

**Faculty of Health Sciences**  
**Policy for the Security of**  
**Radioactive, Biological & Chemicals Materials**

The Queen's University community is committed to safe and secure laboratory practices. There are policies and guidelines in place, which continue to be the responsibility of the principal investigator that address the handling and storage of hazardous materials and unaccountable loss of materials (i.e. radioisotopes) to avoid accidental injury. The focus of this policy is to advise all those who handle radioactive, biological and chemical substances within the Faculty of Health Sciences about the requirement to ensure the **security** of these substances.

Queen's University recognizes the need to minimize the potential for the misuse, diversion, or theft of radioactive, biological or chemical substances.

The intent of this policy is to balance the practical needs of the academic research environment and to recognize misuse, diversion and theft as a real possibility.

**Education & Training**

1. Principal investigators are responsible for providing training to ensure that personnel whom they supervise in areas for which they are responsible follow all applicable legislation, laboratory standards, university guidelines and policies relating to the security of materials.
2. Investigators can seek advice regarding appropriate training and the pertinent legislation, laboratory standards, university guidelines and policies from the Department of Environmental Health and Safety at Queen's University.

**Laboratory Access & Security:**

1. All access to research laboratories will be limited to authorized personnel.
2. Visitor access authorization and supervision of visitors while in research areas is the responsibility of the principal investigator.
3. Laboratories shall be locked when authorized personnel are not present in the laboratory.
4. Cold rooms are considered to be secure storage facilities for hazardous chemical substances or infectious agents if cold rooms are locked when authorized personnel are not present in the cold room.
5. "Best efforts" will be made to ensure that warm rooms are locked when authorized personnel are not present in the warm room.

6. Any suspicious individuals or suspicious activity in restricted research areas must be reported immediately to Campus Security.

**Inventory Control & Security:**

1. Certain toxic and hazardous chemical substances and infectious agents are required by legislation, standards, guidelines or policy to be stored in a locked storage facility within the lockable laboratories. In addition, the principal investigators must determine in their opinion, which, if any, other toxic and hazardous chemical substances and infectious agents contained in their laboratories need also to be stored in a locked storage facility within lockable laboratories. These storage facilities will be placed in a secure area of the laboratory away from the main entry point of the laboratory.
2. Any suspected theft of toxic substances will be reported immediately to Campus Security and Environmental Health & Safety indicating the toxic nature of the missing material, quantity involved and potential threat.
3. If for any reason, the existing safety storage facilities within lockable laboratories cannot be used to store certain toxic materials, the principal investigator should seek advice from the Department of Environmental Health and Safety, Queen's University, with respect to creating appropriate storage facilities within a lockable laboratory or storage room.

Any concerns or complaint about the implementation and/or compliance to this security policy should be directed to the appropriate Principal Investigator or Department Head.

Persistent failure to abide by this policy may result in the loss of the principal investigator's laboratory privileges.

Faculty Board March 6, 2003