

INTERNAL POLICY AND PROCEDURE

TITLE: Science Laboratory Access Control

EFFECTIVE DATE: November 15, 2018

CANCELLATION: none

DIVISION: Academic Affairs

CATEGORY: Laboratories

RESPONSIBLE DEPARTMENT: Division of Science and Mathematics

1. **Purpose**

To publish procedures for controlling access to Science Laboratories across the College.

2. **Scope and Authority**

This policy applies to all Science Laboratories of the Science and Math Division Laboratories across the College.

3. **General Guidelines**

- A. In accordance with the College's [Access Control Procedures policy](#), maintaining accurate and effective access control – through metal keys and electronic devices – is critical to protecting individuals and physical assets. Accordingly, all faculty, staff, and students are expected to follow and strictly enforce laboratory access requirements.
- B. In order to manage risks, some Science Laboratories are designated as Limited Access Laboratories. Access to Limited Access Laboratories is limited to specific personnel, such as program faculty and supervised students.
- C. Access to Limited Access Laboratories is granted on a semester-by-semester basis to Authorized Personnel (i.e. faculty, staff, and laboratory assistants) at the discretion of the respective Department Chair or designee. The Department Chair notifies Authorized Personnel at the beginning of each semester regarding directions on gaining access (e.g., Metal Key, Access Card Authorization, or Access Code). A list of Limited Access Laboratories is maintained by the respective Department Chair and the Science and Mathematics Division.

- D. For science laboratories with access codes, these will be changed each semester and provided to Campus Police and the College's Safety and Risk Management Officer.
- E. Anyone found under the influence of drugs or alcohol, or is impaired in such a way as to compromise safety, will immediately be asked to leave any Science Laboratory.
- F. Any violation of laboratory access or other laboratory policies or witness of an unsafe act or access violation will at minimum result in the loss of authorized laboratory access for a period to be determined depending on the severity of the violation.

4. **Provisions for Limited Access Laboratories**

- A. Student access to Limited Access Laboratories is strictly limited and requires an authorized faculty member to be present during instructional lectures, demonstrations, or lab activities.
- B. Access approval for unauthorized personnel must be given by the respective Department Chair or the Chair's designee in advance of gaining access to the Limited Access Laboratory.
- C. Authorized Personnel, while using Limited Access Laboratories, are responsible for refusing access to Unauthorized Personnel. Failure to do so is a violation of this policy.
- D. It is a violation of this policy for Unauthorized Personnel to access a Limited Access Laboratory at any time without approval of the respective Department Chair.

Policy Reference:

Delgado Policy and Procedures Memorandum, [Access Control Procedures policy](#)

Review Process:

Ad Hoc Committee on Science Lab Access Control Policy 10/22/18
Dean, Science and Mathematics 11/5/18

Approval:

Vice Chancellor for Academic Affairs 11/15/18