This document provides standard operating procedures for the UVA Recycling Sorting Facility located at 2456 Old Ivy Road that are intended to ensure that its use is safe, efficient and effective, and complies with regulatory requirements.

UVA Recycling Sorting Facility Use

The UVA Recycling Sorting Facility (Facility) is used to process scrap metal and construction demolition and debris (CD&D) as well as recyclable materials associated with University operations. Use of the Facility is restricted to in-house construction and renovation activities and UVA operations including those of Facilities Management, Athletics, Business Operations, and similar departments. Its use for personal material and any other non-UVA activities is prohibited. Business partners including suppliers, contractors, and sub-contractors are required to provide their own means for recycling and reuse with the exception of business partners working as sub-contractors to Facilities Management in-house construction and renovation activities.

Standard Operating Procedures for Facility Use

Safety
Safety is a top priority at the Facility. All use of the Facility will be under the direction of a UVA Recycling supervisor or his representative. This direction is needed to ensure safe operation of the Facility and to ensure the safety of users of the Facility as well as any others who may visit the site. Any safety suggestions or questions can be directed to UVA Recycling or FM Occupational Health and Safety.

The Facility is designed to accept scrap metal and CD&D into two, separate stationary roll-off containers. Users of these roll-off containers at the Facility should do so as safely as possible. Safety measures include but are not limited to wearing personal protective equipment such as gloves, safety glasses, and steel or composite toed shoes; being aware of others in the vicinity who could be harmed during unloading of materials into the containers; and ensuring that no one is standing on or inside either of the roll-off containers. In addition, all Facility users are instructed to stay behind the concrete barrier at the upper portion of the dumpster pad wall to help reduce the risk of accidental slippage into the container. Note: Concrete is a material that creates a slip hazard when wet so extreme caution is to be exercised when wet.

Regulatory Requirements
The UVA Municipal Separate Storm Sewer Systems (MS4) permit requires the containers to be covered at night and weekends when not in use and during heavy rain or snow events. As such, any user of a container during off-hours is responsible for ensuring that the container is covered prior to leaving the UVA Recycling Sorting Facility.

Under no circumstances shall fluids such as motor oil, refrigerants, lubricants, or similar products be placed in the containers nor shall any equipment that uses these types of fluids be placed in the containers unless they have been thoroughly drained of these products. In addition, all such equipment must have a tag placed on it that is signed and dated by a supervisor or designated staff certifying that all fluids have been removed.
Processing
All materials placed in either container shall be distributed as evenly as possible in the container to ensure that maximum capacity and usage are achieved. When unloading into the container, the material must not exceed the top or extend over the sides of the container. All large loads should be coordinated with the supervisor of the site or his representative to ensure that there is capacity to accept the load or for them to help suggest an alternative solution.

Scrap Metal
Scrap metal only is to be placed into the scrap metal roll-off container. Under no circumstances, shall plastic, cardboard, or trash of any kind be placed in this container. All scrap metal shall be placed into the container so that it does not extend beyond the top or over the sides of the container. If the container is full upon arrival and no supervisor is on the site, please contact UVA Recycling so they can provide details on container servicing times.

For large projects, please coordinate with the UVA Recycling management team to plan for the disposal of the material so that the project does not experience down time. A recommended option for very large projects is to take the material directly to Gerdau (the old Coiner Scrap Yard) located at 100 Meade Ave. This will avoid double handling of the material and ensure that the UVA Recycling Sorting Facility is available to support smaller projects. All Gerdau scale tickets need to be provided to UVA Recycling either in person or by messenger mail addressed to UVA Recycling at 575 Alderman Road. This helps ensure that the weight is included in the recycling numbers for the University and accurate reports can be made to local and state entities. When taking materials directly to Gerdau, please let the scale personnel know that the scrap metal is from the University of Virginia. Please note that Gerdau does not issue checks to UVA at the time the material is delivered.

Brush and Construction Demolition & Debris (CD&D)
Brush and CD&D only are to be placed into the CD&D roll-off container. Under no circumstances, shall plastic, cardboard, or trash of any kind be placed in this container. All material shall be placed into the container so that it does not extend beyond the top or over the sides of the container. If the container is full upon arrival and no supervisor is on the site, please contact UVA Recycling. For large loads, please coordinate with the UVA Recycling management team to plan for the disposal.

General Facility Information
Hours of operation for the UVA Recycling Sorting Facility are 7:00 am to 3:30 pm, Monday through Friday. If any project is planned outside the normal hours of operation, please coordinate with the UVA Recycling site supervisor within 24 hours of the need to ensure that the containers have capacity for the material. As above noted under Regulatory Requirements, any user of the Facility outside normal hours of operation is responsible for ensuring that containers are covered prior to leaving the site.

UVA Recycling Contacts
- Sonny Beale, Superintendent-UVA Recycling, email: bcb8s
- Victor Martin, Sort Facility Site Leader-Supervisor, email: below
- Jason Snow, Recycling Supervisor-Operations, email: jes5sy

In closing, this memorandum is intended for safe operations of site and personnel using this site for the purpose of recycling, (third phase of the 3 R’s). In order to keep our costs down and rebates at
premium, we feel that this memorandum will help us provide an upbeat and progressive operation that revolves around what is best for all crews, departments and the University in which we all serve!!

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