



Buff Surplus/EH&S Property Transfer Clearance Form

Form Instructions: This form is required and must be attached to the property being transferred for any item that was used in conjunction with, contained, or that may have come in contact with chemical, radioactive, biological, or etiological contaminants in the course of use (ALL equipment that has been used or located within a laboratory). Contact EH&S regarding questions related to decontamination procedures at 303-492-6025 or ehs@colorado.edu.

Equipment Donor Information – Complete ALL Items Below

Donor _____ Principal Investigator _____
Building _____ Room Number _____ Campus Box _____
Phone _____ Fax _____ Date _____
Location of Equipment _____
Description of Equipment/CU ID# _____

If any sections below are marked "Yes" or if you are unsure of the answer, complete the corresponding section(s) on the reverse side.

Were Radioactive Materials or Waste ever used or stored in this equipment for property transfer? N ____ Y ____

(As described in the Radiation Safety Handbook. If "Yes", see reverse or contact Health Physics, 303-492-6523)

Were Hazardous Materials or Waste ever used or stored in this equipment for property transfer? N ____ Y ____

(Any chemical that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors)

Were Biohazardous Materials or Waste ever used or stored in this equipment for property transfer? N ____ Y ____

(Growth media, agar, biomedical or infectious material, blood, tissue, etc.)

Do Safety Hazards exist in this equipment for property transfer or the work area? N ____ Y ____

(Electrical, burn, or trip hazards, compressed gas, sharps, equipment blocking access, etc.)

Are there known or suspected Asbestos Hazards associated with this equipment for property transfer? N ____ Y ____

(Known or suspected Asbestos Hazards should be marked "Yes" and referred to EH&S)

Does this equipment for property transfer contain oils, chlorofluorocarbons, or heavy metals? N ____ Y ____

(Pump oil, Freon, anti-freeze or other coolants, nickel-cadmium batteries, lead, mercury, etc.)

Donor Signature / Date _____

OVER



Radioactive Material/Waste – Equipment Donor is responsible for completing this section

DO NOT remove anything in the work area or associated with the equipment for property transfer including Radioactive, Hazardous, or Biohazardous material/waste; Safety Hazards; or Asbestos Hazards until a contamination survey has been conducted by the appropriate lab personnel or by the EH&S Health Physics staff. If contamination exceeds two times the background level, clean the work area or equipment for property transfer per Radiation Safety Handbook protocol. Be sure to survey both inside and outside surfaces as needed. Clean and re-test until results are acceptable. If necessary, contact Health Physics 303-492-6523, Fax 303-492-1322 for additional assistance. **(Acceptable results = less than two times background radiation level)**

Contamination Survey Results _____ Background Radiation Level _____

Donor Signature - I certify that, to the best of my ability, the equipment for property transfer has been tested and/or cleaned according to the procedures above.

Hazardous Material/Waste– Equipment Donor is responsible for completing this section

Remove Hazardous Material/Waste from the equipment for property transfer in a safe area with low traffic, adequate ventilation, and secondary containment to control spills. Thoroughly clean the work area or equipment for property transfer with a laboratory detergent (i.e. Alconox or an equivalent) until chemical residue is removed. Persons performing this cleaning should wear appropriate personal protective equipment such as gloves, eye protection, and protective clothing. Contact EH&S at 303-492-6025 for special cleaning procedures for materials exhibiting extreme or unusually dangerous hazards.

Donor Signature - I certify that, to the best of my ability, the equipment for property transfer has been cleaned according to the procedures above.

Biohazardous Material/Waste– Equipment Donor is responsible for completing this section

Remove Biohazardous Material/Waste from the equipment for property transfer in a safe area with low traffic, adequate ventilation, and secondary containment to control spills. Thoroughly clean the equipment for property transfer with a 10% hypochlorite solution (nine parts water and one part bleach) or a laboratory detergent containing hypochlorite to remove infectious residues. Persons performing this cleaning should wear appropriate personal protective equipment such as gloves, eye protection, and protective clothing. Contact EH&S at 303-492-6025 for special cleaning procedures for materials exhibiting extreme or unusually dangerous hazards.

Donor Signature - I certify that, to the best of my ability, the equipment for property transfer has been cleaned according to the procedures above.

Safety Hazards– Equipment Donor is responsible for completing this section

Eliminate safety hazards (such as electrical, burn, or trip hazards; compressed gases; sharps; or equipment blocking access) in the work area or associated with the equipment for property transfer. Eliminating these hazards will protect your equipment from damage and facilitate the removal of the equipment for property transfer.

Donor Signature - I certify that, to the best of my ability, safety hazards in the work area or equipment for property transfer have been removed according to the procedures above.



Asbestos Hazards

Areas and items with known Asbestos Hazards should be identified to a Property Services/Facilities Management/EH&S Representative so that there is no damage to the asbestos containing material during the equipment transfer. If you suspect or are uncertain that an Asbestos Hazard may exist, contact EH&S for an inspection to be performed by the Asbestos Group to determine any precautions that should be taken. 303-492-6025.

Oils, Chlorofluorocarbons, or Heavy Metals - Equipment that may contain these regulated materials should be identified to a Property Services/Facilities Management/EH&S Representative. If these materials are essential to the operation of the equipment they may be left inside the equipment on a case by case basis. It is important that none of these materials is spilled during the equipment transfer. If the equipment cannot be safely moved without spillage, these materials must be removed from the equipment and transferred in a sealed container, or they must be disposed in accordance with all applicable rules and regulations (through EH&S). Contact EH&S if you are unsure or need assistance with hazardous materials contained in equipment and essential to the operation of the equipment.