



UCCS SAFE OPERATING PROCEDURE

14. CHEMICAL SECURITY

(For assistance, please contact [Environmental Health & Safety](#))

Security of dangerous chemicals in laboratories, shops, and other areas at UCCS is of increasing concern. While the theft and misuse of chemicals is not common, care must be taken to minimize the possibility. Providing security for chemicals also safeguards against cross-contamination.

IN NO CASE ARE UNIVERSITY CHEMICALS TO BE USED FOR PERSONAL APPLICATIONS, TAKEN HOME, OR TRANSFERRED WITHOUT PRIOR AUTHORIZATION.

Following these tips for securing chemicals, petroleum products¹, and “farm chemicals²” can reduce potential for theft and misuse. Certain items, such as explosives and items regulated by the Food and Drug Administration, Institutional Biosafety Committee, Radiation Safety Committee, and other entities, may be subject to more restrictive requirements.

- Keep laboratory, stock room, and other work area doors closed and locked when not occupied. Freezers and refrigerators in corridors are particularly susceptible to access and should be locked at all times.
- Bulk storage facilities, such as fuel tanks and liquid nitrogen tanks, should be equipped with locking mechanisms and locked when not in use to prevent theft. When possible, these items should be located in secured, fenced areas. Bulk storage should be well lit and in areas easily monitored by periodic Campus Police checks.
- Discuss in advance how to handle strangers so that your response is proper and effective. Campus Police can provide training upon request. Strangers should always be able to account for their presence. If you do not feel comfortable with their answer, be prepared to take appropriate actions, such as:
 - Ask them if they need assistance;
 - Politely ask them to leave the area;
 - Ask them to follow you to the Department Office to seek information;
 - If necessary, call Campus Police ((719) 255-3111 for assistance.
- Know the building schedule for locking doors. If strangers are present in the building after it has been secured, call Campus Police (719) 255-3111 and report the situation.
- Inspect all packages of chemicals arriving at the work area. If stains are present on the package, or the package is damaged, isolate and secure the package and call [EH&S](#) (719) 255-3212 for assistance.

¹ Gasoline, lubricating oils, diesel fuel

² Herbicides, pesticides, fertilizer