4.07 SCAVENGING POLICY

1.0 Purpose
The purpose of this policy is to establish the expectation and outline procedures concerning scavenging and salvaging materials directed to the Agency’s facilities.

2.0 Revision History
- Implementation Date: May 28, 2014
- Revision Date:

3.0 Persons Affected
This policy applies to customers, vendors, visitors and staff who use and/or work at the Agency’s facilities.

4.0 Policy
In order to maintain safety and health standards, deliver expected services to the public, and maximize operational efficiency, scavenging is not allowed on or from Agency facilities. Items may only be removed through participation in an approved Agency reuse program or by a recycling service provider contracted by the Agency.

Scavenging of materials presents health and safety hazards, including being struck by heavy equipment and trucks, cuts and scrapes, back injuries and exposure to pathogens from needle sticks.

The Agency provides and funds waste management services to the public and all materials directed and received are considered property of the Agency. Unauthorized removal of materials is considered theft.

The Agency recognizes and encourages a systematic approach to the waste hierarchy of reducing, reusing, and recycling as the primary means of landfill diversion. Removing individual items not officially targeted by the Agency for individual usage or gain is not considered effective waste diversion.

If a particular type of waste is identified as viable for diversion, this should be brought to the attention of the Agency Facility Supervisor or an EMS Core Team member. The EMS Core Team will then evaluate the feasibility of establishing a diversion program. Current Agency sanctioned reuse programs are the Household Hazardous Materials Reuse Program.

Examples:
- Removing copper tubing from the landfill to the metal pile is acceptable; placing in a vehicle to go off site is not acceptable.
- Taking a can of paint from the RCC Reuse area to take off site is acceptable;
- Approaching a customer about taking an end table home is unacceptable.
5.0 Policy Variances
Variances from this policy may be requested due to extenuating circumstances. Any variance request must be made in writing and submitted to the Dubuque Metropolitan Area Solid Waste Agency Administrator prior to the removal of materials. Please note that no guarantee is made or implied that any variance requested will be approved. No variance will be considered or granted that would be in conflict with any applicable federal, state or local statute or regulation.

6.0 Definitions

A. **DMASWA:** Dubuque Metropolitan Area Solid Waste Agency.

B. **IDNR:** Iowa Department of Natural Resources.

C. **RCC:** Regional Collection Center, where household hazardous materials are collected and processed for reuse or disposal.

D. **Salvaging:** removal of items because they are banned from the landfill, may be diverted through an established Agency program, or may have benefit to the Agency. (For example: removing appliances from the landfill and placing them in the appliance area is considered salvaging).

E. **Scavenging:** removal of items brought to Agency facilities by its customers to be recycled or landfilled. (For example: asking a customer to place a bookshelf in someone’s vehicle; picking up a hat out of the trash and wearing it).

7.0 Responsibilities
Any violation of this policy will be considered theft of Agency property and will be enforced as such. Agency and City of Dubuque employees are required to report violations of this policy. The Agency Facility Supervisor and Solid Waste Agency Administrator have the responsibility to enforce this policy.