

SCRAP METAL HAULING AND RECYCLING INSTRUCTIONS FROM GSA NCR FAS

GENERAL SERVICES ADMINISTRATION

6808 LOISDALE RD., SPRINGFIELD, VA 22150

*****TERM CONTRACT SCRAP DISPOSAL PICKUP INSTRUCTIONS*****

When sending an email request for a Recyclable Delivery Order Ticket for scrap property pickup, please send an email to GSA @ Kevin.Mills@gsa.gov. Please provide the following information in your request:

Requester Name

Phone Number

Specific address location of the scrap content,

Type of request: Live Load Pickup (at a loading dock), Dumpster Switch, or Dumpster Placement

SF Form 120 or SF Form 126 is acceptable. If you have an internal agency inventory system list, an SF Form 120 or SF Form 126 should be filled out and placed on top of your internal agency inventory list.

**** (PLEASE NOTE: All Scrap Content must be officially screened and identified with a Condition Code of "S" for Scrap.)** Property officially screened and identified as Condition Code "S" for Scrap does NOT have to be entered/reported into GSAXcess.**

Identify type of scrap content:

(1) Metal Scrap: For Example: Broken Metal Furniture (ie. broken or damaged metal desks, metal file cabinets, metal bookshelves), Scrap Iron, Scrap Steel, Scrap Copper, Scrap Aluminum, Scrap Brass, Scrap Metal Shavings), Metal Furniture/Hardware (For Example: Metal/Wood or Metal/Hard Plastic Combination Furniture **(must be majority metal)**), Furniture Related Hardware: Brass handles & Brackets. Metal framed Cubicle/Systems Furniture broken down on pallets that has minimal to no value and not advantageous to sell through the GSA Surplus Sales Center **** (PLEASE NOTE: WE DO NOT PICKUP STRAIGHT WOOD FURNITURE, LUMBER OR TIMBER)****

(2) ADP Equipment scrap: For Example: Desktop Computers/CPU's, Laptops, Monitors, Keyboards, Printers, Fax Machines, Telephones, Copiers and all other types of electronic components that is not advantageous to sell through GSA Surplus Sales Center. **** (PLEASE NOTE: ALL ADP AND ELECTRONICS MUST HAVE HARD DRIVES REMOVED).****

Types of loads for pickup: Existing dumpster/rolloff container switch, live load by 26 Ft. box truck or a placement of a dumpster/rolloff container at your facility for a future pickup. **** (PLEASE NOTE: Loads can not be a mixture or a combination of different types of scrap content)*.** A live load **MUST** be a full 26 Ft. truck load and at a loading dock on pallets and shrink wrapped or in commercial bins for it to be economical for the scrap contractor to perform a pickup depending upon your location. A dumpster/rolloff container **MUST** be full. All scrap content must be screened and identified internally with a condition code of "S" for Scrap. **Government Representative MUST be present upon pickup to sign (Box 8) on the Recyclable Delivery Order Ticket for official release of scrap. Contractor Representative MUST sign (Box 10) for official receipt of scrap. Weight Master MUST sign & date (Box 9).**

Customer Agencies who need Scrap Disposal services with appropriate SF120, SF126 or Inventory List **MUST** notify GSA Kevin.Mills@gsa.gov, not the Scrap contractor of the initial request for a scrap pick up. GSA will send an email to the Customer Agency with the Recyclable Delivery Order Ticket as well as the Scrap contractor. Once the Recyclable Delivery Order Ticket is issued by email to the Customer Agency. The Customer Agency **MUST** then contact the Scrap Contractor **directly by phone to NEGOTIATE** a pickup date. **** PLEASE NOTE: A requesting Customer Agency can not preschedule or assume a pickup date prior to the issuance of the Recyclable Delivery Order Ticket. It is the responsibility of the Customer Agency upon receipt of the Recyclable Delivery Order Ticket to contact**

the SCRAP CONTRACTOR directly by phone to NEGOTIATE A PICK UP DATE.. **(PLEASE NOTE: THE NEGOTIATED PICKUP DATE IS DEPENDENT UPON THE SCHEDULE AVAILABILITY OF THE SCRAP CONTRACTOR.)** Do not allow the contractor to pick up a load without displaying this documentation. This is a controlled document that has a unique order number related to each pickup order.**

If a Customer Agency doesn't use an issued Recyclable Delivery Order Ticket. The Customer Agency **MUST** send a cancellation email to kevin.mills@gsa.gov

If you need any additional information please contact Kevin Mills at kevin.mills@gsa.gov (202) 3806164.