

**EAST CAROLINA UNIVERSITY**  
**SAFETY POLICY/PROCEDURE**

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**TRANSFER OF POTENTIALLY CONTAMINATED SURPLUS PROPERTY**

Policy Number:

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Effective Date: March 2007

Last Review Date: June 2008

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Approved by:

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Environmental Safety Committee Chairperson

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Director, Environmental Health & Safety

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**POLICY**

Departments/personnel offering equipment for disposal or surplus must certify that the equipment has been appropriately characterized and is not contaminated with and/or does not contain chemicals, biological materials, radioactive materials or any other type of material that would pose a safety, health or environmental hazard. Items that are potentially contaminated with or contain chemicals, biohazardous materials or radioactive materials must receive appropriate clearance from Environmental Health and Safety (EH&S) and/ or Prospective Health before the equipment is offered for disposal or surplus. The purpose of this policy is to prevent the unintentional exposure of employees, the public or the environment to these hazardous materials.

Equipment meeting this criteria includes but is not limited to: Chemical fume hoods, biological safety cabinets, centrifuges, incubators, cryostats, microfuges, refrigerators, freezers, shakers, chemical storage cabinets, chemical products, thermometers, barometers, gas cylinders, gas chromatographs, germicidal UV lamps, lasers, scintillation counters, and x-ray equipment.

**Prohibited Items** – The following items cannot be offered for surplus

➤ **Before the following items are offered for disposal or surplus, contact Prospective Health at 744-2070 for authorization and technical guidance:**

- Any device which produces ionizing radiation. ex: x-ray units, x-ray diffraction machines, accelerators, etc.
- Equipment which may be contaminated with radioactive material. ex: refrigerators, freezers, centrifuges, etc.
- Equipment with sealed radioactive source(s). ex: some gas chromatographs, Beta and Gamma scintillation (older models) counters, portable hazardous chemical detectors, etc.
- Sealed radioactive sources. ex: small check sources, Cs-137, Am 241, Co-57, etc.
- Class III and IV LASER devices.
- Equipment which may be contaminated with biological material.

➤ **For items that contain or may be contaminated with chemical hazards or other safety and/or environmental hazards contact EH&S at 328-6166 for authorization and technical guidance.**

**RESPONSIBILITY**

**Equipment Owner**

1. When offering equipment for surplus or transfer that contains or is potentially contaminated with chemical, biological or radioactive materials, the equipment owner must contact EH&S (chemical hazards) or Prospective Health (biological and radiological hazards) for authorization and guidance.
2. If contamination levels exceed appropriate release criteria, equipment owners must assure that the equipment is decontaminated in accordance with procedures approved by EH&S and/or Prospective Health; follow the required

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containment, labeling, and transportation procedures specified by EH&S and/or Prospective Health; and arrange for proper disposal when deemed necessary.

3. The equipment owner must certify that equipment is free of contamination or that hazards have been properly secured or eliminated. The equipment owner must complete the "Surplus Property Hazard Assessment" tag included as appendix A and attach to the property in a conspicuous location and secure manner.
4. Equipment owners retain custody of the equipment until completion of the appropriate transfer procedure.
5. Equipment owners are responsible for any costs associated with required sampling/analysis and/or disposal.

### Surplus Property/Moving Services

1. Personnel must not accept equipment for transfer unless a completed "Surplus Property Hazard Assessment" tag is attached to the equipment.
2. Personnel shall inspect all equipment before taking possession to ensure no obvious unsecured hazards exist.
3. Personnel must immediately cease activities if they identify any potential health or safety hazard and then shall contact their supervisor and EH&S or Prospective Health for assistance.
4. Personnel must attend training provided by EH&S and Prospective Health.

