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 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 University expects all laboratory personnel to comply with the following security and safety procedures:

1. Question the presence of unfamiliar individuals in the laboratories and corridors and report all suspicious activity immediately to the University Police Department at 518 442-3131.

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 anytime.

4. Lock 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 their lab. Take additional 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.
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 the University Police Department at 518 442-3131.