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INTER-OFFICE MEMORANDUM

Personnel

DATE June 27, 1946

TO: CMR Group Leaders

FROM: H. I. Group

SUBJECT: Disposition and Destruction of Contaminated Equipment.

The property office, however, demands that all property which has previously been considered as non-expendable must be accounted for in the usual manner, proper transferred upon termination.

We have been requested to outline the proper procedure for the disposition of equipment used in CMR Division laboratories or CMR contaminated areas. The present policy is to assume all property issued to this division as expendable upon issuance. ~~However~~, non-expendable property is subject to the following control before disposition, either by destruction, transfer to another area, or storage.

(1) All equipment issued to and used in any division area must be monitored and tagged by the H. I. Group, giving the degree of contamination and hazard before any disposition is effected.

(2) Equipment which is to be transferred to another area in this division must be monitored and OK'ed for health-safety, and properly crated or boxed before transfer.

(3) No equipment is to be transferred outside the division or back to any stockroom without the specific OK from the division leader.

(4) Equipment which is to be stored in the CMR Division ^{plutonium contaminated} warehouse must be monitored by the H.I. Group and OK'ed as safe for storage from a health and contamination standpoint, properly crated and marked as to the nature of the item, degree of hazard, and degree and type of contamination. *Present warehouse space can be used only for plutonium contaminated materials.*

5) over

6) Destruction of equipment by burying may be effected by the following procedure:—

The equipment should be monitored by this group and the property numbers of all items recorded on a condemnation form. The accountable property officer is notified and will approve the above disposition. After approval for destruction the apparatus will be crated or boxed, sealed, and delivered to the contaminated disposal dump for burying.

No exceptions to the above procedures ^{are} ~~should be~~ allowed. Personnel may be held responsible for property disposed of by means other than the above approved procedure.

These procedures have been approved by the government accountable property officer and by Dr. Jette as division leader.

James F. Tribby
James F. Tribby
H. I. Group

JFT:mm
copies to: All CMR Group and
Section Leaders

Approved _____

