

## STANDARD OPERATING PROCEDURE

### Transporting Chemicals

Zhou Lab, Institute for Environmental Genomics

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2030 SRTC, 5-4403  
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Minimum Personal Protective Equipment Required: Skin and body protection (long pants, closed toed shoes, appropriate gloves)

Special Handling:

- ✓ Hazardous chemicals should never be transported outside SRTC
- ✓ A secondary container must be used at all times when transporting chemicals
- ✓ Keep gloves ready during transport but do not wear gloves while transporting chemicals through public spaces and opening doors
- ✓ If you need to use another building's equipment (autoclave, centrifuge, etc.) contact the SRTC building manager (Dora Rapp) or Joy to make sure you have or can get proper authorization and training prior to using the equipment

Protocol/Procedure:

- When transporting chemicals within SRTC or to another nearby location, a secondary container must be used at all times to hold the original container.
  - The container must be large enough to contain all of the materials in the event of a spill or breakage of the original container
  - The primary container must be sealed and clearly labeled
- The chemical container or secondary container should never be placed on a table, chair, or other surface in public spaces
- When transporting chemicals between floors, individuals must use the freight elevator whenever possible. If the freight elevator is unavailable or impractical to use, individuals may use regular elevators when they are not crowded. Stairs should only be used if elevators are unavailable.
- Use a cart with secondary containment to transport heavy or a large number of containers
- **Hazardous chemicals:**
  - Individuals transporting chemicals through public spaces must be familiar with the material's hazards and know what to do in case of a spill. Refer to the *Working with Chemicals SOP* and the chemical's Safety Data Sheet for additional information.
  - Hazardous chemicals should be transported in bottle carriers or carts within a secondary container
  - Hazardous chemicals must **never** be left unattended during transport
  - Hazardous chemicals must **never** be transported via a car, truck or other vehicle

- If hazardous chemicals are needed at another location, discuss with Joy to determine alternative solution.
- Refer to *Compressed Gases SOP* for information on transporting compressed gas cylinders