

Spot Check: Labs - Access Test

2/22/19

Goal: To enhance safety and security of laboratory environment: to test aspects of security management in laboratories; to identify need for remedial activities.

References:

Chemical Laboratory Safety and Security: A Guide to Prudent Chemical Management

- [NRC Chemical Laboratory Safety and Security - Executive](#)
- [NRC Chemical Laboratory Safety and Security - Quick Guide](#)
- [NRC Instructor Guide Chemical Lab Safety and Security](#)
- [Pre-Planning Reference Card](#)
- [Signs](#)

Pre Test Activities:

<ul style="list-style-type: none">○ Determine Units that may be of concern. A Unit may be a PI group, department, school, or university.○ Determine specific Unit to be tested and the number and locations of discrete labs.○ Determine Unit (e.g., department, school, college/university) lab security requirements, if any.○ Select a random sample of labs (e.g., using a random number generator or other tool) or preferentially select labs to be reviewed. The minimum sample size should be 20% but not fewer than 5 labs.○ For selected labs, determine manager or PI (Unit Manager), access controls in place, inventory on file if submitted, lab door signage if required.○ These tests will not be pre-announced to the specific Unit selected. They should be done at various times of day and days of week to test state access controls. Some labs may warrant more than one access test.○ Identify a known individual to be the Controller for the test exercises (e.g., personnel from EH&S or UPD) and an Unknown Person (e.g., a person who is unlikely to be recognized by lab personnel).○ Provide letter documenting the Unknown Person as acting as part of a testing program and providing a recognized contact for confirmation. Provide notification to UPD to avoid any potential misunderstandings.	<p><i>Example:</i></p> <p><i>Chemistry Dept. with 30 labs in Smith Bldg</i></p> <p>The chemistry CHP states that all labs are locked when unattended.</p> <p>120% of 30 is 6 → test 6 labs (min):</p> <p>Labs 221, 323, 417, 107, 119, and 409 are selected.</p>
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Access Test – Part 1

Unknown Person – Access Testing

The Unknown Person would attempt to enter the lab. At no time should this tester put his or herself in any danger or pass from the initial entry point into a restricted lab area. The tester would stop after verifying the locked door or component and putting two feet on the ground inside the lab (assuming that it is deemed safe to do so).

The tester will identify the space as:

- Secured: unescorted access was not possible.
- Secured: access was immediately halted by a compensating control, e.g., persons in the area or other method.
- Unsecured: unescorted access achieved

The tester should also identify which modes were in use to secure the lab:

- Mechanical key access
- Electronic key access (swipe card or similar)
- Personnel guarding access
- Sign indicating no access, but no other barrier
- No security.

Access Test – Part 2

Controller Review

The Controller (i.e., personnel known and vested with authority) should review with the Unit Manager:

- the mode of access control
- findings of the unknown tester
- document access concerns of the Manager
- identify individuals who have access to the space (list
- identify process for removal of access.

Controller should visit lab and query persons present with apparent access and check that they are on the list of persons with authorized access.

Controller should attempt to verify access removal by examining records.