



Boston Fire Department

Fire Prevention Division

1010 Massachusetts Avenue – 4th Floor

Boston, MA 02118

Laboratory Safety and Security Best Practice Guidelines

Best Practice Guidelines for Laboratory Security

Laboratory security procedures are to be documented in the facilities chemical hygiene plan. Environmental Health and Safety Officers along with the Principal Investigators are to ensure that security procedures are adequate for the hazards contained in the lab. The main focus of the security procedures shall be to prevent unauthorized entry to laboratory areas and prevent unauthorized removal of chemical, biological, or radioactive materials. Facility safety personnel along with the Boston Police shall be available to assist in the development of security procedures. These procedures shall contain the following and be reviewed and updated annually.

- a. Chemicals received by a facility may not be left in an unsecured (unlocked) area.
- b. Chemical receiving areas (for chemicals not shipped directly to labs) must have a log indicating the name of the chemical received, name of the person who received the chemical, and the time of the receipt.
- c. Laboratory doors must be locked when unattended. Hazardous material storage areas must be locked when unattended.
- d. Certain highly toxic materials shall be stored in locked cabinets. Particular attention shall be paid to sodium cyanide, potassium cyanide, arsenic compounds and select agents.
- e. Updated Chemical Inventories must be maintained at the facility.
- f. The Laboratory manager must ensure that all persons using chemicals have received specific training for the type of chemical being used.
- g. Visitors must be escorted at all times.
- h. Access for students, visiting scientists, and others is permitted only when facility employees are present.

Protocol for Reporting Incidents

Environmental Health and Safety Officers in cooperation with Facility Safety and Security Officials are to have policies and procedures in place for the reporting and investigation of incidents or potential incidents such as (undocumented visitors, missing chemicals, unstable employees and unusual or threatening phone calls).

Reports of security incidents are to be sent to the facilities security department and the Boston Police.