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PURPOSE

Hazardous Materials are biological, chemical, or radioactive substances that may cause harm or an adverse effect on human or animal health, or the environment. Hazardous materials are utilized in many areas at the University of Calgary. While the use and storage of hazardous materials within work environments (chemical laboratories, maintenance areas, machine shop, printing shop, etc) is well regulated, movement of these materials within buildings is a concern.

RULES FOR MOVEMENT WITHIN BUILDINGS

1. Hazardous materials must be transported in containers with lids or covers to reduce potential incidents of spill and/or odour concerns.
 - Chemicals must be transported in sealed containers
 - Radioactive materials must be transported in a sealed, unbreakable container.
 - Biohazardous materials must be transported in leak-proof containers.
 - All other containers such as autoclave or other bags which may contain hazardous materials must be transported on a cart and contained in a plastic tray to capture any leakage.

* Note - All containers must be decontaminated on the outside, prior to leaving the laboratory, so that gloves are not required.
2. Gas cylinders must be transported on a cylinder cart with the cylinder capped and restrained.
3. A cart is required if the number or size of the transported containers exceeds what can safely be carried in one hand.
4. The transport route of hazardous materials is restricted to service corridors/elevators or those areas (hallways) less frequented by members of the general public. The shortest route is not necessarily the most appropriate.
5. 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.
6. Transport of hazardous materials that must go through publicly accessible areas may only occur when there is a minimum of public present (i.e. no transport during class change times or in a full elevator).

MOVEMENT IS PROHIBITED

The movement of hazardous materials is prohibited in the following areas:

- Food and beverage consumption areas
- Washrooms
- Carpeted areas
- Libraries
- Common Areas accessible or used as a gathering location by the public
- Patient Waiting and Treatment areas
- Recreational Facilities
- Meeting Rooms
- Mailrooms
- Stores (except where hazardous materials are purchased)
- Personal and Administrative Offices

NOTE: All hazardous materials transported by vehicle on a public roadway are subject to Transportation of Dangerous Goods Regulations (TDGR). Contact Hazardous Materials Services at hazmat@ucalgary.ca for more information on TDGR requirements.