Agenda

- Purpose
- What is Special Hazard Material security?
- Who is required to take the training?
- Components of a Lab Security Plan
- Summary
Purpose

- To increase awareness of security concerns as they impact the FIU Lab Safety Program

- To increase understanding of security measures required to protect FIU employees and facilities
Authority

- Control of Radiation Hazard Regulations Florida Administrative Code Chapter 64E-5
- Controlled Substances 21 CFR 1300
What is Lab Security?

- Prevents unauthorized:
  - Entry into laboratories
  - Removal or misuse of special hazard materials
  - Removal or misuse of sensitive materials
    - Data, equipment, computers
  - Disruption of laboratories
    - Natural disaster, terrorist incident, destructive events
Who needs this training and awareness?

- Public Safety
- Facilities Personnel
  - Custodial
  - Maintenance
  - Project managers
- Delivery Persons
- Special hazard materials research Department heads, lab supervisors, and staff

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Components of a Lab Security Plan

- Institutional policies
- Security plan
- Training exercises
- Evaluation
Lab Security - EH&S

- Assist with development of safety and security plans for research labs
- Provide appropriate training for safety and security
- Conduct inspections to ensure compliance with safety and security plans
Institutional Policies

- University specific policies based on federal regulations through:
  - Center for Disease Control (CDC)
  - Health and Human Services (HHS)
  - United States Department of Agriculture (USDA)
  - Occupational Safety and Health Administration (OSHA)
Lab Security Plan

- Physical Security
- Personnel Security and Access Control
- Cyber Security (information technology)
- Inventory Control
- Incidence reports
- Emergency response
Physical Security

- Prevents or deters unauthorized access to a facility, resource, or information stored on physical media
- Use of physical barriers
  - Buildings: locks, limited access points, lighting, unrestricted views of entrances
  - Interior: self-closing doors, locks on refrigerators, storage areas, individual rooms, etc
Personnel Security

- Administrators and lab directors should be familiar with all lab workers in their area.

- Employees who require access to highly restricted areas should have:
  - Background check
  - Security risk assessment with fingerprinting
  - Identification badges with photograph and name

- Ensure:
  - References have been contacted
  - Qualifications verified
  - Background checks completed
  - Training in safety and security completed

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Personnel Security (2)

- Maintain list of all persons who have been granted access to labs containing:
  - Infectious agents
  - Select agents or toxins
  - Radioactive materials and equipment
  - Controlled substances

- Maintain records of key/keycard assignments
Access Control

- Works in conjunction with physical security
- Level of security protection based on site-specific risk and threat assessment for:
  - Labs with infectious agents
  - Labs with select agents or toxins
  - Labs with radioactive materials
  - Labs with controlled substances
Keycards and other security devices coded to allow access to authorized personnel only

Procedures established for:
- Deactivating keycards when lost/stolen and when employees leave
- Reporting and removing unauthorized persons
- Escorting persons who have not been approved into restricted areas
  - Delivery persons, housekeeping, maintenance
  - Access should be limited to when approved lab staff are present
Access Control (3)

- Maintain access logs for restricted areas
  - Should have name of person accessing area, date and time of entry and departure
- Up-to-date log of persons possessing door keys and keypad access codes
- Ensure physical security is not compromised
  - Doors are not propped open
  - Cabinets/refrigerators/cold rooms are locked when not in use
Cyber Security

- Associated with access to, use, storage, and transfer of sensitive data (paper, audio, electronic, or visual) and to IT systems
Cyber Security (2)

- Procedures developed to ensure that:
  - Sensitive information and data are stored securely
  - Passwords, information, or data are not shared with unauthorized individuals
  - Individuals cannot obtain information through:
    - Stealing, accessing offsite storage, finding discarded material, accidental release, breach of security, and overhearing verbal discussions in unauthorized areas
Material Control & Accountability

- Current inventory of all special hazard materials is required.
- Inventory is updated when new agents are received and/or the inventory changes.
- Special hazard materials must be stored in secure areas as required by state and federal regulations.
Vulnerability Assessment

