

# Metro Bus Material Transport Policy

## Definition & Purpose

The research and medical functions of the University of Wisconsin-Madison and the UW Hospital require that materials sometimes be transported across campus.

Madison Metro restricts, and may deny, the transport of any item on its buses. Materials that Metro generally restricts includes, but is not limited to: flammable liquids; dangerous, toxic or poisonous substances; storage batteries; vessels containing caustic materials, chemicals, acids or alkalis; fishing rods which are not broken down or have unsecured or exposed hooks or lures; ski poles unless secured to skis or have tip covers; sheet glass and sharp objects. Metro may also deny transport of any other item that the driver perceives as hazardous.

To reduce the likelihood of UW research materials that are not infectious or do not otherwise present a safety threat being rejected for transport on Metro buses, Transportation Services has implemented this policy and procedure.

## Policy

The following procedure should be followed when transporting materials on Metro buses that may be perceived as presenting a safety threat:

- Materials must be packaged in a safe manner following any federal, state, or local regulations.
- Materials must be clearly labelled with a "Packaged for Metro Bus Transport" label that has the Primary Investigator's name and contact phone number, as well as the contents of the package, filled out on the label. Copies of this label may be downloaded and printed from [transportation.wisc.edu](http://transportation.wisc.edu)
- If possible, items should not be transported in glass containers. Plastic should be used instead if appropriate. Glass items, such as test-tubes, must be packaged securely with appropriate caps or covers and in such a manner so as to reduce the likelihood of broken glass.

## Restrictions

All existing federal, state, and local regulations for the transport of hazardous/bio-hazardous materials should take precedent over this policy.

Madison Metro reserves the right to deny the transport of any material their drivers perceive to be dangerous even if such items are labelled following the above procedure.

## Related References

- Madison Metro: [www.mymetrobus.com](http://www.mymetrobus.com)
- UW Safety: [www.ehs.wisc.edu](http://www.ehs.wisc.edu)
- UW Grad School: [grad.wisc.edu](http://grad.wisc.edu)

## Policy Information:

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