

# **Alcohol and Tobacco Tax and Trade Bureau**

## **Laboratory Information Management System (LIMS)**

### **Privacy Impact Assessment**

#### **Information Collected and Purpose**

In support of the testing performed on alcohol and tobacco products, authorized users in Scientific Services Division (SSD) use LIMS to record samples and testing results and to provide tracking and reporting information to SSD management and other TTB stakeholders. LIMS is a web-based application, accessible through the TTB intranet via the TTB standard web browser. It is primarily comprised of commercial-off-the-shelf (COTS) from LABLynx and makes use of an Oracle relational database management system separate from the Regulatory Major Application database instance. All hardware and equipment for implementation conforms to TTB Enterprise Architecture (EA) standards.

LIMS only stores Personally Identifiable Information (PII) contact information that is included with submitted applications. For individuals with direct access to LIMS, TTB also collects necessary PII to authenticate users and restrict permissions. LIMS associates these individuals with user-created user IDs and passwords.

#### **Information Use and Sharing**

LIMS stores names and phone numbers of those individuals who have provided that contact information in submitted applications. Designated and approved TTB employees have direct access to LIMS. All individuals receive different rights in LIMS according to their job roles and needs, and are required to authenticate with proper credentials before being granted access to the system.

#### **Information Consent**

For an individual's PII to be in LIMS, he or she must have previously provided their contact information in the submitted application.

#### **Information Protection**

TTB will take appropriate security measures to safeguard PII and other sensitive data stored in LIMS. TTB will apply Department of the Treasury security standards, including but not limited to routine scans and monitoring, back-up activities, and background security checks of all TTB employees and contractors.

In addition, access to LIMS PII will be limited according to job function. TTB will control access privileges according to least privilege.

The following access safeguards will also be implemented:

- Passwords expire after a set period

- Accounts are locked after a set period of inactivity
- Minimum length of passwords is eight characters
- Passwords must be a combination of letters and numbers and symbols
- Accounts are locked after a set number of incorrect attempts