

# Standard Operating Procedure for Inter-Building Transfer from Ladd/Dunbar

## Research Samples

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The proper procedures for moving hazardous materials are outlined below. The Safety Office will move all hazardous materials. Individual researchers are not permitted to move any hazardous materials on their own.

**Moving hazardous materials without following the regulatory requirements is both dangerous and illegal.**

- 1) Research samples should be reduced and disposed as much as possible prior to the move following standard disposal guidelines.
- 2) Samples to be kept must be sorted, stored, and packed in the same labeled boxes as normal chemicals according to like-hazard class and be labeled with sufficient information to readily identify the contents: that could be in the form of chemical name/structure or some other unique identifier that can be traced back to a lab notebook or other record containing the chemical name/structure and applicable information used to identify the associated hazards.
  - a. If using a unique identifier, the master records should be reasonably located and available in the event a container needs to be identified and evaluated.
- 3) Research samples do not need to be individually cataloged in Chimera unless they are present in sufficient quantities to pose a significant hazard. **Safety Data Sheets must be printed for research samples to be moved—see template from the Safety Office.** Research samples with similar characteristics/properties may be grouped together with an encompassing SDS that must contain, at minimum, the following information:
  - a. Identification
  - b. Hazard information
  - c. Contact information
  - d. Handling/Storage
  - e. Exposure control/PPE/precautions

NOTE: If the research samples you are moving are in your Chimera Inventory, they do not need an SDS printed before moving.

- 4) Once packed and labeled, boxes can be logged on the whiteboard across from the Chemistry Stockroom for inclusion in the transport scheme.