

**Title: Greenview Facilities: Salvaging & Scavenging – Policy**

**Policy No: 1022**

**Effective Date: January 26, 2016**

**Motion Number: 16.01.24**

**Supersedes Policy No: 1022**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*“A Great Place to Live, Work and Play”*

**Purpose:** To establish a policy and procedure for Employees and the Public to follow in regard to Salvaging and Scavenging in any of Greenview’s facilities.

**DEFINITIONS**

**Employees** – on-duty, paid staff and contractors of Greenview who enter any Greenview facilities during hours of employment and operation

**Greenview Regional Landfill** – a Greenview affiliated Landfill staffed/serviced by Greenview Employees

**Intake Sticker/Tag** – a dated and brightly colored sticker/tag placed on the Salvageable Material by a Greenview Landfill and Transfer Station Employee at the time of arrival in the Take It Or Leave It

**Landfill** – a regulated site for disposal of Waste in or on the ground by burial

**Non-salvageable Material** – items of no perceived value or use to the Public (beds, clothes, foods, animals, dangerous goods)

**Public** – citizens and off-duty Employees of Greenview

**Salvageable Material** – items of perceived value or use to the Public (appliances, machinery, building supplies, hardware)

**Salvaging** – the act of retrieving Salvageable Material from Greenview’s Landfill and Transfer Station facilities’ Take It Or Leave It

**Scavenging** – the act of searching through Waste deposited in any of Greenview’s facilities

**Take It Or Leave It** – a designated building in select Greenview Landfill and Transfer Station facilities where Salvageable Material is placed for Public Salvaging

**Transfer Station** – a multi-purpose facility consisting of solid waste, recyclable material, and household hazardous waste collection depots

**Waste** – any materials deposited in Greenview’s Landfill and Transfer Station facilities in any area other than the Take It or Leave It

## POLICY

1. Scavenging is prohibited in all of Greenview's facilities.
2. All Salvageable Material and Waste delivered to Greenview's Landfill and Transfer Station facilities is the property of Greenview.
3. All Salvageable Material deposited and located within Greenview's Landfill and Transfer Station facilities' Take It Or Leave It must be approved by a Greenview Landfill and Transfer Station Employee and have a visible, affixed Intake Sticker/Tag on it.
4. Salvageable Material deposited and located within Greenview's Landfill and Transfer Station facilities' Take It Or Leave It are for Public Salvaging.
5. Salvageable Material remaining in the Take It Or Leave It for 30 days, or sooner if space is limited, will be deemed Non-Salvageable and disposed of.

## PROCEDURE

1. Employees and the Public are permitted to deposit Salvageable Materials in Greenview's Landfill and Transfer Station facilities' Take It Or Leave It once it has been approved by a Greenview Employee and an Intake Sticker/Tag has been placed on it.
2. Off-duty Employees and the Public are permitted to retrieve Salvageable Material from the Take It Or Leave It only during regular business hours.
3. At Greenview's discretion, items placed in the Take It Or Leave It may be deemed as waste and treated accordingly.
4. Salvageable Material remaining in the Take It Or Leave It for 30 days, or sooner if space is limited, will be deemed Non-Salvageable and disposed of.

## APPENDIX

1. Greenview Landfills and Transfer Stations: Take It Or Leave It Salvageable Item – Sticker/Tag
2. Greenview Landfills and Transfer Stations: Take It Or Leave It Salvageable Item – Signage