

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, surplused, 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 surplused 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 surplused 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 **for each asset** 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 surplused 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 surplused 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 surplusing 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 surplusing or relocation of the asset. Should you have any questions or concerns regarding the surplusing 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.

4. RULES TO FOLLOW:

- a. All electronics, such as computer monitors, are to be recycled through the SS Loading Dock. Please see link below to Equipment Management's policy of the disposal and relocation of Electronic Devices.
<http://www.albany.edu/equipment/disposal.html>
- b. All freezers or refrigerators must have their freon removed by the Refrigeration Shop before they can be disposed of.
- c. All equipment to be disposed of must have all batteries, ballasts and lamps removed before disposal. The batteries, ballasts and lamps are to be given to EH&S for disposal as universal waste.
- d. All equipment containing oil must have the oil removed before it can be disposed of. The same holds for any equipment containing antifreeze or fuel. EH&S should be given the waste oil, fuel or antifreeze for proper disposal.
- e. All printers or copiers need to have their toners or inks removed for recycling before disposal. The Office of Environmental Sustainability is responsible for the recycling of toners and inks.
http://www.albany.edu/gogreen/11.recycling_on_campus.shtml
- f. EH&S must be told what equipment may still have hazardous materials in it, such as asbestos, mercury, compressed gases or PCBs before it can be surplused or relocated. This includes any equipment that may be contaminated with hazardous materials, including biologicals. EH&S will then arrange for the piece of equipment to be properly disposed of.
- g. All mercury thermostats need to be given to EH&S for proper disposal.

OEM Links:

<http://www.albany.edu/equipment/procedures.html>

<http://www.albany.edu/equipment/forms.html>

<http://www.albany.edu/equipment/disposal.html>