Battelle
Pacific Northwest Laboratories

Project Number_____

Internal Distribution
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Date September 20, 1984

To List II

From J. J. Hauth

Subject Confidential Disclosures

To avoid untimely delays and sponsor relations problems, staff members are urged to alert the BNW Patent Office as soon as they find the need for a confidential disclosure (or secrecy) agreement. Do not wait until the visitors are in BNW's lobby, or until just before the flight to the prospective sponsor's facility.

Battelle policy does not allow individual staff members to sign confidentiality agreements. Only the Director or other person authorized to enter into such agreements has the authority to sign such agreements on behalf of Battelle. The Patent Office is charged with the responsibility of coordinating all confidentiality agreements - whether BNW is receiving or disclosing the information (or both). Patent Office staff will negotiate terms to insure reasonableness, consistency, and compliance with policy. Original copies of executed agreements are maintained in the Patent Office files.

Although confidential disclosure agreements are found in many forms, generally the agreement should identify the subject matter to be disclosed, contain standard exceptions for information already known, publicly available, or received from a third party, or independently developed by Battelle, and be of reasonable duration.

Proposed confidentiality or secrecy agreements received from outside Battelle should be promptly forwarded to the Patent Office for review. Confidential disclosure agreements should be used only when the desired information is not available on a nonconfidential basis. Such agreements may be initiated by providing the Patent Office with the name and address of the proposed sponsor together with the individual contact, the subject matter of the disclosure, and, of course, whether BNW is to receive or disclose the protected information. Information received under a confidential disclosure agreement must be handled by staff member recipients as required by the terms of the agreement. Call 375-2227 or send the information to the Patent Office, ROB.

JJH:nlm

CONCUR: _____ 9/20/84
C. D. Fransen Date

54-1900-001 (3-71)

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