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| Policy: <b>PERSONAL ELECTRONICS DEVICE POLICY</b> |                 |
| Policy #:                                         | Prepared by:    |
| Supersedes:                                       | Effective Date: |

**APPROVALS** in this section

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Laboratory Director

**RECORD OF REVIEWS**

| Date | Signature | Title | Procedural Changes/Review |
|------|-----------|-------|---------------------------|
|      |           |       |                           |
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|      |           |       |                           |

**VERSION HISTORY**

| Version # | Section #/Changes | Revision Date | Reason for Revision |
|-----------|-------------------|---------------|---------------------|
|           |                   |               |                     |
| 1         |                   |               |                     |
| 2         |                   |               |                     |

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## **PURPOSE**

The purpose of this policy is to outline where and when personal electronic devices may be used at the [Lab Name]. This policy will help ensure workplace safety, the quality of analytical processes, and workplace professionalism throughout the laboratory.

## **POLICY**

1. Use of personal cell phones or other electronic devices is not allowed in the laboratory technical work spaces or dry desk areas. To minimize the risk of contamination to the devices, cell phones must not be carried in a laboratory coat pocket or set on laboratory bench. Cell phones may be carried in pockets under the lab coat and placed on vibrate when important personal phone calls are anticipated. Employees must remove PPE, wash hands, and leave the area to take the call.
2. Laboratory staff who are performing clerical data entry or verification are not allowed to talk on the phone while performing these business duties. If the employee must answer the phone for a personal or business-related purpose, the employee must pause performing data entry in to give full attention to the caller. Personal calls must be kept to a minimum so as to not affect work-related duties.
3. All personal cell phone calls must be taken or made in a designated area outside of the laboratory. Acceptable areas for personal calls are: huddle rooms, conference rooms, offices, library, touchdown rooms, lounges, patio, and eating areas. Employees should give an alternative contact number (i.e. personal line/voice mail).
4. When using a telephone (state issued wireless or landline) for technical assistance in the laboratory area, an employee must not be concurrently and actively involved in any aspect of the testing or laboratory reporting process unless this activity is the subject of the technical assistance call.
5. Use of cell phone cameras are not permitted in the laboratory technical areas without prior supervisory approval. The laboratory owns several cameras that can be used for photographing equipment or instrumentation in order to assist in resolving technical problems. Laboratories may purchase digital cameras and designate them for use in the laboratory section.
6. Except for authorized staff carrying out official business (e.g., training purposes, documenting results of analytical procedures, instrument troubleshooting, or laboratory accidents), the use of imaging capabilities of cell phones or other devices (camera, tablet) in security –sensitive areas (e.g., BSL-3, places containing HIPAA data, or security post consoles) is prohibited.

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7. Radios and other music devices are permitted in non-laboratory workplaces:
  - a. When they are approved by the Supervisor or Unit Manager and they do not interfere with any employee's ability to perform precise, accurate, and reliable work; and
  - b. The Supervisor or Unit Manager will ensure that a device's volume is such that it cannot be heard at the next workstation or in an adjoining hallway, or by a customer on the phone and it does not annoy a co-worker.
8. When approved by the supervisor, radios are also permitted in contained laboratories and isolation rooms, but must be located on a shelf or table away from the testing area so as not to become contaminated.
9. Headphones and earbuds may be worn in the non-technical areas if there are no dangling wires or other accessories that may pose a safety hazard. The use of headphones and earbuds is not allowed while walking in the halls, making deliveries, or performing laboratory testing duties.
10. Playing electronic games, accessing social media sites, streaming TV or movies using enhanced mobile-phone or tablet technology along with instant text or video messaging must be limited to designated break areas and times and should only be done on personal devices on your cellular provider's network. Streaming audio and video (e.g., YouTube, Pandora) that is not related to official business is not permitted on [Lab Name] workstations or the guest wireless network. (Reference State Information Security Manual pp 31-32).
11. Chapter 3, Section 08 - Securing Data in the Statewide Information Security Manual requires all portable devices that communicate with State-owned equipment to be encrypted. Therefore, personal electronic devices such as MP3 players, Tablet PCs, iPods, iPhones, or other personal cell\smart phones are not authorized to be connected to your State-owned workstation, even for charging purposes. Furthermore, staff may not use mobile phones or other personal electronic devices, such as a PDA, audio player, notebook computer, or security devices to subvert or evade [Lab Name], Division, Department, or State rules or policies.
12. Failure to follow this policy will subject employees to progressive disciplinary actions that correspond to the seriousness of the infraction(s)