

University of South Alabama
Policy on Disposition of Potentially Hazardous Property

Purpose:

The purpose of this policy is to define specific requirements for the disposition of any movable property located on any University of South Alabama campus, including but not limited to that property owned by the University or State, that may pose safety or environmental risks.

Scope:

This policy applies to all University facilities and departments on **any of the University of South Alabama campuses** involved with declaring the above-described equipment surplus (available for sale) or moving the equipment off campus. This policy is to be read and implemented in conjunction with Paragraph 7.4.5, Equipment Ownership and Transfer, in the University of South Alabama Faculty Handbook.

Definition:

Equipment purchased by or transferred to the University which has at least one of the following characteristics will be considered hazardous until proven otherwise:

- * The property has been used as an actual storage container for chemical, biological, or radiological materials.
- * Has labeling or evidence that indicates the item was utilized in conjunction with chemical, biological, or radiological research and requires decontamination prior to surplus or removal from University property.
- * Presents an inherent hazard by design or function that would create a hazardous atmosphere, safety, or health hazard if handled by untrained individuals.
- * Has been deemed unsafe based on product recalls or alerts.
- * Is diagnostic medical equipment that is either defective or cannot be repaired.

Examples of such potentially hazardous equipment include, but are not limited to:

Incubators	Radiation counters	Nitrogen cylinders
Freezers	Heating ovens	Mattresses
Refrigerators	X-ray equipment	Cold boxes
Centrifuge	Laser equipment	Biological hoods
Chemical hoods	Shaker baths	Defibrillator units
Autoclaves	Transport coolers	Lab blenders
Animal cages		

Preparation of the Equipment Prior to Surplus or Relocation

- A. Property transaction forms must be completed with appropriate signatures prior to the transfer or disposal of any equipment as defined by the Property Control Office.

- B. Hospitals and satellite campuses are to follow the policies as established by their facilities.
Equipment which possesses one of the characteristics discussed above shall be transferred or disposed under the direction of the facility's Safety Officer.
- C. Departments or individuals presenting property for disposition will be responsible for insuring all necessary paper work and decontamination has been completed prior to the removal of the property.
- D. Equipment containing refrigerants, lubricants and/or chemicals will require purging prior to removal. Contact the appropriate maintenance department to coordinate the purging process. Lubricants or chemicals removed from equipment are to be collected and disposed through established waste streams.
- E. Refer to Radiation Safety guidelines for contained radioactive sources or equipment that has been utilized in conjunction with radioactive materials.

Disposal or Relocation

Once all the preparation work has been completed, contacts the department responsible for moves within your facility to remove the item for disposal or relocation. For disposal this will traditionally be the Environmental Services Department in the hospitals and the Maintenance Department for all other University locations. Employees assigned to handle the equipment should treat the item as potentially hazardous and take the precautions necessary to protect themselves. If the equipment can be destroyed or dismantled prior to disposal this should be attempted to prevent any salvage attempts by outside interests.