

Environmental Safety and Risk Management Committee

Meeting Minutes - Approved

April 16, 2013

Present: Megan Adams, Mary Baum, Steve Bernasek, Mark Burstein, Cynthia Cherrey, Adam Cohen, Roger Demareski, Jay Dominick, Robin Izzo, Chad Klaus, John Kolligian, Paul LaMarche, Jerry Levine, Don Lowe, Pete McDonough, Mike McKay, Paul Ominsky, Jen Palancia, Rick Register, Bill Russel, Treby Williams,

Next meeting: December 11, 2013, 200 Elm Drive

I. Minutes

Minutes of the December 13, 2012 meeting were approved.

II. Announcements

Welcome Paul LaMarche, Adam Cohen and Jen Palancia. Paul will replace Michele Minter on the committee. Adam Cohen is a new member representing PPPL. Jen Palancia, Associate Director of Compliance in the Office of Audit and Compliance, now sits with the committee.

This is Mark's last ESRM meeting. The group thanked him for his leadership. It has been a pleasure.

III. Discussion

New Charter

A new charter, including new membership, was reviewed and approved as presented.

Key Control Policy – Don Lowe

The University currently has a policy on key control, but it is not very tight, with the exception of the card access system. Paul L, Paul O and Roger D asked Don Lowe to write a policy. There are currently more than 5,000 electronic locks and more than 20,000 mechanical key locks on campus. The cost per lock is approximately \$1,000 for Salto locks, \$10,000 for CACS, with keys much less expensive. Over the past few years, Facilities has rekeyed 25 buildings at a cost of \$138,000 (2011-13) out of major maintenance funds.

Housing, Facilities contract office, Building Service, Audit and Compliance and the Security Advisory Group (SAG) have reviewed the draft policy.

SAG is concerned about the number of master keys. The policy calls for two per department – one for the chair, the other to share. Rick R explained that in E-Quad, all floor monitors have submasters to check rooms during building evacuations.

The current University design standards call for Salto or CACS locks on laboratory doors. We are not proactively replacing mechanical locks with electronic locks at this time.

The new policy sets up a role similar to BACS and DAFS for mechanical keys. The access coordinator has more of an administrative burden than BACS and DAFS. Depending on the security risk level, keys may need to be tracked.

The new policy was approved pending the following:

- Change the structure of the policy to fit the policy template.
- Clarify that the policy applies to new keying operations, such as rekeying a building, key requests, etc. Ensure these categories are clear.
- SAG should discuss the number of submaster keys issues.

SAG will distribute the updated policy via e-mail. Unless there are substantial changes, it will be considered approved.

Public Safety/Princeton Police Conversation – Paul Ominsky and Treby Williams

There has been a change in leadership in the town. The current chief will be separated from the town and Nick Sutter is the acting chief. Princeton Police (PPD) and the Department of Public Safety (DPS) have been in discussions about jurisdiction. The county prosecutor is involved in the discussion, but will not be signing off on the agreement. The agreement clarifies who is the primary responder for an incident and who will be in charge of leading the investigation.

The University will take care of itself and will ask for help as needed in order to reduce redundant resources. For example, PPD will no longer send an officer with every ambulance. PPD is interested in more community policing and will be training together with DPS.

On the map shown at the meeting, orange is DPS jurisdiction and blue is PPD jurisdiction. DPS has the parts of the campus with athletic, academic, and student housing (graduate and undergraduate). University-owned commercial properties and private homes are not included within DPS jurisdiction. As the campus changes, the map will change accordingly.

Chad noted some inconsistency among graduate and faculty/staff housing. Paul O explained that where graduate and undergraduate housing are adjacent, it is under DPS. PPD was interested in clean lines with property lines. Paul O will add 35 University Place to the DPS jurisdiction.

Mike suggested that it would be helpful to have general agreements in place regarding the arts and transit neighborhood in order to clarify response to different types of alarms and incidents.

Pete suggested that all University operations areas should be colored one way or another on the map.

Treby will share draft agreements with the committee for comments. Send comments to Treby and Paul O.

Student Electronic Door Locking System Data Policy

SAG worked on policy regarding data from electronic doors. Student Life committee reviewed it and was satisfied. Jay Dominick added his comments, which have been incorporated into the newest draft.

Data requests go to Paul O, who works with the Office of General Counsel as needed to determine what data to share.

Pete clarified that this is for investigation only, not for discipline. He suggested the following:

- Add "and for related external or internal proceedings" to the first bullet under Policy.
- Change the structure of the policy to fit the policy template.
- Remove "images and video" for now, since SAG is working on a policy covering cameras.

In the event of an investigation of a breach where there is a camera involved, this policy would cover only the data, and the images would be covered by a different policy.

Adam suggested that the Institutional Research Board should review the policy and add a statement that this information would never be used for research purposes.

Jay confirmed cybersecurity of the data is covered by IT policy. He related that there is a group of people, data guardians, charged with looking at data and how it is treated. They are looking at current policies and procedures to review privacy policy as well as information security. Privacy policy - what do we tell people who give us information how we will use that information.

This was an area flagged by our university audit.

Jen shared that some departments are creating their own privacy policies and confidentiality agreements.

Biosafety Level 3 Work in Laboratories

There is a new faculty member in Molecular Biology who is interested in conducting laboratory and animal research with organisms that are classified as Biosafety Level 3 (BSL 3). Currently, the University does not support or approve work at BSL3. There is one faculty member in Molecular Biology who conducts research at another institution in order to benefit from BSL 3 facilities for her BSL2+ work with HIV.

The Dean for Research, along with EHS, Lab Animal Resources, Research Integrity and Assurance and others agreed that there needs to be an institutional commitment to BSL3 research before such work is conducted on our campus. A working group will be considering both the facility issues and the support functions, including compliance, maintenance, biosafety support, community issues and more.

If we do allow BSL3 research on campus, we will receive more attention from the National Institutes of Health and other organizations regarding compliance issues. We have been comfortably telling the community and emergency responders that we do not work with organisms riskier than BSL2.

Respectfully submitted,
Robin Izzo, Secretary