

<b>SUBJECT:</b> Procedure for the Environmental Assessment of Laboratory Equipment Prior to Surplus, Salvage or Disposal	<b>Effective Date:</b> 4/19/2013	<b>Procedure Number:</b> FS 2013 EHS0008	
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	<b>Responsible Authority:</b> Director of Environmental Health and Safety		

**APPLICABILITY/ACCOUNTABILITY:**

Departments planning to surplus laboratory equipment must first contact Environmental Health and Safety (EH&S) for an environmental assessment of the equipment. Upon clearance from EH&S, the department may proceed with the university surplus process. Each department is responsible for ensuring that all personnel follow these procedures. Departments are ultimately responsible for obtaining the clearance of equipment, prior to releasing the equipment to the UCF Surplus Property Unit.

Facilities Operations, Facilities Planning and Construction, and outside contractors may not decommission, disassemble, or remove the equipment until clearance has been obtained from EH&S. Cleared equipment will have a Clearance Form, signed by EH&S, attached.

**DEFINITIONS**

**Laboratory equipment:** equipment and fixtures used to process or store: chemicals, biological material, radioisotopes (e.g., chemical fume hoods, glove boxes, refrigerators, centrifuges, storage cabinets, biosafety cabinets, incubators), and other laboratory equipment that may contain hazardous materials (e.g., lasers, filtration equipment, compressors, etc.)

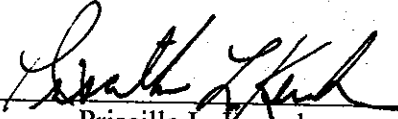
**PROCEDURE STATEMENT:**

The department shall contact EH&S and the UCF Surplus Property Unit to request a hazard assessment prior to submitting laboratory equipment for disposal through the UCF Surplus Property Unit. If the equipment was used to store chemicals, biological material, or radioisotopes, the user shall decontaminate the equipment prior to EH&S assessment. Decontamination shall be per the EH&S Laboratory Decontamination Procedures. An employee knowledgeable of the use of the equipment must be present at the time EH&S is assessing the equipment. EH&S will complete the "Environmental Assessment of Equipment Clearance Form" (see attached), and attach it to the equipment prior to the department contacting Surplus for final pick-up of the equipment. The user is responsible for draining oil, removing hazardous

components, discharging capacitors, depressurizing, etc., unless the equipment is being sold for reuse and needs to remain operable.

**PROCEDURE:**

1. The department determines the need to dispose of the equipment.
2. The department contacts EH&S and the Surplus Property Unit to request a hazard assessment prior to disposal. The Surplus Property Unit and the UCF Property Board will determine if the equipment will be disposed of, scrapped, or resold, so that the proper assessment can be made for final disposition purposes. The department shall include the equipment name, equipment location, and a contact name and location for each request.
3. The department shall coordinate the assessment with EH&S, during which the user of the equipment must be available to discuss the past use of the equipment.
4. EH&S will wear appropriate personal protection equipment during the assessment (e.g., eye protection and gloves).
5. EH&S will determine by inspection and interview with the user, if equipment contains any hazardous materials (e.g., mercury thermostats, beryllium oxide laser tubes, and radioactive material; oils; refrigerants; lubricants; compressed gasses; pressurized equipment; and/or batteries). If the equipment is slated for disposal, the user shall drain the oil, remove hazardous components (batteries, switches), discharge capacitors, and depressurize systems. If the equipment has refrigeration and is slated for recycling or disposal, the user will complete a work order for Facilities Operations to remove the compressor and refrigerant, and to cut the power cord.
6. The user shall remove the hazardous materials and complete a Waste Pickup Request through the EH&S website to pick up used oil, lubricants, or other hazardous materials.
7. If EH&S determines that the equipment was used to store chemicals, biological material, or radioisotopes, the user must decontaminate the equipment and attach a decontamination form per the EH&S Laboratory Decontamination Procedures.
8. EH&S will note if the equipment has a UCF Property Decal.
9. EH&S will provide environmental clearance for surplus, salvage, or disposal by taping a clearance form to the equipment, or by emailing a clearance form to the Department. EH&S will also provide transportation/shipping recommendations if hazardous materials are to remain on the equipment. At that time, the department may contact Surplus for proper storage, recycling, or disposal of the asset, in accordance with UCF Regulation 7.302. Surplus may reject a disposal request if it believes clearance was needed for a piece of equipment, and was not obtained.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	3/22/13