

**UVA Recycling Sorting Facility  
Standard Operating Procedures**

Updated April 1, 2021  
Issued April 4, 2018

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.

Employees unloading material at the site, should do so in a manner that is considered, as safe as possible. This includes, but is not limited to, wearing proper PPE (gloves, safety glasses, and steel or composite toed shoes), being aware of others nearby that could be harmed if something comes out of the containers, and not standing on or inside of either of these roll offs. The upper portion of the dumpster pad wall is a concreted barrier that all employees are instructed to stay behind to help reduce the risk of accidental slippage into the container. Concrete is a material that creates a slip hazard when wet, so exercise extreme caution when disposing of material at this location.

When disposing in either container, distribute materials evenly in the roll off, to ensure maximum capacity and usage is achieved. Cardboard, plastic, CD & D, metal have other areas for which to discard them appropriately. 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 direct representative, which will be listed at the end of the memorandum.

***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.

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## ***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.

## **Pallet Disposal**

Once arriving at the site with pallets please coordinate with the lead contact for the site (Nicholas Gentry) for proper disposal. If you have one or two pallets, they can be unloaded by the persons delivering them. If you have a stack or more, the lead contact will take them from your vehicle with the forklift.

## **Scrap Metal Disposal**

All material going into the scrap metal roll-off will be placed in safely, and will not exceed over the top & sides of the container. All motors, refrigerators and other material which has fluid inside, must be drained before going in the roll-off; a tag must be on that piece of equipment stating that all fluids have been discharged, "Supervisor/designated staff must sign and date this tag." ONLY scrap metal will be placed in the roll-off; no plastic, cardboard, trash will go in this container.

If container is full upon arrival, please contact UVA Recycling and they can inform you on when the container will be emptied.

If you are working on a large project, please coordinate with either Victor Martin or another member of the UVA Recycling management team to plan the projected disposal of material so that you do not experience down time on your project due to the inability to dispose of material.

Gerdau, the old Coiner Scrap Yard located at 100 Meade Ave. This is where departments/crews need to take large amounts/truckloads to, instead of utilizing the scrap metal roll-off. All scale tickets need to be turned in to the recycling department either in person or by messenger mail addressed to the Recycling department at 575 Alderman RD. There will be no check issued to anyone, and all that needs to be said to the scale personnel is that to the material(s) are from the University of Virginia.

## **Brush and Construction Demolition & Debris (CD&D) Disposal**

All material going into the brush roll-off/CD&D (Construction Demolition and Debris) roll-off, will be handled the same way as outlined for the scrap metal container. Cardboard, plastic, or metal will not be put in this container. 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 direct representative, which will be listed at the end of the memorandum.

## **General Facility Information**

The sort facility is closed on the weekends for the unloading of material into the scrap metal or brush roll-off. Hours of operation of the site are, 7:00 am to 3:30 pm, Monday through Friday; please do not drop off material before 7:00 am daily. If any crews are working on the weekend, please coordinate with the site supervisor for the Recycling department. Coordinating with the supervisor prior to any work on the weekend, will ensure that you have sufficient container space to complete your work as needed.

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Safety is a top priority at the sort facility and the crew that works there will monitor all aspects of the site. All concerns or issues arriving from what a site worker asks of all the crews while unloading material is under the direction of the site supervisor; please direct all questions to the supervisor.

### ***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
- Nicholas Gentry (Sort Facility Lead Contact, email: nlg3a

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 a 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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