

Appendix A:

General Guidelines for Laboratory Security

1. Ensure entry doors are locked at the end of the shift. Noted that labs under the Radiation Safety program require the doors be locked anytime a lab is unoccupied
2. Individuals who do not routinely work in the lab are encouraged to wear identification (e.g. name badge), or make their identity known upon entry.
3. Lab staff should question any unrecognized individual who enter the lab
4. Don't provide access codes or keys to individual who are not authorized to be in the lab.
5. Report any security breaches to the next higher level of authority (supervisor, department head) and UT Police as soon as possible.
6. Working alone, especially after normal business hours, is addressed in the Lab Safety Manual available from Environmental Health and Safety (see "Appendix C: Working Alone" of this document for an excerpt).
7. Ensure containers are properly labeled.
8. Chemical inventories must be updated according to the UTK-EHS Procedure "Chemical Inventories" (at least once per year). See the Safety Manual for details.

Security surveys are available upon request from campus police.