

## **MSU Surplus Acceptance Guidelines**

### **Asbestos Containing Materials**

For liability reasons, the university should not sell any items containing asbestos materials. Even items that are not damaged or friable, they may still pose a health risk depending on how they are used. Any suspect material should be refused until it is tested for asbestos content.

Questions referred to the ORCBS at 355-0153.

### **Batteries**

MSU Surplus will not accept large lead acid batteries used in automobiles, lawn equipment, boats, etc. These batteries contain acid that may be spilled during transport. These may be disposed of by submitting a Hazardous Waste Pick Up Request to the ORCBS. Small batteries, such as those used in flashlights will not be picked up by Surplus. These may be disposed of by submitting a Hazardous Waste Pick Up Request to the ORCBS.

### **Mercury containing equipment**

Equipment that contains mercury will not be accepted by MSU Surplus or sold to the public because of the potential for spills and human exposure. It is the responsibility of the department sending the equipment to Surplus to determine if mercury is present. Examples of equipment that may contain mercury include the following:

- Thermometers
- Ovens
- Sphygmomanometers (blood pressure columns)
- Switches
- Manometers
- Other laboratory instrumentation

If a department has a piece of equipment that has value, contains mercury and would like MSU Surplus to sell it, special exceptions may be made on a case by case basis. The ORCBS staff must be involved in this risk/benefit determination prior to the equipment being picked up by Surplus Staff.

### **Fluorescent Light Fixtures**

MSU Surplus will not accept fluorescent light fixtures. Fluorescent light fixtures contain ballasts, which may contain PCBs or other hazardous chemicals. All light ballasts must be collected for disposal through the ORCBS according to the submitting a Hazardous Waste Pick Up to the ORCBS.

### **Fluorescent Light Tubes (Silver Ends)**

MSU Surplus will not accept fluorescent light tubes with silver ends. These tubes contain mercury at a high enough level to classify as hazardous waste if they break.

### **Fluorescent Light Tubes (Green Ends)**

MSU Surplus will accept fluorescent light tubes with green ends.

### **Laboratory Equipment (excluding mercury containing equipment)**

Requirements for decontamination of laboratory equipment prior to acceptance by MSU Surplus will depend on the hazards associated with the equipment. In all cases, it is the responsibility of the Principal Investigator or his/her representative to decontaminate the equipment and remove hazard-warning labels from the equipment PRIOR to pickup by MSU Surplus. All laboratory equipment must have a completed Equipment Release Form attached.

#### **Glassware and other lab ware**

MSU Surplus will accept lab glassware placed in a box with the Equipment Release Form attached to the box. Glassware and other small items with visible or obvious chemical residues will not be accepted by MSU Surplus or sold to the public.

#### **Equipment - radioactive materials**

Departments that wish to have equipment that was used with radioactive materials picked up by MSU Surplus must first call the ORCBS for a radiation survey. When the ORCBS determines that the equipment may be picked up by MSU Surplus, ORCBS staff will place an Equipment Release Form on the equipment. MSU Surplus will not accept equipment that has the radioactive hazard warning symbol.

#### **Equipment - biological materials**

Equipment that may be contaminated with biological hazards must be decontaminated by laboratory staff prior to MSU Surplus pick up. Once decontaminated, laboratory staff must remove hazard warning labels and attach a completed Equipment Release Form. MSU Surplus will not accept equipment that is marked with hazard-warning labels. Equipment that does not have an Equipment Release Form attached will not be picked up.

#### **Equipment - chemical materials**

Equipment that may be contaminated with chemical hazards is to be decontaminated by laboratory staff prior to MSU Surplus pick up. Once decontaminated, laboratory staff must remove hazard warning labels and attach a completed Equipment Release Form. MSU Surplus will not accept equipment that is marked with hazard-warning labels. Equipment that does not have an Equipment Release Form attached will not be picked up.

#### **Refrigerators**

Refrigerators that have been used to store chemicals or biological hazards must be decontaminated or cleaned, the hazard warning labels removed and a completed Equipment Release Form must be attached prior to acceptance from MSU Surplus. MSU Surplus will have the freon removed at the expense of the department. These refrigerators will not be sold to the public.

#### **Laminar Flow/Clean Benches & Biosafety Cabinets**

Laminar flow/clean benches must be surface decontaminated by laboratory staff prior to pickup by MSU Surplus. Once decontaminated, laboratory staff must attach a completed Equipment Release Form. MSU Surplus will not accept a laminar flow/clean bench without the attached Equipment Release Form.

Biosafety cabinets must be evaluated by the ORCBS to determine proper treatment and handling of the cabinet. The laboratory staff must contact the ORCBS Biosafety Staff at 355-0153 to arrange for an evaluation prior to arranging for MSU Surplus pickup. MSU Surplus will not accept biosafety cabinets without a written notice from the ORCBS Biosafety Staff.

### **Transformers and capacitors**

MSU Surplus will not accept transformers and capacitors. Dispose of these by submitting a Hazardous Waste Pick Up Request to the ORCBS.

### **General Guidelines for Chemical Products**

- Liquid and solid chemicals not generally sold as a consumer commodity will not be picked up by MSU Surplus or sold to the public.
- All equipment accepted by MSU Surplus will be checked for liquid and solid chemicals prior to transport.
- Commercial products such as cleaners and paints will be accepted by MSU Surplus and may be sold to the public as long as they are in the original container with the original label and the container and label have not been damaged.
- Cylinders will not be accepted by MSU Surplus or sold to the public.
- Laboratory/clinical needles, syringes and scalpel blades will not be accepted by MSU Surplus or sold to the public.

**For more information, and assistance, contact the ORCBS at 355-0153.**