Hazardous Materials Policy for Surplus or Relocated Asset(s)

10/6/15 – Last Revision

INTENT
The following policy is intended to protect the University at Albany community and the environment from exposure to, or contamination from, hazardous* materials that potentially may be found in equipment and assets to be disposed, surplus, or relocated at the University at Albany. The policy has been reviewed and endorsed by the Research Safety Committee and coordinates policies and procedures of the Office of Environmental Health and Safety (EH&S) and the Office of Equipment Management’s (OEM) policies and procedures.

* **Hazardous Materials** include but are not limited to biologicals, chemicals, oil, fuel, batteries, lamps, antifreeze, asbestos, lead, PCBs, mercury, radioactive materials, gases, etc.

POLICY

1. **Before an asset can be surplus or relocated,** it must be evaluated by the end user or department representative to determine, if the asset contains or is contaminated with any hazardous materials, hazardous waste and/or universal waste that needs be removed before the asset can be surplus or relocated. This evaluation of the asset should include both a visual inspection and a review of any manufacturer’s operator guides or specs. The attached checklist must be used to assist with this evaluation and must be signed and dated by the person responsible for the asset. The checklist must then be given to EH&S in Chemistry B73.

2. The Office of Environmental Health and Safety must be contacted at 518-442-3495, before the asset can be surplus or relocated, if the asset is suspected of being contaminated with or of containing any hazardous materials, hazardous waste and/or universal waste. A copy of the completed checklist must be given to EH&S to assist in evaluating the asset for removal. EH&S will provide guidance and assistance in identifying and, if necessary, removing any materials that may have to be removed from the asset before it can be surplus or relocated. EH&S will also pay for the disposal of any hazardous material, hazardous waste and/or universal waste removed from the asset.

3. Once the asset has been evaluated by EH&S and any necessary hazardous materials, hazardous waste and/or universal waste have been removed from the asset, EH&S will clear the asset for surplus or relocation. This clearance from EH&S will be in the form of a green tag attached to the asset with an EH&S staff member’s signature and date on it. Once the asset has been cleared and tagged by EH&S, you may submit the appropriate OEM form(s) to OEM for the surplus or relocation of the asset. Should you have any questions or concerns regarding the surplus or relocation of an asset, please contact OEM at 518-437-4596. You may also email OEM at oem@albany.edu or use the links below for further details.