



Sensitive and/or Controlled Unclassified Information and Export Control

NOTE: *No classified work will be conducted within CAES.*

Sensitive and/or Controlled Unclassified Information (SCUI): any information that when disclosed, lost, misused, altered, or destroyed could adversely affect national security, government or company interests, personal privacy interests, or competitiveness.

Each tenant is responsible for protecting SCUI in his or her office and must adhere to their respective home organization's procedures for protecting this information. If funding for a project is provided by the Department of Energy through the INL, INL procedures must be followed. General INL's Operations Security (OPSEC) guidelines are listed below that are in each organizations' best interest to follow.

INL employees can reference LWP-11202, "Controlled Unclassified Information Program," at http://edms.inel.gov/inl_index.html for further information or referencing the "Protecting Controlled Unclassified Information" pamphlet found at <http://security.inl.gov/CUI.htm>.

Every workspace is equipped with lockable cabinets. All hard-wall offices have lockable doors. Maintenance staff has access to all offices and laboratories to perform their work.

Export Control: U.S. federal government laws and regulations that require federal agency approval before the export of controlled items, commodities, technology, software or information to restricted foreign countries, persons and entities (including universities).

All CAES residents are responsible for compliance with all United States export control laws and regulations. Under no circumstances should the transmittal of controlled technical data, technologies, software, or commodities take place contrary to U.S. export control laws and regulations. These regulations include, without limitation, the Arms Export Control Act, the Export Administration Act, the International Economic Emergency Powers Act, the Atomic Energy Act and regulations issued pursuant to these including the Export Administration Regulations (EAR) (15 CFR Parts 730-774), the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130), and the Nuclear Regulatory Commission and Department of Energy export regulations (10 CFR Parts 110 and 810). In addition, each resident is responsible for complying with its home institution's export control requirements.

Operations Security (OPSEC) Practices

Sensitive and/or Controlled Unclassified Information (SCUI):

- All removable computer media, such as CDs and thumb drives containing SCUI must be labeled with the type of SCUI and encrypted.
- Encrypt emails containing SCUI and note in the first line of the body text that it contains SCUI. If only the attachment contains SCUI, the message must indicate the attachment is SCUI.
- Ensure SCUI documents are packaged in a solid opaque envelope rather than a “holey-joe” when transmitting via internal INL mail.
- Ensure the fax recipient is waiting at the other end of the facsimile to preclude any compromise of information.
- Ensure SCUI is properly destroyed to prevent disclosure via shredding or destruction of hard drives, USB drives, flash memory-based cards, etc.
- Report any indication/suspicion of the theft of INL technologies or unauthorized access to sensitive information.

Personally Identifiable Information (PII): information about an individual which can be used to distinguish or trace an individual’s identity.

- Utilize lockable cabinets and hard-wall office lockable doors for protecting PII including:
 - Social Security Numbers.
 - Place of Birth associated with an individual.
 - Date of Birth associated with an individual.
 - Mother’s maiden name associated with an individual.
 - Biometric record associated with an individual.
 - Medical history information associated with an individual including history of disease and metric information.
 - Criminal history associated with an individual.
 - Employment history and other employment information associated with an individual including ratings, disciplinary actions and performance elements, standards, and work expectations when intertwined with performance appraisals.
 - Financial information associated with an individual including credit card and bank account numbers.
 - Security clearance history or related information, not including actual clearances held.

Sources: Source: <http://security.inl.gov/CUI.htm> and INL OPSEC Program