

SecuritySmart

TAG YOUR PERSONAL BELONGINGS

When untagged personal belongings are found in public places at the Laboratory, they are assumed to be and are treated as hazardous devices. They may be destroyed by the Hazardous Devices Team if the owner cannot be located.

Although the contents of a bag or package may be harmless, the building where it is found usually has to be evacuated. Evacuations are costly, time-consuming, and disruptive on institutional, organizational, and personal levels.

- Do not leave personal belongings such as briefcases, backpacks, gym bags, and other packages unattended in public or common areas at the Lab.
- Put identification tags on all your personal (e.g., lunch bag and purse) and business property (e.g., laptop case, toolbox).

Suspicious Items

The Protective Force and Emergency Management & Response (EM&R) respond to all reports of suspicious items. If you see an item such as a package or bag that is unmarked, is unusual, or is out of place and is not tagged, do the following:

- Do not touch or attempt to move the suspicious item. Stay clear of the item.
- Isolate the area and prevent people from entering by requesting the aid of other workers.
- Call 911 or EM&R at 667-6211. Important: Do not use a cell phone within 50 feet of the item.

Security Concern

The issue with untagged bags do not only involve possible hazardous devices. Documents or computer media with classified, unclassified controlled information or UCI (such as Official Use Only and Unclassified Controlled Nuclear Information), or personally identifiable information (PII, such as social security numbers and dates of birth) can pose a security risk if they end up in the wrong hands.

Get Your Tag

The following options are available for getting bag tags:

- If you need just one tag, go to the Badge Office to have one created for you.
- Send an email to bagtag@emo.lanl.gov with the following information: your name; group; work phone number or pager number; and mail stop.
- Send business cards to EM&R (MS C938, Attention "Bag Tags") for lamination.

Resources

- Emergency Response Website: <http://int.lanl.gov/orgs/er/index.shtml>
- For general security questions, contact the Security Help Desk, security@lanl.gov, 665-2002.