

# UNMC CHEMICAL TRANSPORTATION PLAN

Updated: February 1, 2018

*ENVIRONMENTAL HEALTH  
& SAFETY*

4367 EMILE STREET  
OMAHA, NE 68198-5480  
PHONE: 402-559-6356  
FAX: 402-559-8370  
EMAIL: UNMCEHS@UNMC.EDU

UNIVERSITY OF  
**Nebraska**  
Medical Center

 **UNMC**<sup>SM</sup>  
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# UNMC Chemical Transportation Plan

## Basis for the plan

Chemicals are transported to, from and within the University of Nebraska Medical Center (UNMC) for a variety of reasons. These reasons include sending chemicals to collaborating universities or companies, returning products to manufacturers, faculty shipping chemicals off-site to other institutions when accepting a new position, or when laboratories move from one building to another on-site. This document is to provide guidance when University employees wish to move chemicals only. For guidance on the transportation of other Hazardous Materials/Dangerous Goods, please see [Hazardous Materials/Dangerous Goods Shipping Plan](#).

## Procedures

### A. Off-site Shipment of Chemicals

There are federal regulations governing the transportation of certain chemicals to other institutions off-site. Specifically the U.S. Department of Transportation (D.O.T.) in 49 CFR regulates “The offering of hazardous materials for transportation and transportation of hazardous materials in interstate, intrastate, and foreign commerce by rail car, aircraft, motor vehicle, and vessel . . .” Thus anytime a chemical must be transported off-site to another institution, it may fall under the DOT’s or the International Air Transport Association’s (IATA) regulations.

1. If an employee wants to send a chemical to a collaborating institution or company, or return a chemical to the manufacturer, they should contact UNMC Environmental Health and Safety (EHS) for help in determining if the chemical is regulated by DOT or IATA. Chemicals that are not regulated may be shipped by the employee. Chemicals that are regulated must be shipped by EHS. The employees’ department will pay for all packaging and shipping fees.
2. If an employee is separating from the University and plans to transfer chemicals to another institution, that employee must also comply with the attached memorandum “Employee Separation/Transfer of Chemicals.” Those individuals planning to transport chemicals off-site should contact EHS 9-6356 as early as possible. EHS personnel will provide you guidance and can be contracted to assist you in packaging, labeling and documenting each shipment. EHS may charge for this service with the cost depending on the quantity and type of

chemicals and location to which they are shipped. Employees can also contact outside chemical shipping companies to perform these duties as long as the EHS approves the outside shipping company. Furniture moving companies cannot legally move regulated chemicals. Remember, since some chemicals have special requirements, the shipment could be delayed if the EHS is contacted late, so plan in advance. In some cases it may be cheaper to leave chemicals behind and tag them for disposal thru the EHS

### **B. On-site Shipment of Chemicals**

The DOT Hazardous Materials Regulations, 49 CFR Parts 171-180, are not applicable when hazardous materials are transported on public or private roads by a state agency or local jurisdiction for its own use, using its own personnel and vehicles under its control. It is not engaged in transportation "in commerce." Therefore, transporting chemicals within the UNMC system using UNMC employees and vehicles under its control is not regulated by outside agencies. (If you are shipping Radioactive Material, please contact EHS-Radiation Safety). Researchers do have several things to consider when they are moving their chemicals to a different on-site location.

1. Moving is an excellent time to go through chemicals and get rid of the chemicals that are expired, contaminated or no longer used. Submit a list of chemicals that you want to get rid of to EHS and they will advise you which chemicals should be tagged for disposal. The EHS will try to help you get rid of your unwanted chemicals prior to your move.
2. Pack the chemicals that are going to be moved in sturdy boxes. Make sure chemicals in the same box are compatible. Contact the EHS if you need help determining compatibility.
3. Move your chemicals yourself using carts or University owned vehicles. Chemicals cannot be moved by the furniture movers.

EHS can be contracted to provide this service for you. Cost will be dependent on the amount of chemicals and level of help requested. You can also contract with an outside chemical moving company, provided they have EHS approval. It is the researchers' responsibility to ensure that all chemicals are removed from the laboratory prior to the move deadline. The department will be charged for chemicals left behind.



University of  
Nebraska

Provost and  
Executive Vice President

106 Varner Hall  
3835 Holdrege  
Lincoln, NE 68583-0743  
(402) 472-5242  
FAX (402) 472-4240  
LBJONES@UNEB.EDU

## MEMORANDUM

TO: COUNCIL OF ACADEMIC OFFICERS  
Dr. William O. Berndt, UNMC  
Dr. Richard C. Edwards, UNL  
Dr. Priscilla C. Grew, UNL  
Dr. Derek Hodgson, UNO  
Dr. Irvin T. Omtvedt, IANR  
Dr. James Roark, UNK

FROM: Lee B. Jones *LBJ*

DATE: March 23, 1999

SUBJECT: Employee Separation/Transfer of Chemicals

University policy requires an employee who is separating to properly identify and tag chemicals with a chemical collection tag prior to separation for collection by the campus' environmental health and safety personnel for recycling or disposal.

A question has arisen whether an employee who is separating but is transferring to another institution (the Receiving Institution) may transfer any of the chemicals to the Receiving Institution.

Faculty are reminded that both equipment and chemicals remain the property of the University until such time as a formal transfer of ownership occurs. The University is responsible for the proper management of such chemicals. Therefore, an employee who is separating may not transfer chemicals to the Receiving Institution without the prior written approval of the Department Chair and other appropriate University officials.

In addition, prior to the chemicals being moved, the departing employee must negotiate with the appropriate University official(s) such matters as transfer of ownership of the chemicals to the receiving institution as well as the costs associated with the proper packaging, labeling, documenting, and transporting of the chemicals and the clean-up costs resulting from any spill or release. To facilitate this transfer, a form entitled "Transfer and Acceptance of Ownership of Chemicals" (copy attached) has been developed by Judy M. Roots, Associate General Counsel for use by the responsible University official as appropriate.

**TRANSFER AND ACCEPTANCE OF OWNERSHIP OF CHEMICALS**

In consideration of the sum of one dollar, receipt of which is hereby acknowledged, the Board of Regents of the University of Nebraska ("the University"), hereby transfers ownership of the chemicals listed below to \_\_\_\_\_, the undersigned Receiving Institution ("the Receiving Institution"), because \_\_\_\_\_, an employee of the University who is separating from the University, plans to continue using such chemicals in his or her research at the Receiving Institution, and that the chemicals so transferred are good, useful products.

*LIST OF CHEMICALS:* (If additional lines are needed, use the attached sheet identified as Exhibit A which is incorporated herein.)

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The Receiving Institution accepts the transfer and ownership of these chemicals. By such acceptance, the Receiving Institution agrees to be responsible and pay for the costs associated with: 1) the proper packaging, labeling, documenting, and transporting of these chemicals from the University to the Receiving Institution pursuant to applicable U.S. Department of Transportation (DOT) regulations, and 2) the cleanup resulting from a spill or release of any of the chemicals.

This Transfer and Acceptance of Ownership of Chemicals shall be effective upon the later dates of execution.

BOARD OF REGENTS OF  
THE UNIVERSITY OF NEBRASKA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Business and Finance

RECEIVING INSTITUTION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

