

October 7, 2011

**RESEARCH STANDARD OPERATING PROCEDURES (SOP)
Connecting VA Research Information Technology Equipment
to the University of Texas Health Science Center Network**

1. PURPOSE: To establish procedures for research staff to access University of Texas Health Science Center San Antonio (UTHSCSA) network using purchased and authorized VA computer equipment.

2. POLICY: It is the policy of Research to comply with all applicable laws and all VA directives and policies relevant to archiving patient data.

3. ACTION:

- a. When UTHSCSA assets such as computers, printers, scanners and software are **NOT** available, VA research information technology assets can be used to connect to UTHSCSA network for the benefit of Veterans Administration approved research. The UTHSCSA connectivity allows research staff ready accessibility to additional relevant non-VA data and information which resides on UTHSCSA Network not accessible via VA network. This allows for an expedient, efficient method of communication and access to additional information for the execution of research.
- b. All VA information security procedures and policies remain in effect. Any VA IT assets installed on UTHSCSA network will follow UTHSCSA network policy. Additionally, all active VA information security and privacy policies are applicable. **NO VA patients' identifiable data, VA sensitive data or PHI may be stored on VA IT assets connected to UTHSCSA network without the appropriate approvals in place.**
- c. Expressed approval from respective Administrative Officer is required. A report will be maintained indicating at a minimum the ownership (UTHSCSA, VA or Foundation), Equipment Inventory Listing (EIL) number, type equipment, description, location, and associated network the asset is installed.
- d. Assets must be barcoded and labeled properly as required by the Logistics Service (VA Handbook 7002) to identify IT equipment belonging to the VA. Such barcoding includes a unique Equipment Inventory Listing (EIL) number and any additional identification. Additional barcode labels will be supplied by UTHSCSA and include a unique identification number with an accompanying statement indicating UT connectivity.
- e. Due to licensing and contractual agreement **LEASED EQUIPMENT ARE NOT ALLOWED** for this utilization. **LEASED EQUIPMENT CAN ONLY CONNECT TO**

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THE VA NETWORK and fall under the control of Logistics Service for inventory accountability.

- f. Prior to connecting to the UTHSCSA network, equipment must be verified by Research IT personnel that:
- (1) The hard drive installed is free of restricted VA data and does not contain any software licensed and registered to the VA.
 - (2) Only UTHSCSA standard software is installed and at the discretion of the UTHSCSA IT Department Terminal Service Representative (TSR).
 - (3) VA property/EIL barcode labels verified and "UT CONNECTIVITY" documented in the AEMS/MERS database for tracking and identification by VA OI&T and Logistics Service. The VA Logistics Service facilitates annual inventory of IT equipment conducted by the end users in Research. Any movement of equipment must follow VA local policies and procedures. Reports of IT equipment on UTHSCSA network will be maintained by the ACOS for Research or their designated representative such as Administrative Officer or ADPAC.
 - (4) Must obtain UTHSCSA Information & Management Services (IMS) approval for connectivity to the UTHSCSA network.
 - (5) Upon connection to UTHSCSA domain, the IT systems will follow UTHSCSA network rules and policies (property ownership exempted). The IT equipment must be placed on loan to UTHSCSA or must be located in a VA facility. Equipment shall be serviced and maintained by the respective UTHSCSA TSR.
 - (6) Upon disconnection to the UTHSCSA network, all data on these systems must be removed and VA standard operating systems and software installed prior to reconnection to the VA Network. All VA policies and procedures apply.

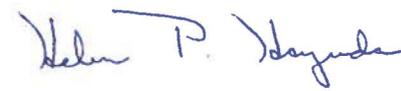
4. REFERENCES: VA Handbook 7002, VA Handbook 6500

5. RESPONSIBILITY: ACOS Research and Development; Director of VERDICT

6. RESCISSION: None

7. RECERTIFICATION: October 2016


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