

## Transportation Authorization Form

1. This page must be completed by the Custodian.

(A Custodian is defined as owners or users who have first hand knowledge of the item's physical characteristics and history.)

2. A signed copy of this page must be attached to each item or box. Boxes and crates must be sealed.

3. All rules on the following two pages must be followed.

*I am the Custodian of this material. With regard to ALL equipment/materials in the requested move, I certify that the material(s):*

- *are free of biological, chemical (e.g., solvents, metal dusts, etc.), physical (e.g., stored energy/pressure, etc.), and radiological hazards,*
- *are not prohibited as noted in Table 1,*
- *with hazard labels removed, covered, or defaced,*
- *and actions listed in Table 2 have been completed.*

NAME \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

DESTINATION \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Due to regulatory restrictions or potential ES&H hazards, the Transportation Department **will not** transport the following materials summarized in Table 1.

***Table 1: Materials that the Transportation Department Will Not Move***

|                      |                  |                       |                                   |
|----------------------|------------------|-----------------------|-----------------------------------|
| Adhesives            | Opened chemicals | Greases               | Solvents                          |
| Aerosol cans         | Cleaners         | Oils                  | Damaged VDTs or CRTs <sup>1</sup> |
| Batteries            | Gas cylinders    | Paints                | Wastes                            |
| Biological materials | Glues            | Radiological material |                                   |

- The Transportation Department will only transport **unopened** chemicals in their **original** shipping containers/packages.
- Please contact the EH&S Waste Management Group (510-486-5877) to relocate opened chemical containers. The Waste Management Group will also dispose of damaged or non-operating VDTs, monitors, and CRTs. Both services are free of charge.
- Chemicals you no longer need may be transferred to another person who can use them, or disposed of per EH&S [Waste Management Group](#) requirements. Once transferred or removed, please update your chemical inventory online in the [Chemical Management System](#).
- The [EHS Contact](#) page lists several EH&S contacts assigned to your Division who can provide additional assistance.

The Transportation Department will transport equipment and salvaged items provided that the *Custodian*<sup>2</sup>:

- Confirms the items are free of biological, chemical, and radiological hazards.
- Completes the actions specified in Table 2 “Custodian Responsibilities For Items To Be Moved To Another LBNL Location Or To Salvage”.
- Has materials from a posted Radiological Material Area (RMA) or a Radioactive Storage Area (RSA) surveyed and released (**green tagged**) by a Radiological Control Technician.
- Verifies that these actions have been taken by completing the first page of this form and attaching it to each item, box, crate, or container.

1. VDTs – Video Display Terminals and monitors; CRTs – Cathode Ray Tubes. Damaged VDTs, monitors and CRTs should be disposed of as waste through the EH&S Waste Management Group. This is a free service. Salvage will **not** accept damaged units.
2. Custodians are defined as owners or users who have first hand knowledge of the item’s physical characteristics and history.

**Table 2: Custodian Responsibilities for Items To Be Moved To Another LBNL Location Or To Salvage**  
**(Please review this table carefully and ensure the applicable actions have been taken)**

| Items                                                     | Examples                                                                                                | Action                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asbestos containing items                                 | Autoclaves, furnaces, incubators, perchloric acid hoods, & ovens, etc.                                  | Must be in good, operating, and reusable condition and can be handled without producing airborne fibers. Asbestos must be abated if equipment is damaged or does not work and needs to be recycled or salvaged. <a href="#">Contact EHS</a> for abatement assistance. |
| Lead, beryllium or other hazardous metal-containing items | Special research equipment that uses lead shielding, beryllium windows, or similar metals & components. | Clean and remove visible metal dust residue. All hazard warning labels must be removed. <a href="#">Contact EHS</a> for additional assistance & to confirm that no hazardous metal dust residues remain.                                                              |
| Biosafety cabinets                                        |                                                                                                         | Must be decontaminated and all hazard warning labels must be removed. <a href="#">Contact EHS Biosafety</a> to schedule decontamination.                                                                                                                              |
| Chemical storage cabinets                                 | Flammable storage lockers, acid and corrosive storage cabinets                                          | Clean and remove visible chemical residue. All hazard warning labels must be removed. <a href="#">Contact EHS</a> for additional assistance.                                                                                                                          |
| Electrical components                                     | Capacitors & transformers                                                                               | Oils must be drained (PCBs are a concern) and electrical hazards are mitigated. Contact Electrical Shop (510-486-6023) for assistance.                                                                                                                                |
| Fume hoods<br>Gas cabinets                                |                                                                                                         | Clean and remove visible residue and hazard warning labels. <a href="#">Contact EHS</a> for additional assistance.                                                                                                                                                    |
| Gas chromatographs                                        |                                                                                                         | May contain electron capture detectors with sealed radiological sources. <a href="#">Contact RPG</a> if sources are present.                                                                                                                                          |
| Glove boxes                                               |                                                                                                         | Clean and remove visible residue and hazard warning labels. <a href="#">Contact EHS</a> for additional assistance.                                                                                                                                                    |
| Mercury containing items                                  | Barometers, coulter counters, manometers, switches & thermometers                                       | May need to drain mercury and/or dispose of via Waste Management. Contact the <a href="#">Waste Management Group</a> for additional assistance.                                                                                                                       |
| Pumps                                                     |                                                                                                         | Oil must be drained. Contact Plant Maintenance for assistance (510-486-7941).                                                                                                                                                                                         |
| Refrigerators & freezers used for chemical storage        |                                                                                                         | Clean and remove visible residue and hazard warning labels. <a href="#">Contact EHS</a> for additional assistance.                                                                                                                                                    |
| Shop equipment                                            | Lathes & mills                                                                                          | All fluids must be drained. Contact Plant Maintenance for assistance (510-486-7941).                                                                                                                                                                                  |
| Static eliminators                                        |                                                                                                         | Contains sealed radiological sources. <a href="#">Contact RPG</a> for additional assistance.                                                                                                                                                                          |
| Syringes                                                  |                                                                                                         | Dispose of in a sharps container. <a href="#">Contact EHS Biosafety</a> if a sharps container is needed.                                                                                                                                                              |
| Video monitors – CRT's, oscilloscopes                     | Non-functioning monitors that can't be repaired                                                         | Contact the <a href="#">Waste Management Group</a> for additional assistance and dispose of as waste.                                                                                                                                                                 |

|                           |                                           |                                                                                                  |
|---------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|
| Washing equipment         | Lab glassware washers, cage washers, etc. | May contain corrosive cleaning fluids.<br><a href="#">Contact EHS</a> for additional assistance. |
| X ray producing equipment |                                           | <a href="#">Contact RPG</a> for additional assistance.                                           |

Note: Costs for sample analyses and decontamination may be borne by the custodian