

<b>University of Pittsburgh Safety Manual</b>	<b>EH&amp;S Guideline Number: 04-017</b>	
<b>Subject: CHEMICAL RELOCATION GUIDELINES</b>	Effective Date 3/1/08	Page 1 of 2

## **GUIDELINES FOR RELOCATION OF CHEMICALS**

The movement and relocation of chemicals has the potential to create hazardous conditions. University faculty, staff, and students must be cautious when handling and packaging chemicals prior to relocation. It is important to consider proper segregation and to assure that incompatible chemicals are packed separately. The following guidelines have been established to minimize the hazards associated with the movement and relocation of chemicals. Please consult with EH&S prior to moving chemicals.

### **1. Internal Relocation**

These guidelines apply only to chemicals being moved within a building or within connected buildings at the University. Over-the-road transportation of chemicals is governed by federal regulations and must be performed by a licensed hazardous materials transporter. See part 2.

#### **1.1 Segregation**

Chemicals should be properly segregated prior to packaging. Segregate incompatible chemicals by placing in separate containers (e.g. acids from bases, oxidizers from organics).

#### **1.2 Packaging**

1.2.1 Compatible chemicals may be packed together in sturdy cardboard boxes.

1.2.2 Packing medium such as newspaper, paper towels, styrofoam, bubble wrap, or vermiculite should be used to cushion the chemical containers prior to movement.

1.2.3 Boxes should be closed and secured by packing tape.

1.2.4 Boxes must be labeled or have a chemical inventory attached.

#### **1.3 Movement/Relocation**

Ensure that the boxes of chemicals are secure prior to movement. Use caution when moving the chemicals through the building. Use a leak-proof secondary container and/or a cart.

### **2. Transport of Chemicals via Public Road**

On-campus movements of hazardous materials that utilize or cross a public road or street are subject to federal regulations from the U.S. Department of Transportation (DOT). These regulations require proper chemical segregation, packaging, marking, labeling, and

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documentation of each hazardous chemical shipment. Please use the following guidelines when planning to transport regulated chemicals via public roads.

- 2.1 Contact Environmental Health and Safety (EH&S) at 412-624-9505 at least two weeks prior to your move date. EH&S will determine if the chemicals to be moved are DOT-regulated. All non-DOT-regulated chemicals can be transported by a general mover using the packaging instructions in the University "Guidelines for Internal Relocation of Chemicals".
- 2.2 EH&S will coordinate the movement of DOT-regulated chemicals and will contact a hazardous materials transportation contractor to aid in the move as necessary. Contractor costs associated with the move will be absorbed by the relocating laboratory or function and its affiliated department.
- 2.3 Under the supervision of EH&S, the hazardous materials contractor will properly segregate, package, mark, label, and document the regulated chemicals.
  - 2.3.1 Regulated chemicals will be packaged in DOT-approved containers provided by the contractor.
  - 2.3.2 Documentation of the shipment will accompany the chemicals during transport.
- 2.4 The contractor will transport the regulated chemicals to the desired building and move them to a final destination for unpacking.
- 2.5 Laboratory personnel are responsible for unpacking the materials. The empty transport containers must be returned to EH&S during the next scheduled bi-weekly chemical waste pick-up.