

Contact Person	Sarah Morris-Benavides	Revision	7.0
Document	Procedure 10200.054	Effective Date	08/1/2016
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Hazard Identification For Excess Property and Materials

This procedure will ensure excess property and materials are properly evaluated before being shipped off-site, recycled, 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.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Health Physicist, ESH&A (Mike McGuigan)
- Approved by: Manager, ESH&A (Sean Whalen)
- Approved by: Manager, Information Services (Diane DenAdel)
- Approved by: Manager, Purchasing & Property Services (Andrea Spiker)
- Approved by: Manager, Facilities & Engineering Services (Doug Hoenig)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The purpose and scope of this procedure is to identify any hazardous materials present in or on 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 or equipment and materials shipped off-site for research activities or the return of these items. If you are shipping equipment and materials off-site and/or returning these items, please contact the Materials & Transportation Department at 515-294-6083, or in 153 Spedding Hall. You may also reference the [Property Management Policy](#).

4.0 ROLES AND RESPONSIBILITIES

4.1. 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.

4.2 Environmental Specialist

The specialist will assist, as needed, health physics personnel in identifying non-radiological hazards. The specialist will perform a survey of excess property and materials prior to disposition. 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

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evaluate excess property and materials for their cultural/historical value (see section 6).

4.3 Property Services

Property services personnel are responsible for maintaining an inventory of excess property and materials and determining how the property will be dispositioned. Property containing residual radioactivity and chemicals will be evaluated for final disposition on a case by case basis jointly with ESH&A personnel. Records for all excessed property will be held in the Property Services office.

4.4 Facilities & Engineering Services Manager

The manager will ensure facility personnel do not move equipment to the warehouse until the equipment has been green tagged, surveyed for hazards and the green tag is 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.

4.5 Health Physics Personnel

Health physics personnel (HPP) are responsible for performing internal procedure, Survey of Equipment Material for Transfer, 10202.054, and 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 Facilities & Engineering Services (F&ES) and property services personnel (PSP). The green tags and green tag pick-up list will be filed in G40 TASF.

4.6 Information Systems

Information Systems personnel are responsible for wiping electronic media (hard disks, tapes, CDs, and USB drives, etc.) to remove data, packaging the media into boxes that can be easily handled by a single individual, and notifying Property Services to arrange for destruction of the devices.

4.6 Requester

Individuals requesting transfer of equipment and materials, through F&ES, shall complete a transfer property green tag (see example below) and attach the green 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. Equipment must be cleaned prior to being green tagged. Cleaning procedures are dependent on the equipment's function. Contact ESH&A at 515-294-2153 or in G40 TASF, for questions.

If a requester transfers his/her own equipment or materials to the warehouse the requester shall complete the green tag and have ESH&A health physics personnel sign the green 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 GREEN TAG.

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

Green Tag Example:

Ames Laboratory **24874**
Property Transfer

Requestor 1. Complete the side of tag only, EXCEPT for shaded areas.
 2. Attach tag to property
 3. Send top GREEN copy to ESH&A, G40 TASF

Circle One:
 To **To** 6/27/16
 Pool **Hold** **Date:**
 (PRINT legibly)

Requestor: JANE DOE
Phone: 515-294-7923
Description: FURNACE
Pick-up Location: G40 TASF
Prop. No. 999999

Is in working condition Needs repair
 Repair required: _____
HAZARDS: NONE

Radiological Survey Results: BACKGROUND
Instrument used: 2224 **S/N:** 163728
 Instrument survey or NA
 Smear survey or NA
Date: 6/27/16
Surveyor's signature: [Signature]

SEND top GREEN copy to ESH&A, G40 TASF

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5.0 SURVEYING EQUIPMENT AND MATERIALS

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.

6.0 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:

- Be associated with events that have made a significant contribution to the broad patterns of our history; or
- Be associated with the lives of persons significant in our past; or
- 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
- Yield, or may be likely to yield, information important in prehistory or history.

7.0 DISPOSAL OF ELECTRONIC MEDIA

Memory and data storage devices from Ames Laboratory computers Disposal of this media is conducted in accordance with the [Property Management Policy](#).