

# COMPREHENSIVE TIPS TO ENHANCE AND SECURE YOUR SCRAP RETURNS

## TIPS FOR HOUSEKEEPING, SEGREGATION AND CONTROL

- ✓ Separate precious metal solids, flash, grindings, and misc. sweeps whenever practical
- ✓ Check grindings for magnetic contamination, (i.e., steel burrs, staples, etc.)
- ✓ Collect scrap often and secure under lock and key until shipment
- ✓ Avoid co-mingling non-precious and precious metals
- ✓ Avoid co-mingling all-ceramic waste, investment breakout or alumina with any precious metals
- ✓ Test aluminum oxide for traces of precious metals before considering discarding
- ✓ Limit employee and vendor access to centralized collection equipment
- ✓ Instill good housekeeping practices
- ✓ Install non-rubber backed area carpeting in metal finishing areas
- ✓ Vacuum work areas daily, including work aprons and smocks
- ✓ Routinely maintain and inspect all suction collection equipment to ensure reliability
- ✓ Change out filter and vacuum bags according to manufacturer's recommendations
- ✓ Inspect long horizontal exhaust runs to prevent undetected accumulations of grindings and polishings; routinely check sink traps

## TIPS FOR SHIPMENT PREPARATION AND SECURITY

- ✓ Carefully weigh and categorize items before shipment
- ✓ Always prepare and include a packaging list; retain a copy in the event of transit loss
- ✓ Consider taking digital photos of all scrap materials as documentation in the event of transit loss
- ✓ Double box all high value shipments; wrap scrap packages in secure plastic bags
- ✓ Take advantage of any free and secure shipping containers provided by your refiner
- ✓ Try to match the package selection to the size of the contents, otherwise packages will get compromised and crushed during transit
- ✓ Do not declaring high values to the courier; rely on your own or the refiner's transit insurance coverage, or opt for U.S.P.S. insurance
- ✓ Do not label package contents as "Gold or Precious Metals;" be careful and discrete
- ✓ Include return address on each parcel, in addition to your return address on bill of lading
- ✓ In absence of your own transit insurance coverage, Return Receipt Requested - Air Registered Insured Mail is recommended for any shipment estimated over \$2,500
- ✓ Insist that the refinery confirms all receipts, including verification of weights, descriptions, terms and date of settlement

## TIPS FOR ACCOUNTABILITY

- ✓ Ship scrap in regular intervals to average out market fluctuations
- ✓ Include scrap results in your lab's perpetual inventory system to ensure that production losses are accounted for and not overstated.
- ✓ Look for transparency, user-friendly refining reports that have full details
- ✓ Work with refiners who have proven financial stability, a reputable track record and a performance guarantee that permits the return of your materials if not completely satisfied
- ✓ Work with refiners who have the expertise and perspective to help you improve your lab's metal efficiency and gross profitability
- ✓ Avoid splitting lots between refiners, unless you can be absolutely assured that the material is homogeneous enough to split fairly and accurately; otherwise this practice is totally ineffective
- ✓ Learn to calculate the lab's effective scrap rate, the ratio of precious metal content in your scrap in relationship to the precious metal content of the alloys consumed during the scrap collection period
- ✓ Scrap-To-Alloy ratios below 10% or above 20% are areas of concern that should be discussed both internally and with your alloy-refiner, who is ideally positioned in a position to help improve your metal utilization