

## Appendix B:

### Specific Guidelines for Laboratory Security

#### Security Measures for Controlled Substances

There are extensive security requirements for labs that contain controlled substances.

Broad categories of security include recordkeeping, controlled access, licensing, background checks, and reporting security breaches. Consult safety policy LS-030 (Controlled Substances for Research) found in the online safety manual for detailed security measures related to this area.

#### Security Measures for Radioactive Materials

The Radiation Safety Department is the primary contact for required security measures under this section and can be contacted at 865-974-5580. Security measures required for radioactive materials must meet the basic regulatory security requirement which states that radioactive sources must be secured from unauthorized access. The university is required to maintain security of sources at all times. Radioactive sources must either be locked up, or under the supervision of a trained radiation worker. A trained radiation worker is a person who is current with the required radiation safety training module which authorizes them to work with the type of radiation source in question.

#### Security Measures for Biohazards, Including Select Agents

The Biosafety Officer is the primary contact for required security measures under this section and can be contacted at 865-974-1938. Security measures associated with biohazards include:

1. Infectious agents categorized as Risk Group 2 (or higher) must be secured. Security measures include lockable storage devices, locked laboratory doors (when personnel not present), card/code-restricted areas/zones, or combination thereof. Stringency may vary based on the agents, regulatory requirements, or other special considerations identified by safety and security risk assessments.
2. Storage devices located in unlocked/unrestricted common areas shall be locked and appropriately labeled with biohazard signage and contact information.
3. Biological materials under regulatory permit (e.g. USDA, CDC, etc.) must be secured according to the specified permit provisions.
4. DHHS/USDA select toxins under the de Minimis threshold quantity must be secured in a locked container (refrigerator, freezer, cabinet, etc.), which is maintained in a secured laboratory or storage area. An inventory must be maintained by laboratory personnel. SOPs for toxin amounts, use, and storage/security must be approved by the Institutional Biosafety Committee (IBC).
5. DHHS/USDA select agents and toxins (exceeding de Minimis threshold quantity) are subject to a comprehensive plan inclusive of equipment, laboratory, building, and campus security measures. This plan will be developed by the Biosafety Office in collaboration with campus security authorities. The plan must be approved by the IBC and federal authorities as applicable.
6. Wastes containing biological hazards from any of the above must remain within the control of the laboratory or approved personnel until it has been inactivated and/or disposed in accordance with biological waste disposal requirements.

## Security Measures for Export Control

The Export Control Officer is the primary contact for required security measures under this section and can be contacted at 865-974-0232. Security measures associated with export control include:

1. Follow the conditions of the Technology Control Plan (TCP) for the respective project. Be aware of the list of approved project personnel.
2. Work locations require a clearly defined perimeter, which is adequate to protect against oral and visual disclosure of the export control-listed materials. This is generally but not always a locked area.
3. Export controlled materials and activities should be restricted to approved project personnel, to prevent inadvertent disclosure that would be in violation of export control laws.
4. Secure export control-listed materials in a locked storage container when not in the personal possession of approved project personnel. Keys or combinations may only be issued to approved project personnel authorized on the TCP.
5. Export controlled data and information should be stored and used on computers that have been security hardened for export control. Keep screens locked, and computers secured, when not in use. Contact OIT or your department IT staff for security hardening

## Security Measures for Substances Covered by the Department of Homeland Security, Chemical Facilities, Anti-terrorism Standard (CFATS)

The campus Safety Officer is the primary contact for required security measures under this section and can be contacted at 865-974-5084. Currently there are no substances on the CFATS list on campus that exceed the threshold levels of having a security plan.

Environmental Health and Safety will continue to review the chemical inventory and purchases made through the primary chemical supplier to identify lab that might fall under this program.

Note that the chemicals covered by the CFATS program are included in the Chemicals Requiring Approval (LS-021) policy found in the Safety Manual. This applies to substances with a threshold of 100 lbs. or less.

## Security Measures for Chemicals Requiring Approval

It's recognized that certain substances above threshold quantities and concentration are highly hazardous. Additional review and approval is necessary for these substances. EHS will evaluate labs that contain twice the threshold quantity for the Chemicals Requiring Approval list, which is found in policy LS-021 (Chemicals Requiring Approval) found in the safety manual.

## Security of Class IV Laser Systems and X-ray Producing Devices

Class IV laser systems and x-ray producing devices should be secured from unauthorized use. This can be achieved by maintaining security of the room, or by more localized methods of securing the machine itself.

## Managing Security Breaches or Thefts

The following should be performed in the event of a security breach

1. Contact UT Police immediately
2. Notify the lab manager, and PI and department head. or PI and the department head
3. Secure the area to the extent feasible to prevent contamination of the crime scene
4. Collect and document information regarding the event

### Managing Unusual Occurrences

Unusual occurrences should be reported to your supervisor, UT Police, and safety department. Examples include:

- A situation where someone known or unknown is inquiring about the security of a laboratory, or has unusual questions regarding the activities or hazards that may occur in a laboratory.
- Situations where seemingly innocuous property such as glassware, gas compressors, or other lab ware goes missing.
- Situations where you suspect a security breach even if nothing appears stolen or compromised.

In general, if you encounter a situation that you feel is unusual, you should report it.