



Procedure:	Transporting Chemicals in Freight Elevators
Date Approved	10 December 2019
Dates of Amendment	-

1. Purpose

To provide minimum requirements for the safe handling and transportation of hazardous chemicals in freight elevators at the University of Ottawa.

2. Roles and Responsibilities

Individuals transporting chemicals through public spaces and freight elevators must be familiar with the material’s hazards and know what to do in the event of a release or spill. Safety Data Sheets (SDS’s) should be referenced and readily available prior to the transportation of chemicals. Materials that are unstable, explosive, or extremely or acutely hazardous should not be moved without first contacting the respective Health, Safety and Risk Manager of the Faculty or Service department.

2.1 University personnel :

- It is the responsibility of each faculty or service department managers to ensure that all staff and students who utilizes elevators to transport chemicals at the University of Ottawa do so using the proper procedures, as detailed below.

2.2 Contractors :

- It is the responsibility of each Faculty or Service department Manager who contracts the services of contractor/ vendor personnel (contractor) to perform work on uOttawa property to ensure that the contractor is aware of the potential hazards associated with the required work and the proper procedures (detailed below) for handling and transporting chemicals in freight elevators. Where freight elevators are not available (not functioning or non existent) public elevators may be used in accordance with the requirements outline below.

3. Procedure

- When transporting chemicals between floors in any Building at the University of Ottawa, individuals must use freight elevators whenever possible.
- If the use of a freight elevator is not possible, individuals may use regular public elevators providing:
 - the use of the elevator is not during peak hours (during heavy traffic when students are going to and from classes)

→ only the persons transporting the hazardous materials are permitted in the elevator. Right of way on passenger elevators is given to passengers; right of way on freight elevators is given to freight and the transport of hazardous materials. If the elevator has students or staff already inside the person transporting the chemicals must wait for the elevator to come back empty. No persons shall be authorized to enter the elevator when chemicals are being transported and if possible, the elevator should be locked to avoid opening and closing of doors at multiple floors.

→ All other rules outlined in this procedure must be followed.

- Do not attempt to board an elevator containing passengers while transporting hazardous materials. Politely ask passengers to wait for the next available elevator if he/she attempts to enter the elevator while hazardous material transport is in progress.
- Unless a special situation warrant their use, stairs should be avoided at all times for transportation of any type or quantity of chemical from one floor to another.
- If cryogenics must be transported by elevator, use the elevator key lock (if available) to send the filled Dewar to the desired floor where a dedicated person is awaiting. The greatest risk of spillage occurs when moving the Dewar in or out of the elevator (e.g. the elevator does not stop level with the floor or if the transport cart wheel becomes lodged in the space between the elevator and the floor). Use extra caution when loading and unloading the elevator to prevent accidental spillage. Always enter the elevator last when loading a Dewar into the elevator; always exit the elevator first when unloading a Dewar from the elevator.

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- 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.
- 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.
- The exterior of all containers must be decontaminated, prior to leaving the laboratory
- A spill kit must be readily available at all times.
- Do not carry containers by hand. Use bottle carriers or carts with secondary containment.
- Compressed gas cylinders shall be moved only with the valve covers screwed on and when securely attached/restrained to a dolly/compressed gas cart.
- Transport cryogenics only in approved storage vessels e.g., Dewar flasks with pressure relief mechanisms.
- Chemical inventories should be updated to reflect the relocation of chemicals.
- 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.