed of scrap metal generated by South Texas College.
- c. Each program or department generating metal waste is responsible for determining if any type of scrap metal generated has no commercial value, or otherwise cannot be disposed.
- d. The program or department that generated the scrap metal is responsible for its transportation and loading into the appropriate type of scrap metal dumpster/container.
- e. All scrap metal will be loaded in an organized manner to maximize waste collection.
- f. Once all containers are full or ready for pick up, it is up to each program or department's lab to create a Fixed Assets workflow for the Central Receiving and Fixed Assets staff to pick up.



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IV. Accumulation and Storage:

- a. A twelve-foot metal dumpster will be located at the North side of Building D (Central Receiving and Fixed Assets) at the Technology Campus on FM Road 1016, 3700 W. Military Highway, McAllen, TX. 78501.
- b. It is the responsibility of each program or department to dispose of all scrap metals into the designated dumpster.
- c. The twelve-foot metal container shall not exceed more than twenty thousand (20,000) pounds for disposal.
- d. No items with an STC inventory control asset tag, by any means should ever be disposed of in the dumpster. These items must be disposed of as per STC Policy 5135: Disposal of Property.
- e. Once the dumpster is full, Central Receiving and Fixed Assets will call the vendor for a pick-up.
- f. All aluminum shavings generated at Process Manufacturing Laboratories located in Building E, Room 1.914, Technology Campus, shall be dry metal and stored in individual containers located in these labs. Metal shavings shall not exceed five (500) hundred pounds per container.
- g. All copper wire metal generated at Electrical Wiring Lab located in Building E, Room 1.504, Technology Campus, shall be dry metal and stored in individual containers located in this lab.

V. Delivery

- a. The designated employee from Central Receiving and Fixed Assets who takes metal to the scrap yard will provide proof of identification that will be documented and recorded with the check picked up from the scrap yard.
- b. All other Campuses (Starr/Pharr/Mid-Valley/La Joya) that generate scrap metal waste are to create a Fixed Assets workflow for the Central Receiving and Fixed Assets Staff to pick up and deliver to the scrap yard.