

EAST CAROLINA UNIVERSITY

SAFETY POLICY/PROCEDURE

TRANSFER OF POTENTIALLY CONTAMINATED SURPLUS PROPERTY

Policy Number:

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Effective Date: March 2007

Last Review Date: May 2025

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) 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 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 EH&S 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.
- Items that contain or may be contaminated with chemical hazards or other safety and/or environmental hazards.

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 for authorization and guidance.
2. If contamination levels exceed appropriate release criteria, equipment owners must ensure that the equipment is decontaminated in accordance with procedures approved by EH&S; follow the required

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

3. The equipment owner must certify that the equipment is free of contamination or that hazards have been properly secured or eliminated. The equipment owner must complete the "Surplus Hazard Assessment" tag included as Appendix A and attach to the property in a conspicuous location and secure manner. The tags must 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.
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 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 for assistance.
4. Personnel must attend training provided by EH&S.

EH&S

1. Authorize surplus or transfer of equipment containing or potentially contaminated with chemicals, biological material, radiological material, and other safety or environmental hazards.
2. Survey equipment for chemical, biological, or 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 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. Contact EH&S at 744-2020 for assistance. If it is determined that the equipment is beyond decontamination, then the equipment must be offered for proper disposal.
4. The "Surplus 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 <https://oehs.ecu.edu/wp-content/pv-uploads/sites/375/2021/01/Surplus-Tag-2025.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 must inspect equipment requiring decontamination and authorize the move before the department submits a work order to Moving Services. EH&S staff must sign the "Surplus Hazard Assessment" tag 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 (<https://campusoperations.ecu.edu/fssp/>). NOTE: A minimum of 10 working days advance notice 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 Hazard Assessment" tag is attached and there is no visible contamination.

APPENDIX A – "SURPLUS HAZARD ASSESSMENT" TAG

|  Surplus 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. 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 | Signature _____ |
| COMPLETED TAG MUST BE ATTACHED TO EQUIPMENT | |