

April 1, 2010

ANIMAL CARE AND USE PROGRAM

Security of the Veterinary Medical Unit

1. **PURPOSE:** To implement policies and procedures to manage Veterinary Medical Unit security.
2. **POLICY:** Measures must be implemented to exclude the entry of unauthorized personnel into the animal research facility. Special attention to physical security is warranted by the threat of property destruction and theft by groups opposed to use of animals in research.
3. **RESPONSIBILITY:** All personnel are expected to maintain security awareness while working within the veterinary medical unit.
4. **ACTION:**
 - a. All persons accessing the Veterinary Medical Unit (VMU) must first enter through the Research Service electronically secured doors in the Q or main hallway. These doors are accessed by facility identification cards and keypad that have been coded for research laboratory access, with access being initiated by the VMU Supervisor through Law Enforcement. Upon entry, research assistants and principal investigators enter their assigned code in the WATCHDOG electronic combination keypad to gain entry into animal rooms.
 - b. Three security surveillance television cameras tied into the existing video monitor alarm system of the hospital are placed strategically in the VMU. These are activated between 7:00 p.m. and 7:00 a.m. every day. These cameras give an audible signal when entry into the facility is made and records the incident on videotape. Motion sensors activated after during non-duty hours activate an alarm at the Police desk.
 - c. In addition to the entry code, individual must check in with Police Desk to obtain entrance into the VMU after hours. Individuals knowing in advance they will require access after these hours must notify the VMU supervisor who will contact the Police to advise the name of the individual and the time working in the area.
 - d. Any unauthorized personnel will be asked to leave the area immediately or be escorted from the area by VA police.
 - e. **Lockup Procedure:**
 - (1) The locking of support rooms will be initiated by the VMU staff. VMU staff will physically enter each room to be locked and verbally state the room is being secured.
 - (2) All controlled substances are kept in an Omni-cell within the VMU office (U235). The area around the safe is monitored by a motion detector that is tied into the hospital security system. This will be activated from 6 p.m. to 6:00 a.m. daily.
 - f. Suspicious persons should be reported immediately to the Research Office (X15123) or the VMU Supervisor (X14687).

RESEARCH SERVICE POLICY MEMORANDUM 10-03

g. In the event of a break-in and/or destruction of government property, evidence should not be disturbed. The incident should be reported immediately to the hospital Police (X15911) and to the Research Office (X15123).

h. All personnel will be trained on the content of this security policy.

5. **REFERENCES:** VHA Handbook 1200.7, Use of Animals in Research.

6. **RECISSION:** Research Service Memorandum 06-03, dated May 11, 2006.



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