**Contaminated Surplus Property**

**Authority: EH&S
Reference:** <http://www.ecu.edu/cs-admin/oehs/ih/Surplus-Property.cfm>

**August 2022**

**Contact Persons: EH&S Specialist 328-6166 or Assistant Director 328-6166**

1. **Introduction:**

1.1 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.

1. **Responsibilities**
	1. **Equipment Owners**
		1. Equipment owners must certify that the equipment does not contain or is not contaminated with hazardous materials.
		2. 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 [**HERE**](http://www.ecu.edu/cs-admin/oehs/ih/upload/Surplus-Tag-date-rev.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.
		3. The equipment owner must schedule move of the equipment with Moving Services for transfer of surplus property.
	2. **EH&S**
		1. 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.
		2. 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.
	3. **Moving Services Personnel**
		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.

**3. Transfer of Contaminated Surplus Property**

* 1. Moving services personnel will not accept equipment for transport unless “[Surplus Property Hazard Assessment](http://www.ecu.edu/cs-admin/oehs/ih/upload/Surplus-Tag-date-rev.doc)” tag is attached and there is no visible contamination.
	2. The equipment owner must schedule move of the equipment in accordance with Facilities Services Moving Services Policy and Procedure ([SP 39-0001](http://www.ecu.edu/cs-admin/oehs/ih/upload/390001.doc) ) and Materials Management standard practice that includes, but is not limited to, submitting a [Work Order](http://www.ecu.edu/cs-admin/campus_operations/facilities/index.cfm)  and completing an “[Equipment/Furniture Removal Request](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.
1. **Property Criteria**

**4.1 Approved Items:** 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

* 1. **Items that require consultation for proper disposal method:**
		1. Any device which produces ionizing radiation. ex: x-ray units, x-ray diffraction machines, accelerators, etc.
		2. Equipment which may be contaminated with radioactive material. ex: refrigerators, freezers, centrifuges, scintillation counters, etc.
		3. Equipment with sealed radioactive source(s). ex: some gas chromatographs, Beta and Gamma scintillation (older models) counters, scintillation counters, portable hazardous chemical detectors, etc.
		4. Sealed radioactive sources. ex: small check sources, Cs-137, Am 241, Co-57, etc.
		5. Class IIIb and IV laser devices.
		6. Any device that produces UV light.
		7. Equipment which may be contaminated with biological material.
1. **Surplus Documents and Forms**

5.1  [Surplus Property Hazard Assessment Tag](http://www.ecu.edu/cs-admin/oehs/ih/upload/Surplus-Tag-date-rev.doc)