



## 12. Transfer & Transport of Chemicals on Campus

### BACKGROUND

The transfer and transportation of Dangerous Goods off campus is controlled by the Transportation of Dangerous Goods Act and regulations. However, on campus, the movement of hazardous goods is managed under University Policy. This procedure applies to transportation of small amounts of chemicals **without** the use of a vehicle. For transporting larger amounts of chemicals on campus, read Appendix C of the Laboratory Chemical Safety Manual.

You know that a material is a dangerous good if:

- it is a WHMIS-controlled product (usually),
- the supplier states that it is, or it is indicated on the Safety Data Sheet, or
- it is in Schedule II of the TDG Regulations.

### PROCEDURES

The procedures below are the *minimum* standard to be used on campus to move chemicals out of a lab to any other location on campus. When dealing with a more hazardous material, use the precautions listed in the SDS to ensure that you protect everyone along your route.

If you transport dangerous goods for work or research ON-CAMPUS you should:

- Ensure (at a minimum) that:
  - the materials are labelled properly,
  - you are aware of the hazards associated with the material,
  - you have outer packaging to prevent an accidental release or spill (secondary containment), and
  - you know what to do in the case of a spill.
- Indicate on the laboratory chemical inventory sheet that the materials have been transferred.
- Include a Hazardous Material Transfer Ticket (page 2 of this document). Attach the SDS to the ticket.
- Consider taking a TDG course to ensure that you are at a higher level of training. UBC Vancouver offers the following TDG Training:
  - [Transportation of Dangerous Goods by Ground and Air](#)
  - [TDG 6.2 \(for biological materials\) or TDG 7 \(for radioactive materials\)](#)



### HAZARDOUS MATERIAL TRANSFER TICKET

The next page of this document contains a sample Hazardous Material Transfer Ticket. These tickets should be used when transferring materials from one responsible party to another (i.e. if you are lending the lab next door a bottle of ether until their next shipment arrives). These tickets help the sender of the material to track the movement and use of chemicals. The receiver then has full information on the received chemical for their lab inventory. They are intended to prevent small amounts of unidentified liquids from being transferred to another lab without clear identification. Often, HSE is asked to dispose of these “unknown” chemicals at a great expense to the University.

These tickets are not required when moving materials for use by a single PI / person in a different lab on campus, nor are they necessary when large quantities of chemicals are moved.



Hazardous Material Transfer Ticket			
Date of Transfer:		Chemical Name:	
WHMIS Class:		CAS #:	
Amount Transferred (Kg/L)		Type Secondary Container Used	
Date Purchased:		Dated Opened:	
Origin of Material:			
Originator Name:		Lab Location:	
Destination of Material:			
Receiver Name:		Lab Location:	

Hazardous Material Transfer Ticket			
Date of Transfer:		Chemical Name:	
WHMIS Class:		CAS #:	
Amount Transferred (Kg/L)		Type Secondary Container Used	
Date Purchased:		Dated Opened:	
Origin of Material:			
Originator Name:		Lab Location:	
Destination of Material:			
Receiver Name:		Lab Location:	

Hazardous Material Transfer Ticket			
Date of Transfer:		Chemical Name:	
WHMIS Class:		CAS #:	
Amount Transferred (Kg/L)		Type Secondary Container Used	
Date Purchased:		Dated Opened:	
Origin of Material:			
Originator Name:		Lab Location:	
Destination of Material:			
Receiver Name:		Lab Location:	

Hazardous Material Transfer Ticket			
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WHMIS Class:		CAS #:	
Amount Transferred (Kg/L)		Type Secondary Container Used	
Date Purchased:		Dated Opened:	
Origin of Material:			
Originator Name:		Lab Location:	
Destination of Material:			
Receiver Name:		Lab Location:	