

EHS Laboratory Guidance

Chemical Security

Security of dangerous chemicals in laboratories, shops and other areas at the University of Idaho is an important 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 U of I Campus 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., requiring approval of another person to access, and perhaps physical distribution by a second person. Discourage anyone from working alone.
- Report losses to your supervisor and department **immediately**.
- Keep a list of emergency contact numbers next to all phones.
- Reduce the use of hazardous substances by using less hazardous substitutes, storing the smallest feasible quantities of chemicals and reducing or eliminating any unnecessary storage, transportation or handling of chemicals.