

LABORATORY SECURITY POLICY

Laboratories often contain an array of equipment and hazardous substances, from chemicals and biological agents to radioactive materials and controlled substances. These materials must be protected from unauthorized access, misuse or removal.

In laboratories, this obligation rests primarily with the Principal Investigator or Faculty member in charge of the laboratory; however, all laboratory personnel have a responsibility to take reasonable precautions against theft or misuse of materials, particularly those that could threaten the public.

Research or other activities involving the use of laboratory space, materials or equipment without the knowledge and approval of the responsible Principal Investigator is strictly prohibited. Violation of this prohibition may result in disciplinary action up to and including termination.

At a minimum, the institution expects all laboratory personnel to comply with the following security and safety procedures:

1. Question the presence of unfamiliar individuals in the laboratories and report all suspicious activity immediately to Public Safety by calling X7000.
2. LOCK all laboratory and storage room doors when no one is present, even for a few minutes.
3. Do NOT leave hazardous materials unattended or unsecured at any time.
4. Lock freezers, refrigerators, storage cabinets, and other equipment where hazardous chemicals, radioactive materials, biological agents, or controlled substances are stored when they are not in use.
5. Dispose of unneeded hazardous materials as soon as possible.
6. Take periodic inventory of all highly hazardous chemicals, biological agents/toxins, radioactive materials, and controlled substances.
7. Report missing hazardous materials, equipment, or glassware to Public Safety immediately at X7000.

University of the Sciences in Philadelphia
Environmental Health & Radiation Safety Department

Laboratory building exterior doors are secured after normal business hours. To minimize the likelihood of unauthorized access, all after-hours building users should:

1. Avoid providing building access to unfamiliar individuals.
2. Secure doors behind them.
3. Immediately report any building security problem to Public Safety at X7000.