

Report a lost or stolen laptop

Immediately Notify

1. Laboratory Security (& local Law Enforcement to complete a police report for an offsite laptop loss.)
2. Your Supervisor
3. Division Property Representative
4. Laboratory Property Management

Fill Out & forward to Laboratory Security

- **Police Report – Required Information**
DOE tag number, Manufacturer, model, & serial number.
Narrative describing the loss.
- **Laptop & Mobile Device Theft Report**

Send All Documentation to Property Management

1. Police Report
2. Incident Report (provided by Laboratory Security)
3. Laptop & Mobile Device Theft Report
4. Request to Retire Personal Property

Property Management Help Line
510 486 5151

The US Department of Energy, the University of California & the Laboratory expect due diligence on the part of their employees in protecting government property. All losses & thefts of laptop computers are reviewed by the Oversight Committee on Missing Property.

Resources

Laboratory Security
510 495 2904

**Computer Protection Program
Laptop & Mobile Device Theft Report**
www.lbl.gov/cyber/guidelines/loststolenproperty.html

Division Property Staff Directory
www.lbl.gov/Workplace/CFO/assets/docs/proprty/DivPropRep.pdf

Berkeley Lab Property Management Website
www.lbl.gov/Workplace/CFO/pro/property

Request to Retire Personal Property
www.lbl.gov/Workplace/CFO/pro/property/prty_forms.html

Laptop Accountability

What You Need to Know
to

Protect your Laptop



Guidance from the
Property Management Group



BERKELEY LAB
LAWRENCE BERKELEY NATIONAL LABORATORY





Protecting Laptops & Data

Your laptop is a portable research library & information center.

User Responsibilities

**Required of all Employees who use
a government – issued laptop**

Record the laptop serial number
– keep it in a safe place.

Know where your laptop is at all times.

Update location changes as they occur.

An unattended & unsecured laptop
is vulnerable to theft – lock it up.

Perform routine data backup & malware
scans.

Don't store confidential information.

*Failure to protect
your government-issued laptop
may result in administrative action.*

Protect your Laptop at Work

If you must leave it—

Cable it to an immovable object.

Lock it in a drawer or cabinet.

Lock the door to the room where it is.



Using your Laptop in a Public Area

*The Cost of a Stolen Laptop adds up
to more than its physical components*

Never display contact information or
passwords on the laptop or case.

Protect information displayed on the screen.

Laptop theft is almost always avoidable.

Protect your Laptop Offsite

Planes, Trains & Automobiles

Ticketing/baggage check – Never check
your laptop with your luggage.

Security Checkpoints – Follow your laptop
through security & promptly retrieve it.

On Board – Keep your laptop in sight.
Never stow it in an overhead bin.



Driving – Lock the laptop in the trunk
before you start to drive. Lock the vehicle
when you leave it.

Business Destinations

Hotels – Lock it in the safe

Conference Centers – Don't leave it in a
meeting room.

*You are personally responsible for
protecting your government-issued
laptop from damage or loss.*