

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 practical to green tag every item. These instances will be evaluated on a case-by-case basis and a separate process will be outlined to identify hazards in excess property and materials as well as determining if these items have a significant cultural or historical value 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: _____
Tom Wessels, Manager, ESH&A

Approved by: _____ Date: _____
Mike McGuigan, Health Physicist, ESH&A

Approved by: _____ Date: _____
Jack Cummings, Manager, Purchasing & Property Services

Approved by: _____ Date: _____
Mark Grootveld, Manager, Facility Services

Approved by: _____ Date: _____
Bruce Harmon, Deputy Director

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	11/15/04	D. Kayser	2, 3	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054
3	12/19/05	D. Kayser	1,2,4	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054
4	12/01/08	D. Kayser	1,3,5	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054

2.0 Purpose and Scope

The purpose and scope of this procedure is to identify hazardous materials that maybe present in excess property and materials and evaluate these items for any significant cultural/historical value 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 Responsibilities

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 a "scrap-out" of excess property and materials. The specialist will be responsible for properly removing and disposing of any hazardous materials/wastes associated with excess property and materials according to State/Federal and local regulations. The specialist will inform health physics personnel when the hazard(s) are removed so the removal date can be noted in the HP Survey Report & Equipment Transfer database. The specialist will also evaluate excess property and materials for their cultural/historical value (see section 6).

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 scrapping out or releasing excess property and/or materials offsite.

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 review excess property and materials that could potentially contain PCB ballasts or capacitors.

3.5 Health Physics Personnel

Health physics personnel (HPP) are responsible for performing internal procedure #10202.054 and for notifying the environmental specialist of any radiological and/or chemical hazards found while performing the survey. HPP are also responsible for entering data from the Green Tags into the HP Survey Report & Equipment Transfer database. HPP will retain the TOP GREEN copy of the property transfer tag and e-mail a Green Tag Pick Up List to FSG and Property Services Personnel (PSP). The Green Tags and Green Tag Pick Up List will be filed in G40 TASF.

3.6 Requester

Individuals requesting transfer of equipment and materials, through Facility Services, shall complete a transfer property tag (see example below) and attach the tag to the item and forward the 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 have ESH&A health physics personnel sign the tag before moving equipment/materials to the warehouse. ESH&A health physics personnel will retain the Top Green Copy for data entry purposes.

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 ESH&A, G40 TASF for Radiological Survey.

Circle One:
To Pool To Hold 12/15/99
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: [Signature]

SEND top GREEN copy to ESH&A, G40 TASF

Ames Laboratory

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Revision 4
Effective Date 12/01/08
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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. Health physics personnel will survey the equipment/materials according to internal procedure # 10202.054.

5.0 Evaluation Criteria for Cultural/Historical (36 CFR Part 60.4)

According to guidance in 36 CFR Part 60.4, an historical resource can be identified by the quality of its significance in American history, architecture, archeology, engineering, and culture. This quality is potentially present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association.

In addition, an historical resource must:

- (a) be associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) be associated with the lives of persons significant in our past; or
- (c) embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) yield, or may be likely to yield, information important in prehistory or history.