

THE HENRY FORD
POLICY AND PROCEDURE MEMORANDUM NO. 37

Policy for the Management and/or Removal of Hazardous Materials found in Collections

The following guidelines refer to hazardous materials found or proposed for acquisition into the collections of the Henry Ford. The policy seeks to provide a framework by which staff and visitors are protected from health and safety hazards posed by materials found in the collections now and in the future. While THF may choose to acquire or retain artifacts of historical value that may be deemed as “hazardous” on some level, all materials will be evaluated to determine THF’s ability to safely store and display the material(s).

The policy applies to but is not limited to the following:

- **Radioactive Materials**
- **Poisons**
- **Narcotics**
- **Highly Flammable materials**
- **Explosives**
- **Biological waste**
- **Some foodstuffs**
- **Reactive Materials (including but not limited to reducing agents, oxidizers and peroxidizable chemicals)**
- **Materials that are found to be outside the limits established by government agencies**
- **Materials requiring special treatment, storage or handling that cannot reasonably be maintained by THF**
- **Materials that are illegal or that require government permits for storage**

Artifacts acquired prior to the date of this policy must be evaluated as soon as possible, particularly those that could fall into one of the categories listed above. Acquisitions acquired after the date of this policy must be evaluated prior to acquisition for the presence of hazardous material, particularly those listed above.

Publications of the following agencies will be used in evaluating materials for potential safety concerns:

- **EPA guidelines:** quantity of material exceeding recommended limits in situations where abatement cannot be carried out. Ex. radioactive materials

- **Home land Security: 6 CFR Part 27 Appendix to Chemical Facility Anti-Terrorism Standards Final Rule:** to serve as a guideline for the evaluation of the hazardous nature of hazardous materials
- **Drug Enforcement Administration: Narcotics** listed on Schedules I-IV of the Drug Enforcement Administration represent narcotics that pose storage and handling concerns.
- **Highly Flammable materials:** flashpoint at or below room temperature
- **Bureau of Alcohol Tobacco and Firearms: Commerce in Explosives; List of Explosive Materials (2008R-17T)**

Procedure for the evaluation and/or removal of materials deemed to be hazardous:

1. Notification of Director of Human Resources, Vice President, Collections & Experience Design and the Hazardous Materials Products Team.
2. Evaluation using above criteria and expert consultants as required.
3. The collection committee will review and approve all requests for the deaccessioning and disposal of hazardous materials found in the collections.

____Signature on File _____
Approved

____April 20,2010 _____
Date