

1000.3 SUBJECT: SCRAP METAL DISPOSAL

- :1 OBJECTIVE:
Establish a procedure for scrap metal disposal.
- :2 AUTHORITY:
This procedure amended by City Council September 15, 2003.
- :3 DIRECTION:
Director of Purchasing and Materials Management, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the General Administration Department Director.
- :4 METHOD OF OPERATION:
- A. Definition
For the purpose of this procedure, scrap metal shall be defined as any discarded metal item or material from whatever substance, that may be reclaimed through melting and refining, and the condition of which in its present form makes it unsuitable for any other use.
 - B. Responsibility
The Director of Purchasing and Materials Management shall have the responsibility for the scrap metal accumulation, storage and disposal program.
 - C. Accumulation and Storage
 1. The Director of Purchasing and Materials Management shall maintain scrap metal storage at a designated area in the Fleet Management Yard for the use of all departments.

Purchasing & Materials Management shall assist departments without a delivery capacity in the transportation of scrap to the storage area. Scrap metal removal tasks beyond the capability of Purchasing & Materials Management shall be arranged by the Fleet Management Bureau.
 2. The Director of Purchasing and Materials Management shall arrange the sale of scrap to an authorized buyer based on the best current market price as determined annually. Authorized buyer shall be within the City limits and within a reasonable distance from prime using departments. Delivery shall be scheduled as frequently as necessary to avoid large accumulations.
 3. Departments shall separate scrap metal as to kind, thereby reducing handling and insuring the best price. Scrap must be of a kind that is acceptable to the buyer. Questions on the type of scrap acceptable to the buyer shall be directed to the Director of Purchasing and Materials Management.
 - D. Sale and Delivery
 1. Scrap metal shall be sold by category and by the hundred weight. The scrap buyer shall be determined through the process determined by the Director of Purchasing and Materials Management to be most advantageous to the City:

2. The Director of Purchasing and Materials Management shall be responsible for the delivery of scrap to the buyer and for designating an authorized representative of the City to supervise the weighing of the scrap at the buyer's place of business, to sign the weight ticket and to expeditiously forward the City's copy of the weight ticket to the Director of Purchasing and Materials Management.

- E. Scales and Collection of Proceeds from Sale
Scales, certified by the Florida Commission of Agriculture, shall be used for weighing scrap metal. Weight tickets shall show exact weight of shipment.

The Director of Purchasing and Materials Management shall be responsible for the collection of revenue derived from the sale. Payment for the scrap shall be made by the vendor in accordance with the terms of the annual agreement.

- F. Assignment of Responsibility
The Director of Purchasing and Materials Management may authorize divisions having large accumulations of scrap, i.e., Facilities Management, Transportation Engineering, and Solid Waste Management, to maintain a satellite scrap collection area and to act directly for the Director of Purchasing and Materials Management in arranging the disposition of the scrap accumulated. Authorizations under this provision shall be in writing and will include revenue account numbers to be used and procedures to be followed in managing the scrap collection and disposal.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None

:7 REFERENCE:
Code of the City of Orlando, Chapter 7. Procedure amended by City Council October 21, 1985, Item 16, A-11; amended September 12, 1988, Item 18, A-21; amended July 26, 1993; amended April 17, 2000, Item 3-D; amended September 15, 2003; policy section # changed from 191.3, April 2004.

8 EFFECTIVE DATE:
This procedure effective September 15, 2003.