




UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

October 17, 2001

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Deane Neubauer 
Interim Chancellor

SUBJECT: Access to Hazardous Materials and Pathogens

In light of recent events, I am advised that there is a need for increased security at the University of Hawai'i at Mānoa regarding access to hazardous materials and cultured pathogens, particularly those used in our laboratories. Whereas I am further advised that it is the norm to keep such materials and organisms in locked and secure locations, I am enacting the following restriction as a further precaution.

- All indoor areas where hazardous materials and pathogens are stored and used must be provided with limited access when in use and must be locked and secured at all times when not staffed by authorized personnel.
- An inventory of hazardous chemicals should be in place and updated periodically to permit ready identification of any missing materials which may occur. If regarded as significant by the responsible individual (e.g., principal investigator, laboratory manager or facility manager), missing materials must be reported to Campus Security without delay.

The following measures should also be taken:

- 1) Approach any visitor that appears to be wandering in laboratory areas and ask them if you can help direct them. If suspicious activity persists, call Campus Security.
- 2) Lock all secondary rooms such as walk-in freezers and chemical storage rooms as well as equipment (e.g. freezers, cabinets, incubators, and scintillation counters) that may contain hazardous materials and/or pathogens. Please note that it is contrary to good management practices for such units to be located in hallways or areas outside of laboratories.
- 3) Post on or near the main entrance to each laboratory, the name of the responsible person, a second person knowledgeable about the laboratory, and a 24-hour contact telephone number.

I would appreciate your assistance in seeing that this memorandum is distributed to faculty and staff who are employed in your academic or research unit.

c: President Evan Dobbelle
Interim Vice Chancellor for Research and Graduate Education Edward Laws