SOP: SOPLABSEC
Last date revised: December 26 2009
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LABORATORY SECURITY AND SAFETY

PURPOSE:

This document proposes procedures that will prevent unwanted access to X-ray diffraction laboratory by unauthorized users.

POLICY:

All entrance to the X-ray Diffraction Laboratory is controlled by magnetic ID cards issued by Texas A & M University. Security access is issued by the Department of Chemistry and all access to the X-ray Diffraction Laboratory must be approved by the Assistant Department Head.

RESPONSIBILITY:

The X-ray Laboratory personell will be responsible for workspace related training required by Texas A & M University.

PROCEDURE:

1. The doors to the X-ray Diffraction Laboratory (rooms 2407, 2409 and 1424) will remain locked at all times.
2. All doors to the X-ray Diffraction Laboratory are controlled by electronic locks, which can be opened with a Texas A & M University ID card.
3. The card must be activated by the Chemistry Department Building Security before it can be used to open the electronic locks.
4. To gain access to the X-ray Diffraction Laboratory a user must complete a general radiation safety course administered by Texas A & M University, Environmental Health and Safety Office and complete individual

workspace safety training administered by the X-ray Diffraction Laboratory.

5. Users who have successfully passed the safety training courses (see 1.) must fill out and sign the X-ray training and Certification form, Work Area Specific training form and the Key Request form.
6. Research advisors or P.I. must also sign the forms (see 2.).
7. Users must present the signed and dated forms to the X-ray Diffraction manager for registration.
8. Upon approval by the X-ray Diffraction manager the forms will be forwarded to the Department of Chemistry, Business office for approval.
9. Upon final approval the Department of Chemistry will then instruct building security to program the user's Texas A & M ID card for admittance into rooms 2407, 2409 and 1424 (Chemistry addition/annex).
10. Chemistry users who leave the department will immediately be denied access to rooms 2407, 2409 and 1424.
11. Non-chemistry users will lose access to rooms 2407, 2409 and 1424 on September 1 of each fiscal year. Non-chemistry users must renew access by completing the appropriate forms on an annual basis.

Documentation

1. All signed safety forms will be scanned into a database and a copy of the form will be kept in the blue safety binder (for inspection) in room 2409.
2. The Department of Chemistry will maintain a database of all users who have access to rooms 2407, 2409 and 1424 and will update that data base on a regular basis.