### EH&S

1. Authorize surplus or transfer of equipment containing or potentially contaminated with chemicals and/or environmental hazards.
2. Survey equipment for chemical contamination and related hazards. Determine the appropriate sampling procedures, collect samples for analysis, and interpret results to characterize the item.
3. Advise equipment owners (departments) of proper decontamination, containment, labeling, transportation and disposal requirements as appropriate.
4. Serve as advisory agent to department and surplus personnel and provide training opportunities for affected personnel.
5. Periodically audit program to assure compliance with policy.

### Prospective Health

1. Authorize surplus or transfer of equipment containing or potentially contaminated with biological or radiological hazards.
2. Survey equipment for biological and radiological contamination and related hazards. Determine the appropriate sampling procedures, collect samples for analysis, and interpret results to characterize the item.
3. Advise equipment owners (departments) of proper decontamination, containment, labeling, transportation and disposal requirements as appropriate.
4. Serve as advisory agent to department and surplus personnel and provide training opportunities for affected personnel.
5. Periodically audit program to assure compliance with policy.

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### PROCEDURE

1. When offering equipment for surplus or transfer that contains or is potentially contaminated with chemical, biological or radiological hazards, the equipment owner must first contact EH&S (chemical) or Prospective Health (biological or radiological) for authorization and guidance.
2. Equipment owners must certify that the equipment does not contain or is not contaminated with hazardous materials.
3. If the property contains or has contained any hazardous material then the property must be properly decontaminated in accordance with procedures approved by EH&S and/or Prospective Health. For biological and/or radiological hazards, contact Prospective Health at 744-2070. For chemical and all other hazards contact EH&S at 328-6166. If it is determined that the equipment is beyond decontamination then the equipment must be offered for proper disposal.
4. The "Surplus Property Hazard Assessment" tag must be completed by the equipment owner and attached to the property in a conspicuous location and secure manner. Tags are available for print at <http://www.ecu.edu/cs-admin/oehs/ih/upload/Surplus%20Tag%20date%20rev.doc>. The tags should be printed on 3 1/3" X 4" self-adhesive shipping labels (Avery 5164/8164 or compatible) so they can be securely attached to equipment.
5. **EH&S and/or Prospective Health must inspect equipment requiring decontamination and authorize the move before the department submits a work order to Moving Services. EH&S and/or Prospective Health staff must check the appropriate authorization box on the "Surplus Property Hazard Assessment" tag and initial to confirm inspection/authorization.**
6. The equipment owner must schedule move of the equipment in accordance with Facilities Services Moving Services Policy and Procedure (FSSP 39-0001 - [http://www.ecu.edu/facility\\_serv/fssp/390001.doc](http://www.ecu.edu/facility_serv/fssp/390001.doc)) and Materials Management standard practice that includes, but is not limited to, submitting a work order (<http://wwwapps.ecu.edu/MSWorkRq/>) and completing an "Equipment/Furniture Removal Request" form (<http://wwwapps.ecu.edu/moveforms/>). **NOTE: A minimum of 10 working days advance notification is required for scheduling moves and longer during busy periods such as Registration, Commencement, Homecoming, etc.**
7. Moving personnel will not accept equipment for transport unless "Surplus Property Hazard Assessment" tag is attached and there is no visible contamination.

### APPENDIX A – "SURPLUS PROPERTY HAZARD ASSESSMENT" TAG

NOTICE	
	
Surplus Property Hazard Assessment	
I hereby certify that this property (CHECK ONLY ONE):	
<input type="checkbox"/>	Has never contained or been contaminated with hazardous materials (chemical, biological or radiological).
<input type="checkbox"/>	Has been decontaminated in accordance with procedures approved by EH&S and/or Prospective Health. (Identify Hazard Category: <input type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Radiological)
Description:	ECU Tag #:
Department & Location:	
Equipment Owner (print):	
Signature:	Date:
Authorized by: <input type="checkbox"/> EH&S <input type="checkbox"/> Prospective Health Initial _____	
COMPLETED TAG MUST BE ATTACHED TO EQUIPMENT	