

DRI Lab Security Guidelines

DRI laboratories contain valuable research equipment, samples, work in progress, notes, and data. Many also contain hazardous chemicals and some contain radioactive substances. All of these Institute assets must be protected from unauthorized access, mishandling, or removal.

The Principal Investigator of a lab has overall responsibility for protecting these assets. However, all faculty and staff, including graduate students and hourly workers who access the labs, are expected to take precautions to protect against theft or misuse of items found in the laboratories. Security measures should correspond to the potential risks and must not hamper research unduly.

At the DRI, we recommend the following approaches to laboratory security:

- Limit building access through exterior doors. Buildings with laboratories will be accessible only through main entrances. Other entrances will normally be locked from the outside but many are accessible by DRI cardkey and they will be usable as exits.
- Limit access to laboratories, by keeping doors locked when labs are unattended.
- Safeguard documents, equipment, and materials of concern.
- Use sound computer security practices. These include, but are not limited to: never allowing a non-employee to use a DRI login; activating screen savers with password protection; enabling the CMOS/BIOS password; not sharing passwords and other user account information with others; and backing up data files regularly.
- Research and/or other activities involving the use of lab space, materials, or equipment may occur only with the knowledge and approval of the responsible Principal Investigator and/or Division/Center Director. Violation of this prohibition may result in severe disciplinary action.
- Each laboratory supervisor is responsible for the safety of visitors to his or her laboratory, including ensuring that immunization, training, issuance of personal protective equipment, paper work completion, and other requirements have been met.

In order to safeguard personnel, the facility, and data/materials, laboratory units are encouraged to develop a lab security plan (based on the attached laboratory security guidance document). As a minimum, all DRI laboratory personnel should comply with the following security procedures:

- Question the presence of unfamiliar/suspicious individuals in laboratories and/or building common areas. Report any suspicious activity immediately by calling 911. After reporting to the 911 dispatcher, immediately call 4411 during work hours or the after hours on call phone number appropriate for your location per the table below.

In event of a security threat or breach call 911, then call		
NNSC	SNSC	WHEN
4411	4411	During normal work hours
775-846-4540	702-429-4011	After hours, holidays, weekends

- Keep laboratory doors closed and locked, unless someone responsible is actually present.
- Do not give laboratory keys to contractors—contractors working in laboratory areas should be monitored continually by a responsible individual from DRI.
- Secure important research documents and experimental materials (e.g., lab notebooks, samples) in locked areas. Store hazardous substances in appropriate locked cabinets when these items are not in active use.

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- Keep a detailed inventory of all hazardous substances (chemical, biological, and radioactive) and have it readily available for review should a responding agency request it.
- All computers, with perhaps the exception of shared (common area) machines, should be password protected and passwords should be changed regularly. Never share your computer password with anyone. Lock up computer disks containing sensitive information or data. Log off or shut down your computer when you are away from it, and if you have any reason to suspect that anyone is trying to gain access to your files, change your password and report your suspicions to the information security officer or the DRI Director of IT as applicable.
- Report missing materials, documents, samples, etc., immediately upon discovery to your supervisor or Division Director. If neither is available, call 4411.

Normally, open laboratory building exterior doors are secured after normal business hours. To minimize the likelihood of unauthorized access, all after-hours building users must:

- Avoid providing building access to unfamiliar individuals.
- Secure doors behind themselves.
- Report any building security issues immediately after securing your own safety to TMCC or UNLV police as applicable by dialing 911 from any DRI telephone. (If 911 is called, call the appropriate internal number to report the issue as outlined in the table on page one.) To report stolen property, use the non-emergency numbers for campus police unless you have reason to believe the perpetrator is still in the area.
 - TMCC Police: 775-674-7900
 - UNLV Police: 702-895-3668

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RECOMMENDED SECURITY PLANNING GUIDANCE FOR DRI LABORATORIES

Security Guidelines: Follow these guidelines to develop a lab plan to minimize opportunities for intentional removal of any sensitive or hazardous materials from your laboratory:

