

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-099,R0-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Kristen Fischer Phone Ext: 2218

Department Name: Business Operations

Document Number: P-099 Revision No.: 0

Document Title: Limited Use of Laboratory (DOE) Office Equipment, Including Information Technology

Reason for change:

Update policy to reflect cancellation of DOE Order DOE O 580.1A

Update title of P-088

Add Management System

Minor Edits including other devices

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Updated policy to reflect cancellation of DOE Order DOE O 580.1A

Updated title of P-088

Added Management System

Made minor edits

Defined office phones for VoIP use as limited use office equipment, and the P Drive, Google Drives and Local Hard Drives as limited for personal use.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X

2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Kristen Fischer
Department/Division Head Approval

3/15/17
Date

James B. Graham
Head, Quality Assurance/Quality Control **Date**

3/16/17

Release/Effective date of this TCR: 3/16/17

Incorporate this TCR into next revision of this document? YES: X NO:

Subject: Limited Personal Use of Laboratory (DOE) Office Equipment, Including Information Technology	Effective Date: August 18, 2008	Initiated by: Head, Business Operations
	Supersedes: <i>NEW</i>	Approved: Director

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Management System (Primary): 07.00 Business Operations
Management System Owner: CFO – Head of Business Operations
Management Process: 07.05 Legal and Ethics
Process Owner: CFO – Head of Business Operations
Sub-Process: 07.05.04 Ethics
Sub-Process Owner: CFO – Head of Business Operations
Subject Matter Experts (SMEs): CFO – Head of Business Operations

APPLICABILITY

This policy applies to all users of PPPL office equipment, including information technology.

REFERENCES

The following Laboratory documents include additional requirements regarding the use of Laboratory equipment and resources:

- DOE Order 203.1 Limited Personal Use Of Government Office Equipment Including Information Technology
- P-088 PPPL Computer Use and Use of Social Media Policy
- P-098 Use of Laboratory (DOE) Resources
- Personnel Practices *Use of Telephones, Cellular Phones and Calling Cards*
- Manual *Usage of the University Name and Laboratory Resources*

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POLICY

Laboratory office equipment and information technology resources are provided to support the Laboratory’s official business; however, all Laboratory employees are permitted to make incidental (limited) personal use of Laboratory (DOE) office equipment, including information technology. Information technology includes Laboratory-owned computers, computer systems, networks, storage, printers and portable/mobile devices, office phones (VoIP),as well as all methods of access, whether local or remote. There is no inherent right for the personal use of the Laboratory’s office equipment and information technology resources; however limited personal use is permissible, but only where such use:

- (a) Involves de minimis additional expense to the Laboratory;
- (b) Does not interfere in anyway with the mission or operations of the Laboratory;
- (c) Does not involve illegal activities and is otherwise permissible under applicable State and Federal laws and regulations;
- (d) Does not interfere with official duties, resulting in a loss of productivity or interfere with job performance;
- (e) Does not compromise information security;
- (f) Does not involve activities that could potentially embarrass Princeton University, the Laboratory or the DOE;

- (g) Does not involve operating or support of a private business or a political enterprise or activity; TCR-P-099,R0-001
- (h) The incidental personal use of Laboratory office equipment does not give the impression that the employee is acting in his official capacity as a Laboratory employee.

The following examples of acceptable incidental (limited) personal use are provided for guidance:

- (a) Occasional personal banking matters, such as checking credit union or financial institution accounts using information technology equipment;
- (b) Retaining personal data in electronic files (e.g., P drive, Google Drive, Local Hard Drive) with the understanding that data may be deleted without notice;
- (c) Obtaining detailed information or conducting research (e.g., reading newspaper and magazine articles, comparing airline prices and schedules, browsing sales catalogs or comparing prices of automobiles) on the Internet during non-working hours;
- (d) Other personal use of Laboratory office equipment, including information technology, but only if such use results in minimal impact or normal wear and tear of the equipment, requires de minimis workday time for personal pursuits, and requires use of de minimis consumable items (paper, ink, toner, etc.) as determined by a reasonable person with knowledge of all the relevant facts.

