



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

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

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide standardized procedures at all TTUHSC El Paso 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 Senior Director of Safety Services- Physical Plant and the Managing Director for Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer 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 El Paso 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 El Paso 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, and selling as surplus property or redistribution.
3. This Certificate of Decontamination should be coordinated with Lab Checkout Process, if applicable.