

DEPARTMENT OF VETERANS AFFAIRS
SOUTH TEXAS VETERANS HEALTH CARE SYSTEM
7400 Merton Minter Boulevard
San Antonio, Texas 78284

RESEARCH SERVICE
MEMORANDUM 06-3

May 11, 2006

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/PROCEDURES:
 - 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 that have been coded for research laboratory access, with access being initiated through the Research Office. Within the secured area two VMU entry doors are equipped with a deadbolt and combination (push button) lock. Research personnel authorized access to the VMU will be given the code allowing entry between the hours of 7:00 a.m. and 7 p.m. daily.
 - 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. Arrangements must be made with the VMU supervisor to check out a room key to be returned the next morning.
 - 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) Every day at 4:15 PM, VMU staff will announce through the intercom that all research personnel leave the animal facility. All personnel requiring additional time after 4:15 PM in any room of the VMU will advise the VMU staff immediately and check out key if necessary.
 - (2) The locking of animal and 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.
 - (3) Before leaving the area, the VMU staff will monitor the intercom system for possible lockins before turning intercom off.
 - f. All controlled substances are kept in a safe in 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.

g. Suspicious persons should be reported immediately to the Research Office (X15123) or the VMU Supervisor (X14687).

h. 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).

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

3. RESPONSIBILITY: All personnel are expected to maintain a security awareness while working within the veterinary medical unit. The VMU supervisor will assign a member of the VMU staff to secure the VMU at 4:15 p.m. each day. Laboratory personnel assigned to research labs within the VMU will be responsible for locking individual doors to labs at the end of the day.

4. RESCISSION: Research Service Memorandum 05-3, April 14, 2005.



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ACOS for Research and Development

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