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EMS 7/7/2003	EMS 7/7/2003	EMS 5/26/2015	DGC 5/26/2015

Work Instruction Procedure

WIP 4.4.61.9 Scrap Metal Recycling Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible: Fidler, Will Cooper, Lee Reeser, Paul Baller, Craig
Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.: 5

Revision schedule

Rev. no.	Date	Description
1	11/8/2005	added oil and fuel filters to 5.2
2	7/18/2006	changed 2.1 to read scrapmetal; 5.2 removed fuel filters; 5.4 added "taken to designated recycling area"
3	9/12/2006	added 3.1.1; 3.2.1; 6.2
4	9/9/2008	amended 3.2.1
5	9/29/2009	see records for changes

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WIP 4.4.61.9 Scrap Metal Recycling Procedure

1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling scrap metal.

2.0 Scope

- 2.1 This WIP applies to all City of Williamsburg personnel. The EMS Team monitors the quantity of scrap metal recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibilities

- 3.1 The EMS Team
- 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning personnel to assist in the recycling efforts.
- 3.2 City of Williamsburg Personnel
- 3.2.1 Are responsible to participate in the recycling effort.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 2004 EMS Related Definitions

5.0 Process

- 5.1 Only ferrous metals may be recycled (metal that attracts a magnet).
- 5.2 All fluids must be drained in accordance with proper disposal procedure (see Maintenance Shop Personnel for assistance). Oil filters may be treated as scrap metal once they have been drained and crushed.
- 5.3 **Appliances containing Freon (i.e. refrigerators, ac units and freezers) are not considered scrap-metal and are not to be brought to the City Shop for recycling. Other arrangement must be made for proper disposal.**
- 5.4 Small metal materials (nuts, bolts, etc.) shall be collected in each shop until taken to designated recycling area.
- 5.5 All acceptable scrap-metal will be placed in roll-off scrap metal bin.
- 5.6 Scrap metal bin will be picked-up by authorized contractor for recycling.

6.0 References/Related Documents

- 6.1 Recycling Receipts
- 6.2 Environmental Management Programs in Records Registry
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