



## **Environmental Health and Safety Guidelines for Moving Chemicals On-Campus**

If your laboratory is moving to another on-campus location, there may be significant numbers of chemical containers that need to be moved. The transport of laboratory chemicals poses a risk due to the increased likelihood of an accidental release in an uncontrolled area. Proper planning and procedures will minimize the hazards associated with moving. Laboratory personnel moving chemicals within the WSU campus property must take reasonable steps to minimize the potential for spills or incompatible mixing of the chemicals. Most research chemicals cannot be moved on public roads because many are classified as Department of Transportation (DOT) hazardous materials, therefore special shipping containers, labels, and shipping documents are required along with specialized DOT training.

The following guidelines shall be followed when moving chemicals on campus:

1. Dispose of all expired, outdated, or chemicals you no longer use through Environmental Health and Safety (EHS). Call ext. 2215. The indiscriminate dumping of chemicals down the drain or into the regular trash is prohibited and is a violation of applicable EPA regulations. If you have chemicals that are in good condition but are no longer needed, attempt to recycle them to other laboratories within your department or EHS will pick them up and incorporate them into the campus "Free Chemical" program.
2. Do not attempt to move outdated ethers or other potentially unstable/reactive chemical compounds or to offer them to other laboratories. Chemicals of this nature are to be given to EHS for proper disposal. If you have chemicals that are stored in corroded containers or if the container is missing the lid, first consideration should be to have EHS pick them up for proper disposal. In no case should they be moved to the new location until the lid or container has been replaced.
3. Individual chemical containers must always be placed in a secondary plastic container when transporting them outside of your laboratory. For ease of move it is permitted to put compatible chemicals together in cardboard boxes before setting the box into the plastic secondary container. EHS has a limited number of plastic tubs that you can borrow upon request to use for secondary containment to safely transport your chemicals to your new laboratory. Transport chemicals inside the plastic tubs on top of a hand-pushed flat bed cart or on a heavy duty, leak-proof, utility service cart with at least a 3 inch deep tray. Shipping and Receiving have a limited number of flat bed carts that may be borrowed. Call ext 3226.

4. Glass bottles containing chemicals should be packed in boxes or directly in the plastic tubs with packing material such as newspaper, vermiculite or packing peanuts.
5. Do not place incompatible chemicals together in the same tub during movement. This will prevent unwanted chemical reactions in the event of leaks or spills. Examples of incompatible chemicals include: acids/bases, oxidizers/organic solvents, acids/cyanides, acids/sulfides, aqueous materials/water-reactive materials, etc.
6. Hazards of specific chemicals can be determined by reviewing the chemical material safety data sheet (MSDS). MSDS's for chemicals can be obtained by the use of the university's MSDS software program (Chemwatch). [Chemwatch is accessible on-line.](#)
7. Do not move any chemical waste to the new location. All waste must be managed by EHS prior to vacating the existing lab.
8. Use freight elevators if available. Passenger elevators shall be used only when no other passengers are using the elevator.
9. Do not transport hazardous chemicals off-campus. Many research chemicals are classified by DOT as hazardous materials and specific packaging and shipping documents are required by law. If transporting chemicals off campus contact EHS for guidance.
10. A chemical inventory list of the chemicals being moved into the new location must be submitted to EHS. This list is necessary for the university to comply with applicable environmental health and safety regulations.

## **Mover Safety First**

1. Chemical movers must be familiar with the hazards of the chemicals they are moving. Contracted or university employed movers are not to be used to move chemicals unless they have been trained on the hazards of the chemicals and follow the above listed guidelines.
2. Movers must wear PPE consistent with the chemicals being transported. At a minimum this includes lab coat, safety glasses, closed toed shoes and proper hand protection.
3. Hazardous chemicals must not be left or stored in corridors, departmental offices, or other non-laboratory locations.

## **Chemical Redistribution**

Unopened or unused chemicals, which have not exceeded their shelf life, may be given to EHS for redistribution to other university laboratories. Call ext. 2215.

## Unknown Chemicals

Unknown chemicals are not permitted to be moved to a new location. EHS is not staffed or funded to provide for the analysis of unknown material. Therefore every effort must be made by the responsible owner of the material (faculty or staff member or their respective department) to identify the material. All unidentifiable unknown chemicals will require identification prior to disposal. EHS will work with the responsible entity to identify a means of proper identification for the chemical. All costs for this service provided outside of EHS will be charged to the respective department.

## Other Hazardous Materials

1. **Biological Hazards.** Contact the Institutional Biosafety Officer for planning assistance on packing and moving biological hazards. (ext. 2797).
2. **Radiological Hazards.** When transporting radionuclides between labs, users must take precautions to protect unrestricted areas against contamination. Contact the Radiation Safety Officer for planning assistance on packing and moving radionuclides. (ext. 2169).
3. **Compressed Gas Cylinders.** Compressed gas cylinders shall not be subjected to rough handling or abuse (e.g. rolled, dragged, dropped) during transportation. University Lab Stores are equipped to provide the safe movement of gas cylinders to their new location. Contact Lab Stores to arrange this service (ext. 2550).