



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SCRAP, TRASH AND DISPOSED PROPERTY	Code: GG0201-1
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Policy Reference: N/A

Once an item has been identified as scrap the Operations Department at all MATC facilities shall be ultimately responsible for the disposal of all trash, scrap and disposed of property. No person(s) shall remove any of these items from any loading dock, dumpsters, waste containers, recycle bins, other storage areas of the college without the campus operations manager's written approval. (Director of Operations at the Milwaukee Campus).

Scrap, trash or disposed of items may include, but are not limited to, the following items:

1. Lumber, wood pallets, scrap wood
2. Cabinets, rugs, carpet benches
3. Barrels, buckets, fiber, plastic and metal containers
4. Metal, wire, glass, auto parts
5. Cardboard boxes, paper, books
6. Paints, varnishes, solvents, etc.

Outside contractors will not be allowed to remove any items unless the Public Safety Department is notified prior to removal. The notification must be made by Operations managers to the Public Safety representative on that respective campus, giving the name of the contractor, location of items to be removed, description of items to be removed, date and time of removal. Any construction contractor who has his/her scrap material on MATC's property must also comply with the regulation.

Employees who violate this administrative regulation may be subject to appropriate disciplinary action.

Coordination of removal of hazardous waste shall be the responsibility of the MATC Coordinator of Environmental Health and Safety.

Chairs, desks, file cabinets, appliances, computers, and all other equipment identified as a fixed asset must be disposed of under Administrative Regulation and Procedure GG0201. Once identified as scrap under Procedure GG0201, all such materials become the responsibility of the Operations department and fall under this policy.