

LABORATORY SECURITY POLICY

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

In laboratories, this obligation rests primarily with the Principal Investigator (P.I.) 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 P.I. is strictly prohibited.

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

1. Report the presence of unfamiliar individuals in the laboratories, corridors, and all suspicious activity immediately to the University Police Department at (518) 442-3131 or dial 911 from any campus phone.
2. **LOCK** all laboratory and storage room doors when no one is present, even for a few minutes. **Do NOT use magnetic stirrers to keep laboratory doors unlocked.**
3. Do **NOT** leave hazardous materials or hazardous reactions unattended or unsecured at any time.
4. If storage is lockable, lock the freezers, refrigerators, storage cabinets, drawers, and other equipment where hazardous chemicals, poisons, carcinogens, chemicals of interest (COIs), radioactive materials, biological agents, controlled substances, and needles and syringes are stored when they are not in use. Be particularly aware of storing materials in equipment that is located outside a locked area.
5. Dispose of unneeded hazardous materials as soon as possible through the Office of Environmental Health and Safety at (518) 442-3495.
6. All laboratories must have a current, readily accessible inventory of all hazardous materials located in the laboratories. Take additional time periodic inventory of all highly hazardous chemicals, poisons, carcinogens, chemicals of interest (COIs), biological agents/toxins, radioactive materials, controlled substances, and needles and syringes.
7. Report missing hazardous materials (including everything listed above), equipment, or glassware to the P.I. and the University Police Department at (518) 442-3131 immediately or dial 911 from any campus phone. Also inform the Department Chair and the Office of Environmental Health and Safety.

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 problems to the University Police Department at (518) 442-3131 or dial 911 from any campus phone.

20230425 Policy Review Working Group:

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