
	<h2>Brass Keys Recycling/Management Guidance Document</h2>	<p>University of Missouri Environmental Health and Safety 573-882-3736 http://ehs.missouri.edu/ hazmat@missouri.edu</p>	
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Unwanted Intact Brass Keys

1. All unwanted intact brass keys should be collected in EHS-provided and labeled “Brass for Recycling” collection containers (see Example Label #1).
2. At their discretion, Key Shop employees may cut all intact brass keys before placing them into the “Brass for Recycling” collection container.
3. The “Brass for Recycling” collection containers will be periodically collected by Facility Operations staff.
4. The Facility Operations will manage the “Brass for Recycling” containers in a secure location until they are transported to an approved metal recycler (i.e., one that utilizes appropriate security measures).

Brass Grindings/Cuttings

1. All brass remnants remaining from grinding or cutting operations should be collected and deposited in the “Brass for Recycling” collection container.
2. Small “chads” resultant from key “cutting” or “punch” operations may, at the operator’s discretion, be collected into small collection containers at the base of the machine, provided the smaller containers have a “Brass for Recycling” label affixed. These small collection containers should then be emptied into the larger “Brass for Recycling” collection containers on a daily basis.
3. The “Brass for Recycling” collection containers will be periodically collected by Office of Sustainability staff.
4. The Office of Sustainability will manage the “Brass for Recycling” containers in a secure location until they are transported to an approved metal recycler (i.e., one that utilizes appropriate security measures).

Floor Sweepings

1. All floor sweepings from Key Shop operations shall be collected and placed into an EHS-provided collection container labeled with a Hazardous Unwanted Materials label (HML) (see Example Label #2).
2. HML instructions may be found at <http://ehs.missouri.edu/chem/pdf/material-label-instructions.pdf>
3. Collection containers labeled with an HML must be collected by EHS every 6 months (maximum storage limit whether the container is full or not).
4. A Waste Request can be submitted to dispose of these materials, and is available at <https://ehs.missouri.edu/ehsa>

Other Brass Material

1. All other brass material (key sets, strike plates, door hardware, etc.) generated from Key Shop operations may also be collected for metal recycling.
2. Place items into a “Brass for Recycling” collection container *separate* from the container used to collect keys (the metal recycler requires that the keys be segregated from all other brass materials).
3. The “Brass for Recycling” collection containers will be periodically collected by Facility Operations staff, and they may be contacted at (573) 882-8211.

Example Label #1



Example Label #2

HAZARDOUS UNWANTED MATERIALS		FOR EHS USE ONLY	
CONTAINER START DATE: <small>(Schedule pick up within 6 months)</small>	Month / Day / Year		RU NUMBER: 1053
LOCATION:	104A / Cobble Avenue Garage Room / Building		HML NUMBER:
NAME OF MATERIAL: <small>(Optional)</small>	Floorsweepings		HAZARD COMMUNICATION
COMPONENTS:	Brass Lead Steel Aluminum Nickel		<input type="checkbox"/> IGNITABLE <input type="checkbox"/> CORROSIVE (pH _____) <input type="checkbox"/> REACTIVE <input checked="" type="checkbox"/> TOXIC <input type="checkbox"/> BIOHAZARD
OTHER: _____ Describe			
AFFIX LABEL(S) TO EACH COLLECTION CONTAINER		EHS HML 8/05	