

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

RESEARCH SERVICE
MEMORANDUM NO. 07-21

April 24, 2007

RESEARCH SERVICE LABORATORY SECURITY

1. PURPOSE: To outline Research Service laboratory security procedures.
2. POLICY: The Research Service will maintain a service level program to insure security of research laboratory areas. Access to research laboratories must be controlled and limited to authorized individuals. No research laboratories will be open to the public. Research Service procedures supplement the security management plan established by the STVHCS.
3. RESPONSIBILITY:
 - A. Associate Chief of Staff for Research and Development. The ACOS for Research and Development is the responsible official for providing secured research laboratory areas. The Research Office will be the contact point for requesting access. Irregularities will be reported to the VA Police Service.
 - B. Principal Investigators/Laboratory Supervisors.
 - (1) Initiate WOC appointments for all non-VA salaried personnel prior to starting work.
 - (2) Review policies with staff
 - (3) Ensure that all laboratory workers and visitors understand security requirements and are trained and equipped to follow established procedures
 - (4) Request laboratory area access for employees, limited to required work areas
 - (5) Ensure the Research Office is notified immediately of any individual no longer working at the facility and ensure the turn-in of facility ID card and keys issued.
 - B. All employees.
 - (1) Must understand the security requirements and must follow established procedures
 - (2) Must challenge or question unknown, unfamiliar or unidentified persons in the laboratory areas.
4. PROCEDURES:
 - A. Laboratory Area Access.
 - (1) Laboratory areas will be locked at all times (24 hours, 7 days a week). This will be accomplished by outer security doors utilizing an electronic ID card access system.
 - (2) Only workers required to perform a job are to be allowed in laboratory areas and workers need to be allowed only in areas and at hours required to perform their particular job.
 - (3) All individuals not having an ID card authorizing access must enter through the Research Office.
 - (4) The supervisor must submit a written access request indicating the access areas required

and the reason for access.

(5) The Administrative Officer, upon assuring need for access, will authorize the Police Service to enter the access into the STVHCS security access system.

(6) When an employee is departing, the responsible investigator must notify the Research Office to delete the access authorization.

(7) At least annually, the access requestors will be contacted to confirm the need for continued access for the individuals they had previously requested.

(7) Records of access and authorizations will be maintained in the Research Office.

B. Laboratories.

(1) Laboratories are to be kept locked when personnel are not present.

(2) Each lab must have posted on the outer door a list of names and contact numbers of those to be contacted in the event of emergency.

C. Authorization.

(1) All individuals involved in research in the STVHCS must have either a VA salaried appointment or a Without Compensation (WOC) appointment authorizing them to work within the facility.

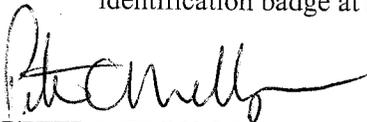
(2) Individuals planning to work within the Research laboratory areas must request their WOC appointments through the Research Service. WOC application packets are available in the Research Service Office, Q203.

(3) Human Resources Management Service will obtain fingerprints, initiate a background check, issue the WOC appointment approval memo, and request the ID card.

(4) Upon notification from the investigator that a WOC employee is leaving, the Research Office will initiate the departure clearance departure notice to cancel the appointment and ID card.

(5) Vendors/contractors are restricted from all lab areas unless they have been approved through A&MM. Vendors should be referred to A&MM for approval process.

D. Identification Cards. All persons within the VA facility must wear a clearly visible VA identification badge at all times.



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ACOS for Research and Development

Distribution: All laboratory personnel