**Lab Managers’ Group Steering Committee Meeting**

September 1, 2016

1:00-2:30 PM

Mission Bay MH 7400 and Webex HSW1057

Attendees:

Mission Bay: Sandy DeVries, Will Toomey, Dana Smith, Mary Guerrero, Fraser Conrad, Ronald Honrada, Marc Lowe

Parnassus: Susan Bluestone, Adam Schnirel, Mary Rieck, Adriane Joo

Announcements:

* The vendor showcases will be held next month, so there will be no Lab Managers’ Group Steering Committee Meetingin October. The next meeting will be November 3rd.
* Several steering committee members are out this month, so some of today’s items will be tabled until the November 3rd meeting.
* Susan and Adam spoke briefly about efforts for plastics recycling, especially for labs, which are in a bit of a difficult state but are still underway- their group will keep us posted. The recommended vote on November’s somewhat confusing Prop 67 is YES (NO on 65!)
* **Sandy will be attending the Chancellor’s Council Meeting on Sept 28th- write to Dana or Sandy with any suggestions of items to address at the meeting.**

**Meeting Agenda**

1. **Update on implementation of lab coat laundry service –Kelly**

**Kelly was unable to attend the meeting this month, we will get an update later.**

**Adam: the one-time use lab coat envelopes are able to be recycled by Logistics DSM (great news!).**

**Adriane: Kelly had said at another meeting that the Parnassus rollout has a 2-3 week turnaround for coats, due to the processing time at EH&S plus the vendor turnaround of 1 week.**

1. **Last Mile Service (LMS) --Tony Meno**

**Tony was unable to attend the meeting this month, so this has been pushed to the November 3rd meeting.**

1. **UCSF’s desktop encryption program, DDPE --Marc Lowe**

**Marc presented slides explaining the new** removable storage encryption rollout, which involves the ability to encrypt files on removable storage.

“UCSF's current standard encryption program, Dell Data Protection Encryption (DDPE), has the capability to encrypt removable storage devices through a service called External Media Shield (EMS).” <https://it.ucsf.edu/services/removable-storage-encryption>

This is a computer security capability that is linked to someone’s UCSF account, and works in the following way:

When user who has activated EMS for their UCSF domain account logs in to a computer encrypted with DDPE, and then plugs a (previously unencrypted) removable drive into that computer while they are logged in, they will be asked whether they would like to encrypt that removable drive. Clicking “yes” will activate encryption on the drive, and after that any information saved to that drive will be encrypted.

This will not encrypt information already present on the drive. In order to encrypt data that had already been on the drive before EMS was activated, the files would need to be moved from the drive to the computer, and then back to the drive.

If the removable drive is then used by an unauthorized person, they would not be able to access the encrypted files. They would be able to see the filenames, but not open the files.

This would not apply to hardware-encrypted drives (e.g. the Corsair Flash Padlock 2 - USB flash drive that is recommended by UCSF IT). Other devices can be whitelisted as appropriate, if the software encryption is unnecessary or would interfere with the function of devices.

The EMS rollout is planned for mid-late September for the Med Center, and at least 2 months later for Campus. There are two methods of implementation:

“Forced mode” implementation – drives will be treated as read-only unless encryption is activated (this is planned for the Med center)

“User choice mode” prompts user to activate encryption every time (this is planned for Campus, unless certain groups would like to use forced mode implementation to protect sensitive data)

Labs present a special case, because the devices they connect to computers are more diverse than most other groups. They include specialized instrumentation, for example. **If you have some concerns about how EMS implementation will affect your computers and devices, or you are willing to serve as part of a test group, please reach out to Marc.** He would like to test as many different devices and situations as possible, as early in the process as possible, in order to prevent large-scale issues during rollout of the system.

1. **Vendor showcases: Parnassus, October 12; Mission Bay, October 19 –Yvonne & Dana**

Discussion about the showcases started in July, and vendors were invited Aug 1st. There’s been lots of interest in both shows. Rochelle Kelley will be following up with the vendors on Tuesday, and Dana will launch invites for attendees. There are several planned efforts to advertise, including Mary Guerrero’s distribution of flyers through CCF, and Tony sending flyers through the mail. Will is going to work on setting up digital posters as well.

Materials have been ordered and preparations have been made for the events by Dana, Yvonne, and Rochelle. This is the last meeting before the vendor showcases, so from here on info about the showcases will be through emails, etc. Please spread the word, and post flyers as the events approach!

1. **~~Next meeting, October 6.~~ The next meeting will be on November 3rd.**