

# CONTAMINATED HOLDING POLICY AND PROCEDURES

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*With the increase of items, including props, loans, and new acquisitions coming into the History Center, we need to systematize our procedure for dealing with potential contamination. The following is a reminder of our procedures that are effective in controlling infestations in the MHC collections. We wish to continue them with the current and future exhibits and collecting projects. Please take measures to follow them immediately:*

- **Notify the Daniels Objects Conservation Laboratory that objects are being brought into the building.** A week's notice is best, if possible, so the object may be placed on the lab schedule in advance.
- **ALL items need to go through the loading dock.** They are either inspected there by a conservator or, depending on the case, go into 164\* first and the proper conservator is notified for an inspection.
- **Even metal objects may harbor roaches or other pests depending on where they were kept.** No objects of any kind should ever be placed on the loading dock if there are obvious signs of pests on them (i.e. rodent or birds nests).
- **Education staff must take responsibility to clean all of their objects prior to acquiring them.**
- **All fuels must be removed and disposed of properly prior to bringing any objects containing fuels into the building. All props with hazardous and/or fuel materials in them will be rejected.**

\*If additional space is required, the items may be stored and inspected at 1500 without need for further inspection upon arrival at the History Center.