

Checklist for Hazardous Materials in Surplused or Relocated Asset(s)

This checklist accompanies the Hazardous Materials Policy for Surplused or Relocated Asset(s).

A checklist needs to be completed for each piece of equipment that contains any hazardous materials.

Equipment Name and Manufacturer _____

Location of Equipment & Person Responsible for the Equipment _____

1. Has the equipment been evaluated for the following hazardous materials?

The equipment evaluation should include a visual inspection and a review of the manufacturer's operator guides or specs. Also, the owner of the equipment may have knowledge of hazardous materials inside the equipment and should be consulted, if possible.

Hazardous Material(s)	Present	Absent
a. Batteries	_____	_____
b. Oil of any type	_____	_____
c. Lamps	_____	_____
d. Fuel	_____	_____
e. Antifreeze	_____	_____
f. Asbestos	_____	_____
g. Heavy Metals (Lead, Nickel, Mercury, Cadmium, etc.)	_____	_____
Indicate metal(s) present _____		
h. Polychlorinated Biphenyls (PCBs)	_____	_____
i. Compressed Gases including Freon	_____	_____
j. Radioactive Materials	_____	_____
k. Chemicals	_____	_____
Indicate chemical(s) present _____		
l. Biologicals	_____	_____
Indicate biological(s) present _____		

2. This list is not all inclusive. If the equipment contains or is contaminated with other hazardous materials, please list them here:

3. If hazardous materials are present in the equipment, has Environmental Health and Safety (EH&S) been contacted at 442-3495 and appraised of the hazardous materials that are there or potentially there? A copy of this checklist should be given to EH&S.

4. If EH&S has been contacted, has the piece of equipment been cleared by EH&S for the Office of Equipment Management (OEM)? This clearance by EH&S is indicated by a signed and dated EH&S green tag.

5. Once the equipment has been cleared for surplusing or relocation by EH&S, has OEM been contacted at 437-4596 and the appropriate OEM forms completed?

Signature of Person completing the Checklist & Date _____

By abiding by the Hazardous Materials Policy for Surplused or Relocated Asset(s) and by using this checklist, the University at Albany community and the environment should be protected from exposure to or contamination from hazardous materials that may be found in assets to be surplused or relocated on campus.