

Policy Summary:

Recognizing the importance of the proper disposal of scrap materials, the City of Waco is establishing a policy to be followed by all personnel. Since there is a variety of a scrap material generated by a number of departments, this policy will establish the minimum procedures and requirements for the effected departments. Included will be procedures to assure accountability and documentation of the disposal, and responsibility will be established to assure procedures are followed.

I. POLICY

Scrap materials include any material, component, or supply, which is generated, accumulated, or left over in the course of maintaining, building, or construction City facilities. This material is not to be confused with warehouse issued items or supplies that can be returned for a credit at the City warehouse or vendor location.

II. RESPONSIBILITY

- A. Purchasing Agent The Purchasing Agent will be responsible for the disposal of all scrap material. The Purchasing Department will provide storage and security for the materials until disposal.
- B. Departments Any department generating or accumulating scrap materials shall deliver the materials to Purchasing for disposal.

III. IMPLEMENTATION

- A. Upon approval of this policy, the Purchasing Agent shall notify all departments of the effective date of the policy.
- B. Within 30 days of notification, each department whose operations involve the utilization of building, maintenance or construction materials shall have a written policy, acceptable to the Purchasing Agent, outlining procedures for the inventory of such materials and the delivery to Purchasing for disposal. This will include a schedule of anticipated deliveries, the types of materials normally accumulated, and the estimated quantities. The Purchasing Agent will see that these procedures are formalized and documented with each department.
- C. Upon acceptance of each departmental policy, the Department Director and/or division manager shall notify all employees in writing of the policy, attach the policy to the notification, and emphasize the importance and the consequences of violating the policy which could result in disciplinary action up to and including termination.
- D. Every effort should be made to dispose of materials on a timely basis. Materials shall not be allowed to accumulate in unsecured areas. Disposals are recommended every 30 days.

IV. PROCEDURES

- A. The policies and procedures developed by each effected department shall include the following:
1. Departments will be responsible for storing and securing scrap materials until quantities are adequate for delivery to purchasing.
 2. Deliveries made to Purchasing will be accompanied by a description acceptable to the Purchasing Agent of the materials delivered. A copy of the description will be kept by Purchasing and the delivering department, with Purchasing forwarding a copy to Internal Audit.
 3. Delivered materials shall be organized and secured on pallets, in barrels, or in some other manner acceptable to the Purchasing Agent.
 4. Upon acceptance of the deliveries, Purchasing will give the delivering department employee a receipt for the materials.
 5. At the Purchasing Agent's discretion, the delivering department may be required to deliver the materials to a reclamation company. If so, the delivering department employee will be provided with a voucher or other documentation to be forwarded to Fiscal Services and Internal Audit.
- B. Copies of each department's policy and procedures for the handling of scrap materials shall be forwarded to Internal Audit for review and approval. Copies for the approved policy and procedures shall be maintained by Purchasing and the effected department.

Approved: JNH:

