The Dental College of Georgia at Augusta University

PRECIOUS METALS RECYCLING POLICY

1. **Purpose**
   The purpose of this document is to provide policy and procedure that will address the proper protocol when receiving and recycling precious metals. This policy also aims to reduce the possibility of misappropriation of precious metals.

2. **Policy**
   All precious metals that are removed from the patient will be offered to the patient first and foremost. Should the patient desire not to take the scrap precious metal (crown, bridge, etc.) the metal then becomes property of The Dental College of Georgia. The precious metal will then be sent out by designated staff for refinement.

3. **Procedures for Refinement**
   1. A collection container will be placed in each clinics dirty room. It is the responsibility of the dental assistant and/or the provider to place the scrap metal into the container.
   2. The clinic supervisor will collect the containers each Wednesday and deliver the containers to Central Sterilization.
   3. Central Sterilization staff will issue the clinic supervisor a new scrap collection container.
   4. Central Sterilization will perform a 20 minute peroxide soak before transferring the container to Lab Tracking.
   5. Lab Tracking Staff will weigh each container and log the weight in the gold ledger.
   6. Once the contents have been weighed, Lab Tracking Staff will send the package with the precious metals to Ivoclar Vivadent for refinement (within 24hrs of receipt).
   7. The package will be insured based upon the weight and the going rate for precious metal.
   8. All weights, tracking information, and Ivoclar Vivadent credits will be kept in the gold ledger for record.
   9. All refinement credits will be exchanged for new mini (noble) gold and be utilized for upcoming Fix 5001 courses.