

Hazard Identification For Excess Property & Materials

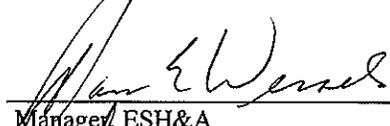
The Ames Laboratory Hazard Identification for Excess Property & Materials Procedure will ensure that all excess property and materials are properly evaluated before being shipped off-site or sent for "scrap".

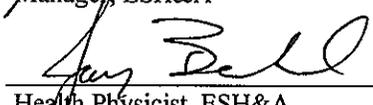
NOTE: This procedure is not intended to cover a laboratory clean out or move as it may not be feasible or sensible to green tag every item. These instances should be evaluated on a case-by-case bases and a separate process devised to identify hazards in excess property and materials prior to leaving the Laboratory.

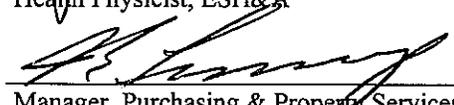
Comments and questions regarding this procedure should be directed to the contact person listed below:

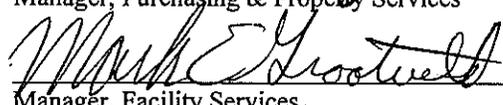
Name: Dan Kayser
Environmental Specialist
Address: G40 TASF
Phone: 294-7923

SIGN-OFF RECORD:

Approved by:  Date: 8-26-03
Manager, ESH&A

Approved by:  Date: 8/26/03
Health Physicist, ESH&A

Reviewed by:  Date: 8/27/03
Manager, Purchasing & Property Services

Reviewed by:  Date: 8/27/03
Manager, Facility Services

Ames Laboratory

Office Environment, Safety, Health & Assurance
Title Hazard Identification for Excess Property & Materials
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Procedure 10200.054
Revision 1
Effective Date 08/29/03
Review Date 08/29/06

1.0 Revision/Review Log

The environmental specialist will review this document every three years.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	02/01/00	D. Kayser	All	Initial Use
1	08/29/03	D. Kayser	1	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054

2.0 Purpose and Scope

The purpose and scope of this procedure is to ensure that all hazards of **excess** property and materials, from Ames Laboratory, are identified before being sent off-site. This procedure does not include materials (i.e. sheet metal, conduit, piping, plaster board, etc.) from routine facility operations.

3.0 Responsibility

3.1 ESH&A Manager:

The manager will approve this procedure and make sure there are adequate resources necessary to support ESH&A's role in this procedure.

3.2 Environmental Specialist:

The specialist will assist, as needed, health physics personnel in identifying other non-radiological hazards. The specialist will be present when Purchasing & Property Services performs the biannual scrapping of excess property and materials. If the specialist can not attend the specialist will appoint someone to attend in his absence. The specialist will be responsible for properly disposing of any hazardous wastes associated with excess property and materials according to State/Federal and local regulations.

3.3 Purchasing & Property Services Manager:

The manager is responsible for maintaining an inventory of excess property and materials and determining whether excess property and materials are to be scrapped. The manager will also notify the environmental specialist and facility manager before the biannual scrapping of excess property and materials.

3.4 Facility Services Manager:

The manager will ensure that facility personnel do not move equipment to the warehouse until the equipment has been tagged and surveyed for hazards and signed by health physics personnel. The manager will assign an electrician or electrical engineer to attend the biannual scrapping of excess property and materials to assist in identifying electrical equipment that could potentially contain PCB ballasts or capacitors.

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3.5 Health Physics Personnel

Health Physics Personnel are responsible for performing internal procedure # 10200.052 and for notifying the environmental specialist of any radiological and/or chemical hazards found while performing the survey.

3.6 Requester

Individuals requesting transfer of equipment and materials, through Facility Services, shall complete a transfer property tag (see example below) and attach to item and forward TOP GREEN copy to ESH&A (G40 TASF). The requester shall notify ESH&A of any known hazards or potential hazards associated with excess equipment or materials.

If a requester transfers his/her own equipment or materials to the warehouse the requester shall complete the Transfer Tag and keep the Top Green copy. The requestor shall request ESH&A health physics personnel sign the tag before moving equipment/materials to the warehouse. The requester shall take the TOP GREEN copy (see section 5.0) with them to the warehouse with their equipment/materials. **THE WAREHOUSE WILL NOT ACCEPT EQUIPMENT AND MATERIALS WITHOUT A PROPERLY COMPLETED TAG.**

NOTE: Equipment and materials should not be stored in building hallways prior to moving.

Transfer Tag Example:



Ames Laboratory No 9310
Property Transfer

Requestor 1. Complete this side of tag only, EXCEPT for shaded areas.
2. Attach tag to property
3. Send top GREEN copy to ES&HG, G40 TASF for Radiological Survey.

Circle One: **To** To 12/15/99
Pool Hold Date:

(PRINT legibly)
Requestor: Dan Kayser
Phone: 294-7923
Description: Furnace
Pick-up Location: G40 TASF
Prop. No. 999999

Is in working condition Needs repair
Repair required: _____

To be shipped offsite:
Hazards: None

Radiological Survey results: None
Date: 12/16/99
Surveyor's signature: _____

SEND top GREEN copy to ES&HG, G40 TASF

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4.0 Surveying Equipment and Materials

4.1 Once the TOP GREEN copy of the property transfer tag is received by ESH&A the health physics personnel will survey the equipment/materials according to Internal Procedure # 10200.052.

5.0 Transfer Tag Routing

- ESH&A will forward TOP GREEN copy of the property transfer tag to FSG. If requester elects to transfer equipment/materials themselves they must keep the TOP GREEN copy (see section 3.6).
- FSG or requester must give the TOP GREEN copy of the property transfer tag to Property Services Personnel (PSP) at the warehouse before unloading.
- PSP will verify that the property transfer tag information matches the equipment, and enter the information on a pool or hold receiving record.
- PSP may throw away the TOP GREEN property transfer tag copy for items NOT put into the pool or hold area, without property numbers (i.e. desks, chairs, etc.).