



EHS Written Practice Directive

Decontaminating and Decommissioning Equipment Prior to Donation or Disposal

Division: Administration & Finance
Department: Environment, Health, and Safety
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Authority:

17 CCR 30115 - Reporting Requirements for Discontinuance of Use of Radiation Machines

22 CCR, §66262 - Standards Applicable to Generators of Hazardous Waste

49 CFR Part 172 - Hazardous Materials Shipping

Cal/OSHA Title 8 sections:

- §3203 - Injury Illness Prevention Programs
- §5191 - Occupational Exposure to Hazardous Chemicals in Laboratories

Objective:

Define appropriate procedures to ensure that University equipment that is to be moved to a new location on campus or transported off campus for use, sale, donation, or disposal (as waste) or recycling (as scrap) is appropriately **decontaminated and decommissioned** for safe and proper handling.

In addition, the University has asset management rules/forms/procedures for:

- Removing State property from inventory
- The transfer, donation, sale, or disposal of University equipment
- Accepting equipment for donation to the University

Statement:

Decommissioning (in this context) is the process of rendering equipment safe by eliminating any residual, kinetic, thermal, or potential hazardous energy.

- Electrically this includes eliminating or discharging any current or voltage sources, including batteries and capacitors.
- Mechanically this includes releasing any residual hydraulic or pneumatic pressures, or springs under tension.
- Kinetically, this includes letting any moving parts come to rest and immobilizing them before transport. Loose parts that may detach from the equipment should be secured against falling. Flywheels that may gather momentum from the wind should be secured.

- Thermally, this includes letting equipment that is too hot or cold to handle safely without protective equipment to come to room temperature before touching it.
Additionally:
- Electrical equipment capable of creating ionizing radiation such as x-ray tubes must be removed, and their disposal arranged by EH&S.

Decontamination is the process of rendering equipment safe by eliminating (removing) chemical, biological, and/or radiologic hazards.

Procedures:

1. Procedures for the disposal of special categories of equipment.
2. Procedures for basic decontamination of potentially contaminated laboratory equipment
3. Asset management procedure for removing State property from inventory.
https://procurement.sfsu.edu/sites/default/files/documents/Property%20Survey%20Request%20Form_access.pdf
4. Asset management procedures for the transfer, donation, sale, or disposal of University equipment.
5. Asset management procedures for accepting equipment for donation to the University.
[SFSU-University-Advancement-Gift-in-Kind-Policy-and-Procedure.pdf](https://procurement.sfsu.edu/sites/default/files/documents/SFSU-University-Advancement-Gift-in-Kind-Policy-and-Procedure.pdf)

<https://procurement.sfsu.edu/propertymanagementmanual>