



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 75.05, **Contaminated-Suspect Equipment**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide standardized procedures at all TTUHSC campuses for preventing exposure to hazardous materials by persons who may otherwise receive contaminated equipment unknowingly.

**REVIEW:** This HSC OP will be reviewed on August 15 of each even-numbered year (ENY) by the Director of Safety Services and the Asst. Vice President for Physical Plant and Support Services, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by September 1.

### **POLICY/PROCEDURE:**

1. **Background.** Equipment used in a research laboratory, clinic, clinical laboratory, support service, or other locations may become contaminated with hazardous material (biological, chemical or radiological). Persons unfamiliar with the specific use of the equipment may be required to handle this equipment. Those persons include TTUHSC staff at all campuses in Custodial Services, Central Stores, General Services, or Support Services (movers, shipping and receiving, surplus property, and waste disposal), Building Operations/Facilities Operations and Maintenance (repairs or renovating), vendors, contractors (repair and service contracts), and the general public (purchasers or recipients of surplus property). Federal and State Right-to-Know laws require that employees must be informed of exposure to hazardous chemicals, and some vendors are now requiring certification of non-contamination or decontamination, before transfer of material will be accepted.
2. TTUHSC is committed to maintaining a safe environment for its employees, patients, students, visitors, vendors, contractors, and the general public. To this end, each person with responsibility for any equipment that may have been contaminated with hazardous material shall provide documentation (Attachment A, Certificate of Decontamination form) of decontamination, or the specifics of contamination prior to relinquishing the equipment or parts. Relinquishing equipment or parts includes, but is not limited to, requesting or permitting maintenance, servicing, moving, transferring, selling as surplus property or redistribution.
3. This Certificate of Decontamination should be coordinated with Lab Checkout Process, if applicable.