

EQUIPMENT TRANSFER INFORMATION

Facilities Services will not move or dispose of any equipment that may contain or be contaminated with hazardous materials unless it has been approved by the Office of Environmental Health & Safety (OEHS). This applies primarily to lab equipment such as refrigerators, freezers, centrifuges, ovens, incubators, lasers, biological safety cabinets (BSCs), laminar flow workstations (LFWS), etc.

Please note that BSCs should have internal (paraformaldehyde) decontamination prior to moving/disposal; also BSCs must be re-certified if they will be used in another location. Please contact the OEHS to arrange paraformaldehyde decontamination or certification.

Supervisors/Principal Investigators (PIs) are responsible for preparing potentially contaminated equipment so that it is in a safe condition whenever the equipment is transferred (moved, serviced, shipped, or disposed). Preparations include decontaminating equipment and surfaces and removing hazardous materials (chemicals, radioactive materials, biological materials, blood, sharps, etc.). The department or unit responsible for the equipment shall bear any costs associated with equipment transfer including the costs of hazardous material disposal, cleanup, decontamination, and any regulatory fines if they fail to prepare the equipment as required.

Once the equipment is decontaminated, the responsible Supervisor/PI must complete an [Equipment Transfer Certification form](#) for EACH piece of equipment and forward it to the OEHS via campus mail, fax or hand delivery:

CAMPUS			
	Downtown	Uptown	TNPRC
Fax	988-1693	862-8981	985-871-6379
Campus Mail	TW-16	OEHS c/o Uptown Facilities Services	TW-16
Location	Tidewater Suite 1156	Facilities Services Bldg, Room 209	N/A
Phone	988-5486	865-5307	862-8040 x 6653

Upon receipt of a completed [Equipment Transfer Certification form](#), OEHS personnel will inspect the equipment and if all contaminants have been adequately removed, a green sticker will be placed on it. The sticker will indicate that the piece of equipment has been inspected by OEHS and is approved for transfer.

IMPORTANT NOTES:

Please note that an IT must be issued to Facilities Services by the Supervisor/PI to have the equipment transferred.

Any department that is either relocating or disposing of equipment that bears a Tulane Asset tag (bar code) must inform the Office of Movable Property Management (Uptown 865-5219; Downtown 988-2742) so that inventory records can be edited accordingly. Please review Property Management Policies and Procedures found at <http://matmgmt.tulane.edu/pm/>. Asset change forms (found in the “Documents & Forms” section of the website) must be completed and sent to Property Management so that they can either transfer the asset to a new location or retire it if it is being discarded.

Other Situations:

If hazardous materials cannot be removed or the equipment decontaminated:

The equipment must be labeled with a statement and appropriate labels describing which portions remain contaminated and how it is contaminated. This information must be conveyed to all involved including Facilities Services personnel, the servicing representative, the manufacturer, the shipper, and/or the disposer prior to transfer so that appropriate precautions can be taken. Contact the OEHS for assistance.

If disposal or transfer of hazardous materials is needed:

Contact the OEHS Hazardous Waste Supervisor (988-2865) or the Chemical Safety Manager (988-2800) prior to the transfer.

If there is a possibility that equipment may be contaminated with radioactive materials or for disposal or transfer of radioactive materials:

A radiation survey may be necessary. Contact the OEHS Radiation Safety Manager (988-2867) prior to the transfer. Radioactive sources may require shielding for safe transport.

If biological materials (such as select agents or toxins) need to be transferred:

Contact the Director of Biosafety (988-0300).

If equipment containing hazardous (chemical, radioactive, biological) materials must be transported over public roads:

Transportation of hazardous materials on public roads requires a DOT (Department of Transportation) certified driver. Contact the OEHS Hazardous Waste Supervisor (988-2865). In preparing for transport, verify that the equipment is properly packaged to prevent release or spillage. Appropriate shipping containers and labeling may be needed.

For other questions regarding equipment transfer, please contact OEHS at 988-5486.

Click here to download an [Equipment Transfer Certification](#) form