## 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 <u>Waste Management Group</u> requirements. Once transferred or removed, please update your chemical inventory online in the <u>Chemical Management System</u>.
- 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.

2. Custodians are defined as owners or users who have first hand knowledge of the item's physical characteristics and history.

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.

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.  Contact EHS 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.  Contact EHS 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. Contact EHS Biosafety 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.  Contact EHS 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 Gas cabinets		Clean and remove visible residue and hazard warning labels. Contact EHS for additional assistance.
Gas chromatographs		May contain electron capture detectors with sealed radiological sources. <u>Contact RPG</u> if sources are present.
Glove boxes		Clean and remove visible residue and hazard warning labels. Contact EHS 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 Waste Management Group 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. <u>Contact EHS</u> 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. Contact RPG for additional assistance.
Syringes		Dispose of in a sharps container. Contact EHS Biosafety if a sharps container is needed.
Video monitors – CRT's, oscilloscopes	Non-functioning monitors that can't be repaired	Contact the Waste Management Group for additional assistance and dispose of as waste.

Washing equipment	Lab glassware washers, cage	May contain corrosive cleaning fluids.
	washers, etc.	Contact EHS for additional assistance.
X ray producing equipment		Contact RPG for additional assistance.

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