

USF Environmental Health & Safety Office  
Phone: (813) 974-4036  
Location: OPM 100

## **Guidelines for Moving Laboratory Chemicals**

The transport of laboratory chemicals poses a risk due to the increased likelihood of an accidental release to an uncontrolled area. Proper planning and caution before, during, and after transport will minimize the hazards associated with moving. Chemicals are not to be transported using personal vehicles. Staff may move chemicals from one lab to another lab only if the following conditions are met:

- Staff who will be moving bottles and containers should be trained in the proper handling of chemicals and be familiar with the chemicals' hazards. SDS sheets should be available for all chemicals being transported.
- Chemical bottles and containers should be in good condition and adequately labeled.
- Boxes that are used to transport chemicals should be sturdy, in good condition and compatible with the chemicals being transported within them.
- Bottles and containers of chemicals should be segregated and packed into boxes by hazard class (i.e. flammables, acids, bases, toxics etc). Incompatible chemicals should NOT be transported in the same container.
- Glass bottles containing liquids should be packed in boxes with vermiculite or other similar absorbent materials.
- The contents of each box of chemicals should be inventoried as it is packed. A copy of the inventory should be kept with each box in case of an accident.
- Spill control materials and personal protective equipment (PPE) should be available during the move.
- A sturdy cart with raised edges should be used to transport multiple, large, or heavy containers.
- Compressed gas cylinders should only be transported between buildings with the protective cap in place and on approved carts. Cylinders should be secured to the cart using chains or straps.
- Freight elevators should be used to move chemicals between floors where available. Elevators used by the general public should be avoided if possible. Stairs may be used only if elevators are not available.
- Once all chemicals have been moved, the chemical inventory should be updated.
- **Spills must be immediately reported to EH&S at 974-4036.**