

FERRIS STATE UNIVERSITY

PHYSICAL PLANT POLICY

Effective: 7/07

Handling & Disposal of Salvaged/Scrap Materials

Policy Objective

To promote the judicious management of handling and disposal of salvaged/scrap materials and keeping the intent of Business Policy 2006:05 pertaining to the disposal of Surplus Personal Property.

Policy Statement

Physical Plant departments rely heavily on employees to assist in the proper handling and disposal of salvaged/scrap materials in the most appropriate, customer service-oriented, and cost-effective manner.

Application

This policy applies to all Physical Plant departments.

Policy Requirements

It is the responsibility of all departments to promote the judicious management of handling and disposal of salvaged/scrap materials.

Procedure

The following guidelines are intended to be the designated manner for handling of salvaged/scrap materials obtained through modifications/upgrades/renovations, etc. to components of campus facilities and grounds:

1. Section I of Business Policy 2006:05 defines Surplus Personal Property as “any physical asset for which the University has no operational need in the foreseeable future”.
2. Section III of Business Policy 2006:05 indicates that Surplus Personal Property is “identified and approved for disposal by the responsible department manager”. As it relates to the FSU Physical Plant, this person will be the applicable trade and/or department supervisor in consultation with the Director of Physical Plant and the Manager of Plant Operational Services.
3. Employees of each department may be encouraged to “salvage” materials (i.e., electrical wiring, piping, valves, metal components, etc.) which may, as determined by the department supervisor be considered to have a scrap value. Department supervisors will refer to Business Policy 2006:05 as a guideline for determination and handling.

4. Unless indicated otherwise by the department supervisor, employees shall not expend undue effort to enhance the value of salvaged materials (i.e., stripping of wire insulation, disassembly of piping sections/components, etc.).
5. The location for the temporary storage of the salvaged materials will be designated by the department supervisor. The identified location will be the only authorized location for the storage of such items.
6. The department supervisor will be the responsible person for determining the time and manner by which the physical disposal of collected items takes place. Department supervisors will refer to the Business Policy 2006:06 Section IV Responsibilities Part B3.
7. Proceeds derived from the sale of salvaged/scrap materials will be turned over to the Manager of Plant Operational Services for deposit into the appropriate FOAP for use as approved by the Director of Physical Plant. Receipt of proceeds shall be in the form of a check made payable to Ferris State University.
8. The removal of any materials, equipment, etc. from University property for personal use and/or gain is strictly prohibited without the authorization of the Associate Vice President for Physical Plant. Supervisors will refer to Business Policy 2006:05 as a guideline for this procedure.

Monitoring

In monitoring a department's administration of this policy, the Associate Vice President for Physical Plant will rely on evidence of the extent to which employees and supervisors are effectively managing the handling and disposal of salvaged/scrap materials. Adherence to these guidelines will be expected by everyone involved.

Inquiries

Inquiries about this policy should be referred to the responsible departmental supervisor and/or Director of Physical Plant in each respective department who, in turn, may direct questions regarding policy interpretation to the Associate Vice President for Physical Plant.

Appendix A – Business Policy 2006:05

Business Policy 2006:05 “Disposal of Surplus Personal Property” can be located at the following URL:
<http://www.ferris.edu/htmls/administration/buspolletter/bpl0605.pdf>