1. Recognize that laboratory **security** is related to but different from laboratory **safety**. Security is preventing intrusion into the laboratory and the theft or misuse of equipment or materials from the lab.
2. Develop a lab-specific security plan.
 - Make an assessment of your laboratory area for hazardous materials and particular security issues.
 - Develop and implement lab-security procedures for your lab group.
 - Train lab group members on security procedures and assign responsibilities.
3. Control access to areas where hazardous chemicals are used and stored.
 - Limit laboratory access only to those individuals who need to be in the lab.
 - Restrict off-hours access to individuals authorized by the principal investigator, lab manager or division director.
 - Lock freezers, refrigerators, storage cabinets, and other containers where stocks of biological agents, hazardous chemicals, or radioactive materials are stored when they are not in direct view of workers (for example, when located in unattended storage areas).
 - Do not leave hazardous materials unattended or unsecured at any time.
 - **Close and lock laboratory doors when no one is present.**
4. Know who is in the laboratory area.
 - Know who is in the lab area at any given time.
 - Consider using a logbook for staff to sign in and out each day or using carded access devices.
 - Consider having all lab staff wear identification tags.
 - Approach any people you don't recognize who appear to be wandering in laboratory areas and ask if you can help direct them.
5. Secure your highly hazardous materials.
 - Maintain a complete inventory of hazardous materials and periodically review stocks of all highly hazardous chemicals, biological agents/toxins, radioactive materials, and controlled substances. **This could be as simple as frequently looking at your chemical containers to be sure that no chemicals or containers are missing.**
 - Know what materials are being ordered and being brought into the laboratory area. Visually screen packages before bringing them to the lab. Packages containing potentially infectious or other hazardous materials should be opened in a biological safety cabinet or other appropriate containment device.
 - Know what materials are being removed from the laboratory area.
 - Use a log to sign highly hazardous materials in and out of secure storage and track the use and disposal of hazardous materials. Report any missing inventory to the principal investigator, lab manager or your division director and EH&S who will then determine whether to notify law enforcement

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6. Have an emergency plan.
 - Control of access to laboratory areas can make an emergency response more challenging. This must be considered when emergency plans are developed.
 - Evaluate emergency plans with EH&S.
 - Periodically review and update the lab's emergency contact information that is posted on or near your laboratory door. This should be done at least annually or whenever there has been a change in contact personnel or lab specific procedures, whichever is more frequent.
 - Review emergency plans with lab personnel whenever new personnel are hired, whenever there is a change in contact or lab specific procedures or annually whichever is most frequent
7. Have a protocol for reporting incidents.
 - Laboratory PIs, in cooperation with facility safety and security officials, should have policies and procedures in place for the reporting and investigation of incidents or possible incidents, such as undocumented visitors, missing chemicals, or unusual or threatening phone calls.
 - Train laboratory staff on procedures.
8. Chemicals and other hazardous materials of concern
 - Laboratory researchers should be aware of the highly hazardous materials they have. A list of examples can be found in the DRI Chemical Hygiene Plan. For additional guidance, contact the DRI Laboratory/Occupational Safety Specialist.
 - For lists of bioterrorism (biological) and chemical agents go to the CDC Emergency Preparedness and Response website at <http://www.bt.cdc.gov/>
 - See http://safety.dri.edu/Forms/DRIShipping.html#export_controls to located links to information about laboratory materials that are export controlled.

Summary: Look out for these important areas of concern:

- Open labs
- Unrestricted access to toxic chemicals
- Unlocked support rooms
- Toxic gas security
- Biological materials not secured
- Access to controlled substances
- Changes in chemical inventory
- Storeroom security
- Chemical waste collection areas
- Unusual activities
- Unknown visitors

Additional information:

- Questions about hazardous materials security should be routed to EH&S
- Review laboratory product catalogs for information about various locks, lock boxes, and other security devices for chemical storage in laboratories.
- Consult with the DRI Facilities Operations about security devices.
- Review DRI computer use policies and procedures