

**PROCEDURE**

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

**PRO-U5346.02B****DISPOSING OF HAZARDOUS ASSETS****Definition:**

**Hazardous** – the item has manufacturer labels warning about chemicals or fire hazards, strange odors or powders present, assets that may be too damaged to move safely, or any other safety concerns. Examples might include laboratory equipment, testing equipment used for dangerous chemicals, or chemicals present in refrigerant equipment.

**Action by:****Action:**

- |                               |    |  |
|-------------------------------|----|--|
| Equipment Inventory           | 1. | In accordance with PRO-U5346.02A Disposing of University Assets, determines asset may be hazardous.  |
|                               | 2. | <b>Notifies</b> Environmental Health & Safety Department via a Surplus Equipment Form <b>noting</b> hazardous material, and <b>obtains</b> further instructions. |
| Environmental Health & Safety | 3. | <b>Acknowledges</b> receipt of request of Surplus Equipment Form <b>noting</b> hazardous material to Equipment Inventory.  |
|                               | 4. | <b>Advises</b> of planned action and <b>directs</b> Equipment Inventory staff on how to proceed.   |
|                               | 5. | <b>Records</b> date, time and resolution and <b>sends</b> a copy of documentation to Equipment Inventory.  |
| Equipment Inventory           | 6. | <b>Notifies</b> department of direction from Environmental Health & Safety.  |