

Laboratory Chemical Move Guidelines

Scheduling:

Laboratory chemical moves are not a routine service provided by University Health and Safety (UHS). Therefore, UHS needs at least 4-6 weeks of advanced notice for scheduling purposes. It is critical that you contact us early in the process in order to make the move as safe and efficient as possible. Contact UHS (612-626-1604 or hazwaste@umn.edu) to schedule your move.

General Rules:

- **Waste or outdated chemicals:** UHS will only move useable chemicals; we will not move chemical waste, unknown/unlabeled chemicals, or outdated reagents such as peroxide formers. Use the lab move as an opportunity to downsize your chemical inventory.
- **Chemical inventory:** Chemicals that are packaged into boxes must be segregated by primary hazard class.
- **Relocating equipment:** In general, UHS will not move equipment or supplies. UHS only moves chemicals.
- **Boxes and coolers for chemicals :** Boxes and coolers are available for sale through U Market (612-624-4878).
- **Dry Ice:** Each lab is responsible for obtaining dry ice.
- **Labels:** To avoid confusion and to prevent the moving company from moving chemicals, use the label supplied with these instructions (see last page of these instructions for UHS label).
- **Timing:** All items must be packed before UHS will start the move.

Packaging Instructions:

Hazardous Chemicals:

- Segregate hazardous chemicals by the primary hazard class. For example, all flammable liquids should be packaged together; all acids should be packaged together and separated from bases. The following general hazard segregation requirements should be followed:
 - ◇ Organic chemicals (flammable liquids/solids) packaged separately from oxidizers
 - ◇ Acids packaged separately from bases
 - ◇ Acids packaged separately from toxics
 - ◇ Reactive chemicals (e.g., spontaneously combustible, dangerous when wet, organic peroxides) and highly toxic chemicals (e.g., acutely hazardous substances, particularly hazardous substances) should be packaged separately and not mixed with any other hazard classes.
- Contact UHS (612-626-1604, hazwaste@umn.edu) for further guidance on segregating hazardous chemicals .
- All containers must be properly labeled (e.g., manufacturer label, secondary labels).
- All containers must be tightly capped and stored upright at all times.
- Completely enclose containers in sturdy cardboard boxes. Boxes are available through University Stores. Large carboys and 5 gallon pails do not need to be placed into boxes.
- When packaging chemicals into boxes, use cushioning material (e.g., pads, vermiculite, cardboard dividers, etc.) to separate the inner containers so that when the box is handled, there is no glass on glass contact.
- Tape the boxes shut and tape a copy of the box inventory and well as the label from page 4 of these instructions to the box or pail to alert the moving company that these are Hazardous Materials not to be moved by them. Please fill in the labels completely.

Laboratory Chemical Moves Guidelines (cont.)

Packaging Instructions (cont.):

Infectious Substances and Biological Toxins:

- Always pack these materials in a leak-proof sealed primary container within a leak-proof sealed secondary container. If the primary container is glass, the secondary container must be a sealed, rigid, non-breakable container.
- Place sufficient absorbent material between the primary and secondary containers to absorb the volume being transported.
- Place a biohazard sticker on the container with the agent name and the name and phone number of contact.
- Someone from the laboratory at delivery address should be on hand to receive these items.

Radioactive Materials:

Contact the Radiation Protection Division (612-626-6002) for advice on how to properly move radioactive materials.

Compressed Gas Cylinders:

- UHS will only move small, non-demurrage cylinders (e.g., lecture bottles).
- Contact U Market (612-624-4878) for assistance with moving large cylinders.
- Disconnect gas cylinders from regulators and equipment and cap all cylinders. Let UHS know in advance if you need caps.
- For liquid nitrogen cylinders, each lab should contact their vendor for pick-up of cylinders in your current lab, delivery of new or relocation of cylinders and the re-connection in new location.
- Do not label compressed gas cylinders with mover's labels.

Refrigerated and Frozen Items:

- Each lab must empty refrigerators and freezers before their scheduled move time. Place contents into a suitable cooler. Label the refrigerator or freezer with the mover's label and the cooler with the UHS label found on the last page of this packet. Note: An exception may be made for chest and ultra-cold (-80 C) freezers. At the lab's discretion, this equipment may be moved with contents inside. However, it is important that you realize that the equipment will be jostled and possibly tipped to a 45 degree angle. If you choose to move this equipment with contents loaded, it is highly recommended that you secure items so they do not shift during the move.
- UHS will move coolers to the new location as quickly as possible and additional scheduling will likely be necessary. However, UHS does not guarantee that the contents will remain at proper temperatures.



HAZARDOUS MATERIALS

NOT TO BE MOVED BY THE MOVING COMPANY HAZARD CLASS INVENTORY FORM

Lab Contact Name: _____

Lab Contact Phone #: _____

Moved From (bldg./rm.): _____

Moved To (bldg./rm.): _____

Primary Hazard Class (circle):

COMPRESSED GAS (07, 11)

FLAMMABLE (06, 08)

ACID (02)

BASE (01)

OXIDIZER (16)

REACTIVE (09, 12, 14)

TOXIC (18)

NON-HAZARDOUS (05)