

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. Do not transport chemicals using personal vehicles or outside of campus boundaries without EH&S approval. Move chemicals from one lab to another lab only if the following conditions are met:

- Staff who will be moving chemicals should be trained in the proper handling of chemicals and be familiar with the chemicals' hazards. An SDS should be available for all chemicals being transported.
- Chemical bottles and containers should be in good condition and labeled clearly with the full chemical name and a description of the hazard, if applicable.
- Boxes that are used to transport chemicals should be sturdy, in good condition and compatible with the chemicals being transported within them.
- Segregate bottles and containers of chemicals and pack into boxes by hazard class (i.e. flammables, acids, bases, toxics etc.). Do NOT transport incompatible chemicals in the same container.
- Use secondary containment or overpacking. Secondary containment is an open-top bin, pail or tray. Overpacking, or the use of enclosed packaging that can hold its contents even if tipped over, is required for those chemicals that are immediately dangerous to life and health (IDLH). Pack glass bottles containing liquids in boxes with vermiculite or other similar absorbent materials.
- Inventory the contents of each box of chemicals as it is packed. Keep a copy of the inventory with each box in case of an accident.
- Spill control materials and personal protective equipment (PPE) should be available during the move.
- Transport multiple, large or heavy containers using a sturdy cart with raised edges.
- Transport compressed gas cylinders between buildings with the protective cap in place and on approved cylinder carts. Secure cylinders to the cart using chains or straps.
- Use freight elevators 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, update the chemical inventory in Chematix.
- **Report spills immediately to EH&S at (813) 974-4036.**

* See Section 7.5 of the USF [Chemical Hygiene Plan](#) for additional information.