

General Packing Guidelines

Faculty of Science – University of Ottawa

Please note that these guidelines are for packaging chemicals and moving them within a laboratory and from one lab to another in the Faculty of Science. For any chemical moves that go outdoors or cross any pedestrian streets, please consult the *Transport of Dangerous Goods* (TDG) Regulations.

1. Ensure primary containers (bottles, vials etc.) are labelled and well-sealed to prevent leaking.
2. Line your box with a secondary waterproof container (Sealable bag, plastic closable container etc.)
3. Place chemical(s) into a box. When packaging multiple chemicals for hazardous waste disposal, ensure only compatible chemicals are shipped in the same box.
4. When shipping liquids, fill the bag inside the box with an absorbent material such as vermiculite or chemical absorbent pads. Ensure enough material is used to absorb all of the chemicals in the event of a spill.
5. When shipping solids, fill the box with non-reactive padding material, preferably vermiculite to ensure the chemicals are secure and cannot move inside the box.
6. Seal the bag.
7. Close and seal the box and ensure that it is properly labeled (see example below).
8. If there is any waste to be picked up, fill out the required [form](#) and submit it to science.safety@uottawa.ca.
9. If there are empty gas cylinders or gas cylinders needing transport, only Science Stores can transport them. Please contact them at extension 5619 or 6026.

