

University of Pittsburgh Safety Manual	EH&S Guideline Number: 04-017	
Subject: CHEMICAL RELOCATION GUIDELINES	Effective Date 6/3/14	Page 1 of 2

GUIDELINES FOR RELOCATION OF CHEMICALS

The movement/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 ensure 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 Section 2, Transport of Chemicals via Public Road).

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

1.3.1 Ensure that the boxes of chemicals are secure prior to movement.

1.3.2 Use caution when moving the chemicals through the building.

1.3.3 Use a leak-proof secondary container and/or a cart with built-in secondary containment or side rails.

University of Pittsburgh Safety Manual	EH&S Guideline Number: 04-017	
Subject: CHEMICAL RELOCATION GUIDELINES	Effective Date 6/3/14	Page 2 of 2

- 1.3.4 Use freight elevators (where available) for the transport of chemicals. If freight elevators are not present or not in service, passenger elevators may be utilized with extreme caution. When possible, isolate the elevator from public use while transporting chemicals.
- 1.3.5 Gloves are not necessary to transport properly packaged chemicals. Gloves should not be worn while on the elevator.

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 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 three to four 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 basic packaging instructions in Section 1 of this document.
- 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. Contact EH&S (412-624-9505) to make the necessary arrangements.