

Hazardous Materials Move Guidelines

Overview:

Transporting chemicals from one location to another is a potentially dangerous activity that requires additional training. The Safety Office provides hazardous material (chemical, biological and radiological) moving services to laboratories moving from one location to another campus location. Lab users are responsible for packaging hazardous materials using the guidelines outlined in this guidance document.

Hazardous materials lab moves are not a routine service provided by the Safety Office, and it is critical that you contact us as early as possible in the move process to ensure a safe and efficient move.

General Guidelines:

- **Hazardous Waste or Expired Chemicals:** The Safety Office will only move usable chemicals. Hazardous waste, unknown/unlabeled chemicals, unstable chemicals or expired and/or reactive chemicals (e.g., peroxide formers) will not be moved.
- **Inventory:** Each box of hazardous material packaged for transport must include an inventory of each item in the box (chemical name, quantity, hazard).
- **Inventory Review:** The Safety Office will review all chemical move inventories. Chemicals transporting to new buildings must be in the Chimera Chemical Inventory system. Do not package chemicals until the Safety Office has reviewed your inventory.
- **Hazard Class:** Chemicals packaged for transport must be segregated by hazard class.
- **Boxes and labels for chemicals:** The Safety Office will provide boxes and labels for chemicals.
- **Cold Samples:** Lab users are responsible to buy coolers, ice, or dry ice to keep chemicals or other hazardous materials cold during transport.
- **Scheduling:** All hazardous materials must be packaged prior to requesting a move. Materials must be unpacked and stored by lab users immediately upon drop off.

Packaging Instructions:

Chemicals:

- Segregate chemicals based on primary hazard class and package chemicals of the same hazard class into sturdy boxes. Primary hazard classes include: Toxic, Flammable, Oxidizer, Acid, Caustic, Water Reactive, and Non-Hazardous.
- Package chemicals in boxes with cushioning/absorbent material (e.g., pads, vermiculite, cardboard dividers, ...) to separate the inner containers in each box. There should be no direct glass to glass bottle contact in the boxes.
- Do not mix hazard classes in one chemical box.
- Do not stack chemicals.
- Ensure all chemical containers are intact, upright, and have a tight screw lid.
- Ensure all chemicals are labeled.

- Boxes must be securely taped along the bottom using durable packing tape to ensure safe transport. Do not tape the tops of the boxes closed, as they must remain easily accessible for inspection prior to transport.
- Each box must have **two** copies of a box inventory list taped to the exterior of the box.
- Each box must be labeled with a Chemical Move Box Label.
- Chemicals must be unpacked and stored by lab users immediately upon drop off. Chemical inventories must be updated.

Biological Materials/Samples:

- Biological materials must be packaged in a sealed leak-proof primary container. Primary containers must then be placed in a secondary sealed and leak-proof container.
- Sufficient absorbent material must be placed in the secondary container to absorb the entire volume of biological material.
- Label the package with a biohazard sticker and the name/description of the material.

Radioactive Materials:

- Contact the Radiation Safety Officer at 701-231-7759 for guidance on how to move radioactive material.

Compressed Gas Cylinders:

- The Safety Office will only move small gas cylinders (i.e., lecture bottles).
- To move large gas cylinders lab users should contact the appropriate gas cylinder vendor to coordinate cylinder transport.
- All cylinders should be disconnected from equipment, and capped prior to moving.
- Do not label gas cylinders with Chemical Move Box Labels.

Refrigerated and Frozen Materials:

- Lab users must appropriately package refrigerated and frozen materials based on the packaging guidelines above depending on the hazard (e.g., chemical or biological).
- Coolers containing chemicals must have an inventory, and be labeled with a Chemical Move Box Label (attached at the end of this guidance document).
- Lab users are responsible to buy coolers, ice, or dry ice to keep chemicals or other hazardous materials cold during transport.
- Boxes that contain dry ice should be labeled with appropriate warning labels to indicate the presence of dry ice.
- Lab users should coordinate fridge and freezer moves with both the moving company and the Safety Office to ensure refrigerated and frozen materials are moved in sync.

To Request a Hazardous Materials Move, [CLICK HERE](#).

**If you have any questions regarding laboratory hazardous material moves,
contact the Safety Office at 701-231-7759.**