Transporting substances

To prevent spills, breaking of containers, too heavy loads and injuries, all substances must be transported safely.

1. Whenever the collaborator loads, unloads or discharges chemicals, the appropriate personal protective equipment must be worn (pants, closed shoes, safety goggles, cotton lab coat with long sleeves and protective gloves).
2. The sealed container must be put in a transportation device adapted to the weight, size and nature (gas, liquid, solid) of the substance.
3. The collaborator has to plan the route and choose the adapted transportation mode.

<table>
<thead>
<tr>
<th>Sealed container containing</th>
<th>Transportation device</th>
<th>Instructions</th>
<th>Use of goods-lift</th>
</tr>
</thead>
<tbody>
<tr>
<td>liquids or solids (weight ≤ 1kg):</td>
<td>Bucket or basket, available at the stores.</td>
<td>- weight &lt;5kg: hand-carrying possible.</td>
<td>authorised if the quantity of flammables is less than 30L.</td>
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<tr>
<td>liquids or solids (weight &gt; 1kg):</td>
<td>Basket. Cans over 5L are put directly on the trolley.</td>
<td>- weight ≥5kg: containers transported on a wheeled cart (trolley, Dewar or gas cylinder trolley) available at the stores.</td>
<td></td>
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<tr>
<td>cryogenic liquids:</td>
<td>Dewar container closed with its own proper cap.</td>
<td></td>
<td>authorised if the conditions listed below are fulfilled:</td>
</tr>
</tbody>
</table>

**Transferring cryogenics in goods-lift:**

This action requires two persons as the Dewar container travels on its own:

Departure level: a person loads the goods-lift. Arrival level: a second person collects and removes the container from the goods-lift.

1. Load the container and block the wheels.
2. Pull the string and fix it on the opposite side of the goods-lift.
3. Select the destination and close the doors. Do NOT travel with the Dewar!
4. Once arrived, the Dewar is removed from the goods-lift by the other person.

**Transferring a gas cylinder in goods-lift:**

This action can be organised on an individual basis. The person handles 1 gas cylinder trolley with 1 gas cylinder per trip:

1. Close (screw-fixed) the safety cap on the cylinder collar.
2. Use a gas cylinder trolley with at least 3 wheels.
3. Fix the cylinder with the trolley’s chain.
4. Enter the goods-lift with the trolley. While travelling with the cylinder, the person holds the latter with one hand on the safety cap. The other hand holds the trolley.

* if no goods-lift is present in the building, it is authorised to use the elevator for persons.