NETS Recycling Procedure – 3/7/12

- NETS will adhere to the F&A Recycling Procedure here:
  http://www.fin.ucar.edu/sustainability/recycle_specialCollection.html#metal
- Per F&A Recycling Procedure Definition: Scrap metal includes copper, steel, iron, gold, silver, aluminum (not including aluminum cans that can be placed in single stream recycling bins) and other metals of value

NETS Recycling Process

- NETS will separate copper, steel, iron, and aluminum recycle materials into specific NETS bins per material as they are produced
  - Do not place copper, steel, iron, and aluminum in Facilities Management & Sustainability (FM&S) or Earth Observing Laboratory (EOL) bins
  - NETS recycle bins will be stored in ML 047B (or on site for large cabling/construction projects)
- NETS personnel will initiate recycling procedure when a NETS recycle bin is full and/or a project is complete
- The NETS recycle team is: Jeff Custard, Susan Guastella, Fabian Guerrero, and Ellen Martinez
- NETS personnel will initiate an ExtraView (EV) Work Request (WR) with an EV problem type: Recycle
  - NETS personnel will be required to provide the following details:
    - Date of request
    - Name of person requesting recycle action who will then act as NETS Recycle Contact (NRC) for this instance
    - Project producing materials to be recycled (e.g., CG2 remodel, ML29 server rack reconfiguration, miscellaneous conduit work, etc.)
    - What is being recycled (choose all required): copper, steel, iron, and aluminum
    - Estimated amount/quantity (e.g. half Aluminum bin, full Copper bin, etc.)
  - The WR will be assigned to the NRC and nets-recycle
  - The NETS section head or delegate will approve the EV WR
- EV will email the WR to nets-recycle@ucar.edu and the NRC – all further communications referenced below and related to this EV ticket will CC nets-recycle@ucar.edu, which will be archived

- The NETS recycle team will approve the recycle request by replying to all on the WR email

- Once approved, Susan Guastella will email the approval request to Amy Moore (or Al Kellie, in her absence) for approval

- Once approval is received, Susan Guastella will submit a Work Order to Logistics Operations:
  - https://www.fin.ucar.edu/sass/logistics/internal/forms/workorder_form.php
    - Enter: nets-recycle@ucar.edu as the email contact

- The NRC will confirm when the NETS recycle material has been transferred to Logistics Operations via the NETS WR and report time complete

- Logistics Operations will send a copy of the receipt to Susan Guastella or Susan will request the receipt if not sent and close the Work Order

- Ellen Martinez will confirm receipt of the recycle funds in 333610 and close the WR for the nets-recycle team