



TOWN OF GREENWICH

Office of the First Selectman
Town Hall
101 Field Point Road
Greenwich, CT 06830

SCRAP METAL POLICY

PURPOSE

The purpose of this policy is to establish essential procedures that regulate the disposal of scrap and non-capital material (herein referred to as scrap metal) no longer needed or useable within Town of Greenwich operations or on Town property.

SCOPE

This policy applies to all Town departments. Note: Purchasing Policy 1.8 *Sale/Disposal of Surplus Property/Equipment* applies for non-scrap metal.

POLICY

It is the policy of the Town of Greenwich that all scrap metal generated by, owned by, given to the Town, or found on Town property, belongs to the Town of Greenwich, unless specified otherwise. All revenue generated by the sale and/or disposal of scrap metal shall be returned to the Town of Greenwich.

No employee may personally benefit from the sale or possession of Town owned material or equipment. This includes scrap metal entered into the Town's waste management system and destined for disposal. Individuals or groups who take, sell, or benefit from the sale of such items will be subject to corrective action up to and including termination and/or criminal prosecution.

Each department that receives or generates scrap metal, including through contracted activities, shall be responsible for coordinating and planning its disposal. Prior to identifying material/equipment as scrap metal, the Department Head (or designee) should first make effort to find new use for the material.

The Holly Hill Resource Recovery Facility shall be the sole collection point for all municipal scrap metal. The Town will not deliver scrap metal to any external salvage yards.

Disposal Process

1. A Department Head (or designee) must designate materials or equipment as scrap metal. Each department should be sure to document what items are being disposed of and should retain a copy for their records.
2. Scrap metal should be brought to the Transfer Station. The receipt of scrap metal at the Transfer Station should be clearly documented.

Note: Continuing to keep materials you may need for future use is still acceptable- please continue to manage your storage areas to keep what you need, and recycle/dispose of what you do not.