



## Hazardous Materials – Equipment Disposal Guidelines

### Instructions for Equipment Decontamination & Transfer Form

These guidelines are intended to cover the disposal of equipment or appliances, which have been used for storage or processing of hazardous materials and chemicals at New Mexico State University. For disposal of other equipment and materials, please reference to the BUSINESS PROCEDURE MANUAL, Section 8.10, Disposal or Transfer.

**Refrigerator and Freezers (Hazardous)** – All refrigerators and freezers, whether they are working or non-working are to be excess subject to the following.

1. Notification must be sent to the Property Office and EHS&RM (Envir. Health Safety & Risk Management) using the Used Appliance Transfer to Property form. If the item is inventoried the notification shall be accompanied by an Inventory Change Report Form, original to Property Office and copy to the EHS&RM.
2. The refrigerator or freezer shall be cleaned and disinfected by the owning department.
3. EHS&RM shall be notified to inspect and sign off on the item(s). This sign off shall be done on the Used Appliance Transfer to Property form.
4. The requesting department shall furnish an account number to Property Office together with the Used Appliance Transfer to Property form signed by EHS&RM. The owning department will issue a work order to have the item taken by the labor crew to HVAC department to have the Freon and oil removed.
5. The item will then be moved by the labor crew to the scrap pile at the back lot of FS. This item will ultimately be picked up by the scrap dealer.

**Refrigerators and Freezers (Non Hazardous)** – All refrigerators and freezers, which have not been used to store hazardous materials, are to be excess subject to the following procedures.

#### **Refrigerators and Freezers (Non-Hazardous Working) –**

1. Notification sent to the Property Office using the Used Appliance Transfer to Property form. If the item is inventoried the notification shall be accompanied by an Inventory Change Report Form.
2. The refrigerator or freezer shall be emptied by the owning department.
3. The Property Office will issue a work order to have the item taken by the labor crew to the Property Warehouse.

#### **Refrigerator and Freezers (Non-Hazardous Non-Working) –**

1. Notification sent to the Property Office using the Used Appliance Transfer to Property form. If the item is inventoried the notification shall be accompanied by an Inventory Change Report Form.
2. The refrigerator or freezer shall be emptied by the owning department.
3. The requesting department shall furnish an account number to the Property Office. The owning department will issue a work order to have the item taken by the labor crew to HVAC department to have the Freon and oil removed.
4. The item will then be moved by the labor crew to scrap pile at the back lot of FS. This item will ultimately be picked up by the scrap dealer.