



Guidelines for Transportation of Pharmaceutical Materials on the Anschutz Medical Campus

Acceptable containers for transporting pharmaceutical materials meet the following criteria:

- Container should be hard-sided and constructed from material allowing easy cleaning and disinfecting between uses.
- Container should have a securely closed lid to contain spills: leak tight for liquids and sift-proof for solids.
- Contents should be closed and protected against movement and damage.
- Contents should be clearly labeled.

Acceptable transportation routes:

Materials can be hand-carried between buildings using an acceptable container.

Movement of the materials between building floors must be done by using the stairwells or the freight elevator. Passenger elevators must NEVER be used for moving pharmaceuticals or other hazardous materials.

If transporting materials with a vehicle, the following guidelines apply¹:

- Using an official university-owned vehicle is always preferred.
- If a personal vehicle is used, the owner must be aware that the university's insurance policy will NOT cover any damage to the vehicle if it is involved in an accident. The owner's personal auto insurance should cover accidents if this activity is occasional.
- The acceptable packaging should contain any spills in the event of an accident.

Accidents occurring during transport (either hand-carrying or via vehicle), require an incident report be submitted to the University's Risk Management Department (<http://cu.edu/risk/file-claim>)

¹ Guidelines taken from "Guidelines for Transportation of Biological Materials to and on the CU Denver | Anschutz Campuses", November, 2020