

Policy for Transporting Chemicals/Hazardous Substances Safely on Campus:

Transporting chemicals/hazardous substances on campus provides the greatest potential for an accidental release or an exposure to building occupants and the public. However, by using the same care and caution before and during transport that you would for an experimental procedure, you can minimize the danger to yourself, others, and the environment. The following guidelines are the minimum acceptable practices for transporting chemicals and hazardous substances on campus. Individual departments may want to establish more stringent requirements for transportation of these materials on campus.

This policy is for small quantities of chemicals and hazardous substances. Larger quantities (4 liters or greater) and smaller quantities, whenever possible, should be ordered through the Griffith Hall/STC Stockrooms and delivered to the building in the original outside shipping containers.

Do not transport hazardous waste across Woodland Avenue. There are waste storage areas in both the Griffith Hall and Science & Technology Center stockrooms.

- Individuals transporting chemicals must be familiar with the material's hazards and know what to do in the event of a release or spill.
- Hazardous chemicals/substances must be attended to at all times while being transported.
- Wear appropriate personal protective equipment (PPE). Safety glasses, lab coats, and impermeable gloves are some of the PPE that should be worn if hazardous chemicals might splash on skin or eyes if spilled during transport.
- Before moving containers, check and tighten caps and check for leakage. Leaking containers must not be transported.
- **Chemicals and hazardous substances must be sealed (tight screw fitted caps), labeled, and placed upright in an un-breakable secondary container. (If it is difficult to label each small tube/vial, the outer container may be labeled.) The container must be packed with absorbent material so that the contents inside cannot move, or bang against each other, and so that the absorbent will absorb the contents if all were to leak.**
- Incompatibles may not be transported in the same secondary container.

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- More than one container, large or heavy containers must be transported using a cart. Carts used must have sides on each shelf high enough to retain the containers (i.e., 2 inches or greater). Cart wheels must be large enough to prevent the carts from being caught in cracks, door and elevator thresholds, and trolley tracks. A 5 inch or greater wheel diameter is recommended. When transporting hazardous chemicals on carts across the trolley tracks, it is recommended to have two people in attendance to prevent tipping and to prevent the wheels from getting caught.
(Link to Cart Policy: <http://www.usip.edu/safety/policies/cart.htm>)
- Use an unoccupied elevator for moving chemicals between floors.