- An evaluation that identifies:
  - Potential threats
  - Impact of an event
  - How current security measures would prevent and incident
  - Potential solutions/protections
  - Resources needed to implement resources and protections
Risk Assessment

- Identifies:
  - What must be protected
  - What happens if there is loss or misuse
  - What is the highest priority for protection
  - What will be compromised and why
  - What is the probability that this will occur
Emergency Preparedness

- Emergency plans must be in place and all the employees should be familiar with the plans.
- Plans should include means for emergency responders to gain access to the area.
- Laboratory emergency plans should be integrated with the university-wide plan.
Laboratories Requiring Increased Security

- BSL-2 labs
- Labs containing:
  - Exempt quantities of toxins per the “Select Agent” rules
  - Regulated select agents and/or toxins
- Radioactive material labs
- Controlled Substances labs

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BSL-2 Research Laboratories

- Restricted access
- Specific engineering requirements (BSCs) to ensure safety
- Locked when workers are not present
- Special procedures for reporting lost, theft, or release of infectious agents
Select Agents and Toxins

- Regulated by HHS (CDC) and Department of Agriculture (APHIS)
  - CDC: Center for Disease Control
  - APHIS: Animal & Plant Health Inspection Service
- Specific regulations published that address the possession, use and transfer
- Labs should be registered with CDC or APHIS prior to obtaining select agents or toxins
  - List of agents and toxins:
    - [www.cdc.gov/od/sap](http://www.cdc.gov/od/sap)
Select Agents and Toxins (2)

- Exempt quantities of toxins must be registered with Environmental Health and Safety
  - List of exempt quantities: [www.cdc.gov/od/sap](http://www.cdc.gov/od/sap)
Radioactive Material Labs

- Access restricted to Authorized Users only
- Locked when workers are not present
- Specific engineering requirements to ensure safety
- Established check-out procedures and “line-of-site” rules
- Special procedures for reporting lost, theft, or release of radioactive materials
Controlled Substances

- Access restricted to Authorized Users only
- Must be stored in secure and stationary locked cabinet, vault, or containment furniture
- Key locks and lock combination should be changed whenever personnel changes
- Security specifications regulated by 21 CFR 1301.72
- Special procedures for reporting lost, theft, or release of controlled substances
Employee Responsibilities
(Lab supervisors and staff)

- Be familiar with:
  - Your lab’s security plan and emergency response plan
  - Applicable regulations and policies
- Complete the required initial and annual training
- Follow all security procedures
- Report
  - Any unusual activities or activities not allowed by policies or procedures
  - All breaches of security such as doors propped open, missing special hazard materials
  - All suspicious packages
Employee Responsibilities (2)
(Lab supervisors and staff)

- Access Control
  - Never share your keys, keycards, or passwords
  - Keep all storage areas, refrigerators, and cabinets for special hazard materials secured when not in direct sight
  - Do not allow persons in the lab who have not been approved for access to the area.
Employee Responsibilities (3)
(Lab supervisors and staff)

- Conduct inventory of all special hazard materials as required.
- Safeguard your keys, cards, passwords, and other security codes.
- Participate in the annual vulnerability assessment when requested.
Employee Responsibilities (4)
(Facilities Personnel/Delivery Persons)

- Complete the required initial and annual awareness training
- Do not enter a lab unless a lab worker is present
- Do not enter a restricted area unless accompanied by approved lab staff
- Report
  - Any unusual activities or activities not allowed by policies or procedures
  - All breaches of security such as doors propped open
  - All suspicious packages

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Employee Responsibilities (5)
(Public Safety)

- Complete the required initial and annual awareness training
- Follow all security procedures
- Be familiar with:
  - What materials may be stored in the area
  - Proper protective equipment
- Report
  - Any unusual activities or activities not allowed by policies or procedures
  - All breaches of security such as doors propped open
  - All suspicious packages

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Questions?

Contact the EH&S at 348-2621

Have a safety concern? Call 348-SAFE