EHS Laboratory Guidance
Chemical Security

Security of dangerous chemicals in laboratories, shops and other areas at UI is of increasing concern. While the theft and misuse of chemicals is not commonplace, care must be taken to reduce the possibility of such events. Certain items, such as explosives and items regulated by the Food and Drug Administration, Institutional Biosafety Committee, Radiation Safety Committee and other entities, may be subject to more restrictive requirements.

- **Keep laboratory, stock room and other work area doors closed at all times, and locked when not occupied**. Freezers and refrigerators in corridors are particularly susceptible to access and should be locked at all times.
- **Ask strangers to exit the work area if they are not authorized to be there.**
- Know the building schedule for locking doors. If strangers are present in the building after it has been secured, call UI Security and report the situation.
- Inspect all packages of chemicals arriving at the work area. If stains are present on the package, or the package is damaged, isolate and secure the package and call EHS.
- Keep an accurate inventory of highly toxic, dangerous or reactive materials. If the inventory includes particularly hazardous chemicals or chemicals that are commonly used for illicit purposes, do not post the inventory in a public area.
- Provide additional security for highly toxic, dangerous or reactive chemicals, such as a locked cabinet with controlled access to keys or other credentials. Consider using an access validation process for such materials, e.g., access requires approval of another person each time, and perhaps, physical distribution by a second person. Discourage working alone.
- Report losses to your department and immediately.
- Keep a list of emergency contact numbers by all telephones.
- To the extent possible, use less hazardous substitutes, use and store the smallest feasible quantities of chemicals and reduce or eliminate any unnecessary storage, transportation and handling of chemicals.