

Research & Development Administrative Office
VA Puget Sound Health Care System

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Security of R&D Facilities

1. In light of recent events and an ongoing concern for security of R&D facilities and staff, the following policy is established and applicable to all R&D staff at both Seattle and American Lake Division, whether VA-salaried or WOC.
2. **Identification.** Each employee (VA or WOC) working in an area under the control of R&D Service is issued and is required to wear their VA identification badge. The badge must be worn at all times while on station, with the employee's picture and name clearly visible. Vendors, contractors or visitors will be required to sign in and out at the Division R&D Office and will be issued a temporary badge before they will be allowed in to restricted (laboratory) areas.
3. **Access.** R&D keys and badges are issued only by the Division R&D Office. Do not loan or otherwise provide keys or badges to employees, vendors or visitors directly. Turn in any excess keys or badges to the Division R&D Office. PI accounts are charged \$100 for each key or badge a departing employee fails to turn in. Do not grant access to an R&D area to anyone without a badge. Challenge strangers and escort them from the area if they do not belong there.
4. **Physical security.** Lock doors and windows at the close of business, or when leaving the lab or office for any significant period of time (e.g. > 15 minutes). PIs are responsible for ensuring that this policy is enforced for those R&D areas assigned to them. Core supervisors are similarly responsible for their areas; if the core is being used after hours, the last user is responsible for closing and locking the core when finished. Do not rely exclusively on the electronic access or locked elevators, stairwells or outer building doors for your security, as these systems are too easily defeated.
5. **Reporting.** Apparent or suspected intrusion, suspicious packages or mail, or other suspicious activity should be reported immediately to the VA Police (Seattle: ext. 63313; Am Lake: ext. 76757) and to the R&D Admin Office (ext. 2018 or pager 570-2630). This includes discovery of broken or forced windows or doors, even if nothing appears to be missing. The following should likewise be reported immediately to the Division R&D Office:
 - Loss of keys or badges
 - Loss of equipment
 - Suspicious persons, packages or mail, vehicles, or other activity
 - Equipment problems or potential safety problems