

00020S02 HAZARDOUS MATERIALS CHECKLIST

Instructions: Each project should be evaluated for the potential presence of the following hazardous materials or other environmental concerns. It is important to allow sufficient time for Environmental Health & Safety personnel to conduct surveys and schedule abatement or removal of the hazardous materials.

EHS = Environmental Health & Safety
/EP = Environmental Protection
/HMM = Hazardous Materials Management
/RS = Radiation Safety
/FM = University Fire Marshal
/OHS = Occupational Health & Safety

ASBESTOS-CONTAINING MATERIALS (ACM)

- Project Manager should have EHS/EP survey ALL projects for the presence of ACM
- Project Manager must provide survey results to Contractor
- Abatement should be completed prior to project
- ACM in the project area (but not part of the project) must not be damaged or disturbed at any time
- Regulatory notification required for demolition projects even if no asbestos is present (contact EHS/EP for assistance)

LEAD-BASED PAINT

- Testing should be requested from EHS/EP for any project that would disturb painted surfaces and before ALL demolition projects
- Project Manager must provide testing results to Contractor
- Contractor must provide notification to occupants of housing units prior to ANY project that would disturb a painted surface
- Contact EHS/EP prior to any project that involves paint removal
- Contact EHS/HMM for lead packaging and disposal instructions

FLUORESCENT LIGHT BALLASTS

- Ballasts must be removed from light fixtures that are to be disposed (ballasts labeled "No PCBs" need not be removed)
- Ballasts should be placed into open top DOT-approved 30- or 55-gallon steel drums, labeled with the standard EPA PCB label, and kept in a secure location
- An EHS/EP contractor may be available to remove ballasts
- Report leaking ballasts to EHS/EP or EHS/HMM immediately
- Contact EHS/HMM for removal of the ballasts

FLUORESCENT LIGHT BULBS

- Used fluorescent bulbs must not be disposed of as regular trash or construction debris
- Used bulbs should be placed into cardboard boxes designed specifically for them
- Contact EHS/HMM for handling instructions for "green cap" light bulbs
- Boxed bulbs must be sealed and labeled in accordance with EHS/HMM guidelines
- Broken bulbs must also be handled in accordance with EHS/HMM guidelines
- An EHS/EP contractor may be available to remove the bulbs
- Contact EHS/HMM for removal of the bulbs

00020S02 HAZARDOUS MATERIALS CHECKLIST

HAZARDOUS WASTE AND CHEMICALS <ul style="list-style-type: none">• Project Manager should request a walk-through from EHS/HMM prior to the project, particularly for projects in laboratories or medical areas• If the initial walk-through was conducted while the project area was occupied, a second inspection should be scheduled after the area is vacated• Coordinate disposal of any hazardous, special, or regulated waste from a project with EHS/HMM
RADIOACTIVE MATERIALS <ul style="list-style-type: none">• Project Manager should request a walk-through from EHS/RS prior to any project in a laboratory or medical area in which radioactive materials were used or stored• EHS/RS should be advised of other project locations so that an evaluation of the potential presence of radioactive materials can be made (a visit may not be necessary)• Note: some exit signs may contain radioactive materials
LABORATORY FUME HOODS & EXHAUST DUCTWORK <ul style="list-style-type: none">• Work involving fume hoods should be cleared by EHS/EP, EHS/HMM, and EHS/RS• Fume hoods should not be moved or otherwise disturbed without prior approval• Fume hood exhaust ductwork should be assessed before disturbance
MERCURY SWITCHES OR THERMOSTATS <ul style="list-style-type: none">• Mercury switches or thermostats should be removed (without breaking the mercury bulb) and placed into a sealed, leakproof container• An EHS/EP contractor or PPD may be able to assist with these tasks• Report broken mercury switches to EHS/HMM immediately• Contact EHS/HMM for disposal of the mercury items
OIL-FILLED EQUIPMENT <ul style="list-style-type: none">• Project Manager should contact EHS/EP to have oil-filled electrical equipment tested for PCBs prior to its removal (PCB items must be handled by special contractors)• Combustible materials must not be stored within 5 meters (16 feet) of any PCB electrical transformer (contact EHS/EP if such transformers are in the project area)• Contractor must recover oil from elevators, hydraulic lifts, or other oil-filled equipment prior to removal or building demolition (when equipment is left in place)• Recovered oil must be stored in sealed, leakproof containers• Contact EHS/HMM for disposal of recovered oil
CHILLERS AND AIR CONDITIONING UNITS <ul style="list-style-type: none">• Freon must be removed and properly captured prior to or during the repair or removal of chillers, air conditioners, or other equipment that contains CFCs (certified technicians – Contractor or PPD -- must be used for this task)• The Physical Plant Division should be given the opportunity to recover the freon or take possession of freon recovered by others
LABORATORY PIPING <ul style="list-style-type: none">• Project Manager should consult EHS/OHS and EHS/HMM prior to any project that would disturb laboratory and medical area waste piping• EHS/RS should also be consulted for laboratories or other areas in which radioactive materials were stored or used

00020S02 HAZARDOUS MATERIALS CHECKLIST

PRESSURIZED GAS CYLINDERS

- Pressurized gas cylinders should be removed from the project area by the occupants or other qualified personnel prior to the start of a project
- Cylinders that cannot be removed must be secured in place and protected from damage
- Contact EHS/HMM if pressurized cylinders are to be disposed

FIRE EXTINGUISHERS

- UK-owned fire extinguishers must not be removed from the project area
- If the Contractor uses a fire extinguisher on site, contact EHS/FM immediately
- Project Manager should notify EHS/FM at the conclusion of a project so that the fire extinguishers can be inspected for condition and pressure

BATTERIES

- All batteries (including emergency lighting battery packs) should be removed from the project area prior to demolition. Contact EHS/HMM for disposal
- Contact EHS/HMM immediately if leaking batteries are discovered

NOTWITHSTANDING ANY INFORMATION PROVIDED IN THIS DOCUMENT, CONTRACTOR SHALL PERFORM WORK IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS AND ACCEPTED SAFETY PRACTICES.