The following examples of inappropriate incidental personal use are provided for guidance and should not be considered all-inclusive. Policy P-088 *PPPL Computer Use and Use of Social Media Policy*, and Personnel Practices Manual section entitled *Use of Telephones, Cellular Phones and Calling Cards* should be referred to for further specific examples that apply to the allowable and unallowable uses of computer, information technology and telecommunications equipment.

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- (a) Modification of Laboratory (DOE) equipment, particularly information technology, by loading application software or making configuration changes not approved for use in the site's operating environment;
- (b) Seeking help from Laboratory employees (e.g., computer support staff, administrative assistants, etc.) in pursuit of personal projects;
- (c) Any frequent personal use that may cause congestion, delay, or disruption of service to any Laboratory system or equipment, including greeting cards and streaming video and/or audio;
- (d) Any personal use (including e-mail and internet service) that may impair the performance of the Laboratory's entire network or of a unit, including opening a program with large file attachments (e.g., music or graphic files) or extensive use of a program or Internet site that provides continuous data streams (e.g., continuous stock quotes, or headline news updates, etc.) or using unapproved peer-to-peer (P2P) file sharing services;
- (e) Creating, copying transmitting or retransmitting chain letters or other mass mailings, regardless of the subject matter;
- (f) Using Laboratory resources for activities that are illegal, inappropriate, or offensive to a reasonable person with knowledge of all the relevant facts, including hate speech, material that ridicules others on the basis of race, creed, religion, sex, disabilities, etc., or threatening activities;
- (g) Creating, downloading, viewing, storing, copying or transmitting sexually explicit or sexually oriented materials (e.g., pornography, child pornography);
- (h) Creating, downloading, viewing, storing, copying or transmitting materials in the conduct or furtherance of any type of illegal activity;

- (i) Unauthorized acquisition, use, reproduction, transmission or distribution of controlled information (e.g., computer software and data; classified, business sensitive; proprietary data; etc.);
- (j) Gaining unauthorized access to internal or external systems or networks using Laboratory or personal computer systems and technology;
- (k) Fundraising not authorized by the Laboratory;
- (l) Participating in any lobbying activity;
- (m) Engaging in any prohibited political activity;
- (n) Any personal use of Laboratory resources that is misleading in that it creates the impression that the employee is acting in an official capacity or endorsing any product or service;
- (o) Using Laboratory resources for commercial pursuits, to support for-profit activities, or to benefit one's outside employment or business activities (e.g., receiving personal business calls on office telephone, sending or receiving e-mails in support of an outside business, or selling or trading business merchandise over the internet);
- (p) Using Laboratory resources (e.g., copying, printing, etc.) for any non-official activity that results in greater than de minimis expense;
- (q) Intentional use of software techniques meant to disguise or circumvent the detection of computing activities on the PPPL network.

It is important to note that Laboratory employees do not have a right to, nor should they have an expectation of, privacy, while using Laboratory (DOE) resources at any time, including when they are accessing the Internet or using e-mail. The Laboratory monitors its computer resources to detect improper use. Investigation of detected improper use may result in the confiscation of the offending device for confirmation and evidence gathering by appropriate authorities. Use of the Laboratory's computer resources implies consent to review and disclose information and usage upon violation of this policy or when mandated by law or the DOE contract. Violations will result in consequences including, but not limited to, loss of access to computer resources, administrative disciplinary action, and civil and criminal penalties.

Laboratory supervisors are responsible for assuring that these guidelines on the incidental personal use of Laboratory office equipment, including information technology, are communicated to their employees. The Director of Human Resources (x2224) and the Head of Business Operations (x2218) are available to provide guidance and answer questions with respect to interpreting the requirements of this policy.