

**Sample Dental Gold & Precious-Metal Scrap Handling-Please seek legal advice from your attorney before implementing.**

**SOP: Dental Gold & Precious-Metal Scrap Handling**

**Effective Date:** \_\_\_\_\_

**Owner:** Practice Owner / Managing Dentist

**Applies To:** Clinical, Sterilization, Lab, and Management Staff

**Purpose**

To ensure proper ownership handling, security, and accountability for dental gold and other precious-metal scrap, and to prevent theft or loss.

**Scope**

All precious-metal materials generated or handled within the practice, including removed restorations and practice-owned scrap.

**Procedure**

**1. Patient Ownership**

- All precious-metal restorations removed from a patient **must be offered to the patient**.
- If the patient keeps the restoration, it is returned after sterilization.
- If the patient declines, the material becomes **practice property**.
- Patient preference should be noted in the clinical record when feasible.

**2. Authorized Scrap Collection**

- Only patient-relinquished restorations and practice-owned lab scrap may be collected.
- Scrap must be placed **immediately** into the designated scrap container.
- Scrap must **never** be placed in regular trash or sharps containers.

**3. Storage & Security**

- Scrap is stored in a **labeled, tamper-resistant container**.
- Container is kept in a **restricted, non-public area**.
- Container remains closed except when adding scrap.

#### 4. Access Control

- Access is limited to:
  - Practice Owner and/or
  - One designated manager or lead assistant
- **Separation of duties required:**
  - No single person may collect, reconcile, and dispose of scrap.

#### 5. Documentation

- Maintain a **Scrap Log** including:
  - Date added
  - General description (e.g., crown, bridge)
  - Staff initials
- Reconcile scrap prior to refining.
- Retain refiner settlement statements with financial records.

#### 6. Refining & Income Handling

- Use a **reputable dental scrap refiner**.
- Scrap is refined on a scheduled basis (e.g., annually).
- Proceeds are deposited into the **practice bank account** and recorded as income.
- Staff may not sell, transport, or negotiate scrap independently.

#### Prohibited Actions

- Removing scrap from the premises without authorization
- Personal sale or use of scrap
- Giving scrap to third parties
- Holding scrap outside approved containers

Violations may result in disciplinary action up to termination.

#### Training & Review

- Staff receive training on this SOP.
- Written acknowledgment required.
- SOP reviewed periodically and updated as needed.