

March 4, 2019

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 (VMU).
4. **ACTION:**
 - a. All persons accessing the 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 VA Police. For entry into Animal Holding Rooms and Procedure Rooms, Research Assistants and Principal Investigators enter their assigned Personal Identification Number (PIN) in to the Edstrom Watchdog electronic combination keypad to gain entry.
 - b. Three security surveillance television cameras, tied in to 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 during non-duty hours activate an alarm at the Police desk.
 - c. Any unauthorized personnel will be asked to leave the area immediately or be escorted from the area by VA police.
 - d. All controlled substances are kept in the Omnicell located in the VMU Administrative Office (U235). The Omnicell is connected to the STVHSC Intranet and all Omnicell activities are monitored by the Hospital Pharmacy.
 - f. Suspicious persons should be reported immediately to the Research Office (X15123) or the VMU Supervisor (X14687).
 - 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 VA Police (X15911) and to the Research Office (X15123).

Research Service Policy Memorandum 19-03

5. **REFERENCES:** VHA Handbook 1200.7, Use of Animals in Research.
6. **RECISSION:** Research Service Memorandum 10-03, dated April 1, 2010.
7. **RECERTIFICATION:** March 2024

A handwritten signature in black ink, appearing to read "Jacqueline Pugh". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

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ACOS for Research and Development