



DEPARTMENT OF
Chemistry
UNIVERSITY OF WISCONSIN-MADISON

Standard Operating Procedure (SOP): **Transporting Chemicals**

Secondary containers: When transporting chemicals within the UW-Madison Chemistry Building or from the Chemistry Building to another location, a secondary container must be used to hold the original container at all times. Acceptable secondary containers will be able to contain all of the materials in the event of a spill or breakage of the original container. When purchasing chemicals from the Department of Chemistry Research Storeroom, individuals will not be permitted to leave the Storeroom without a secondary container.

Transporting chemicals in public spaces: Hazardous chemicals must never be left unattended in public spaces during transport. Individuals transporting chemicals through public spaces must be familiar with the material's hazards and know what to do in case of a spill.

Use of elevators: When transporting chemicals between floors in the Chemistry Building, 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.

Personal protective equipment (PPE): Wear appropriate personal protective equipment (PPE) when transporting chemicals. Protective eyewear and lab coats should be worn if transporting hazardous chemicals. Keep gloves ready in a lab coat pocket during transport but do not wear gloves while transporting chemicals through public spaces and opening doors.

Learn more about UW-Madison Department of Chemistry safety and Standard Operating Procedures (SOPs) at chem.wisc.edu/content/safety.