

X-RAY EQUIPMENT TRANSFER & DISPOSAL GUIDELINE

Regulation (Washington State Department of Health) requires that UW maintain records of receipt, sales, transfer or disposal of all X-rays equipment.

Sales, transfer or disposal of lasers requires certain precautionary measures be taken involving the notification of the potential hazards of the equipment and approval by Radiation Safety Office.

Under no circumstances should any X-rays equipment be abandoned, disposed as regular trash or put out for open auction/general public.



☢ Transfers (internal or external sales/transfers)

- a) Unwanted X-rays can be traded in to a commercial X-rays assembler or vendor or as trade-in on replacement equipment.
- b) Contact vendor/manufacturer and ask if you can return the X-rays system for disposal, refurbishment, or recycling.
- c) Notify Radiation Safety Office of the sales or transfers by completing the [X-Rays Equipment Transfer and Disposal Form](#).
- d) The Surplus Property Office is the only UW Department authorized for selling, transferring or disposing of any surplus or inoperable X-rays equipment in conjunction with Radiation Safety Office approval.

☢ Disposal or surplus (UW SURPLUS)

- a) Review the manufacturer's X-rays equipment manual for list of hazardous materials or call to check on any possible hazardous material components.
- b) Some X-rays equipment may contain lead, beryllium and PCBs -contaminated oil/in power supply transformer (see [PCB Management](#)) Please contact EH&S – Environmental Protection to safely remove these hazardous substances.
- c) X-rays equipment is most often oil-cooled, so the oil must be drained prior to contacting Surplus Property.
 - Contact UW Scientific Instruments (206-543-5580) to set up an appointment for draining the oil OR,
 - Contact Environmental Health & Safety (EH&S) to discuss oil testing and to set up an appointment for oil draining.
- d) Disable the device by removing the head and carefully not to break the X-ray tube. The tube is under vacuum and, if broken, could splinter and cause injuries.
- e) Cut the AC source cord or remove all means of activating the X-rays.

- f) Remove all “Caution: X-ray” signs and postings including the entrances to where x-rays equipment was installed and on the X-ray equipment.
- g) Contact EH&S for decontamination verification (radiological, biological, chemical, and other-Freon, lead or electrical)
- h) Request a tag to initiate the equipment clearance process (Radiation Safety Clearance Tag).
- i) Equipment ready for disposal.
- j) Submit a [Surplus](#) request for pickup or dropoff.

Contact [Radiation Safety Office](#), 3.0463 if you have any questions about X-rays Equipment Transfer & Disposal Guideline.

Reference:

- [WA State Department of Health – Disposal X-rays Equipment, Film and Machines](#)