

Chemical Security



How to keep a safe and secure lab?

Lock the door when lab is unoccupied. Keep the highly hazardous material in a locked cabinet. Know who has access to the material. Conduct a monthly inventory to determine if any is missing. Always report any missing material or suspicious persons in lab areas to University Police!

Follow these steps recommended for all highly hazardous material, but required for Nitric Acid:

Control Access – Restrict access to known individuals

- ☑ Keep hazardous material in a locked cabinet when not in use. The cabinet construction must be compatible with the material. The cabinet must be secured to the wall, floor or other cabinets so that it cannot be removed.
- ☑ Establish and maintain a list of who in lab will have access to the hazardous material.
- ☑ Restrict access to keys for locked cabinet to people granted access by the PI/Supervisor.
- ☑ Keep laboratory or room locked when not occupied.

Maintain Inventory – Know where it is going

- ☑ Establish baseline quantity of hazardous material.
- ☑ Require sign out by authorized users with entry of how much was used.
- ☑ Conduct monthly inventory showing quantities added/purchased and used. Compare to last month's inventory.
- ☑ Send monthly inventory form to EH&S.

Reporting

- ☑ Report to University Police Department and EH&S within 2 hours of discovery of missing or unaccounted loss of hazardous material.
- ☑ Call University Police at 911 from any campus phone or 631-632-3333 and EH&S at 631-632-6410.
- ☑ Use the Stony Brook EH&S DHS Regulated Chemical Inventory Database to report annually the quantity of all listed chemicals in the room.

Training

- ☑ All hazardous material Authorized Users, including PI/Supervisors, must complete annual training provided by EH&S on DHS Chemical Security requirements.
- ☑ PI/Supervisor must train all Authorized Users on laboratory specific compliance requirements.

All forms and documentation related to this policy and the use of Nitric Acid must be kept for 3 years.

See the Nitric Acid Security Plan for forms and more details

[http://www.stonybrook.edu/asaforms/EHSD0373/\\$FILE/EHSD0373.pdf](http://www.stonybrook.edu/asaforms/EHSD0373/$FILE/EHSD0373.pdf)

Applies to all Department of Homeland Security chemicals. See EH&S web site for complete list:

http://www.stonybrook.edu/ehs/lab/dhs_chem_sec_list.shtml