

UVA Recycling Sorting Facility Standard Operating Procedures

Updated: 3/14/24

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 recyclable materials, as well as collect scrap metal and construction demolition and debris (CD&D) 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 Sorting Facility. All use of the Sorting Facility will be under the direction of a UVA Recycling supervisor, manager, or their representative. This direction is needed to ensure the safe operation of the Sorting Facility and to ensure the safety of anyone who visits 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 must 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, C&D, and metal have specific areas where they can be discarded properly. 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 their 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

UVA Recycling Sorting Facility Standard Operating Procedures

Updated: 3/14/24

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 that department's 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 their representative to ensure that there is capacity to accept the load or for them to help suggest an alternative solution.

Pallet Disposal

Prior to arriving at the site with pallets, please coordinate with the supervisor, or designated staff, for the site 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 Sorting Facility supervisor/designated staff will remove them from your vehicle with the forklift.

Scrap Metal Disposal

All material going into the scrap metal roll-off must be placed safely inside the roll off, and all material must not exceed the top and sides of the container. All motors, refrigerators and other material which has fluid inside, must be safely and properly drained before coming to the Sorting Facility. A tag must be on that piece of equipment stating that all fluids have been discharged and that department's supervisor/designated staff must sign and date this tag. ONLY scrap metal can be placed in the roll-off; no plastic, cardboard, trash can go in this container.

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

If you are working on a large project, please coordinate with a supervisor, manager, or project coordinator at UVA Recycling so that you do not experience down time on your project due to the inability to dispose of material.

Gerdau, located at 100 Meade Ave, 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 in person (office is located in the Stores Warehouse at 580 McCormick Rd). There will be no reimbursement checks issued to anyone. Please tell the scale attendant at Gerdau that the material(s) are from the University of Virginia.

UVA Recycling Sorting Facility Standard Operating Procedures

Updated: 3/14/24

Brush and Construction Demolition & Debris (C&D) Disposal

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

General Facility Information

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

Safety is a top priority at the Sorting Facility. Any safety concerns or issues should be directed to the recycling supervisor or manager.

UVA Recycling Contacts

- William Barnes – Recycling Supervisor, email: wqj4cd
- Nicholas Gentry - Recycling Supervisor, email: nlg3a
- Courtney Cotton – Manager, email: zdk4zj