Research Orientation Guide

Salt Lake City
VA Medical Center
Research Service

Version November 6, 2018
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and Procedures Disclaimer</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Badges</td>
<td>5</td>
</tr>
<tr>
<td>Budget Administration</td>
<td>5</td>
</tr>
<tr>
<td>Building/Office Access</td>
<td>5</td>
</tr>
<tr>
<td>Cell Phone Usage</td>
<td>7</td>
</tr>
<tr>
<td>Computing Services/IRM</td>
<td>7</td>
</tr>
<tr>
<td>Conference and Exam Room Scheduling</td>
<td>14</td>
</tr>
<tr>
<td>Employee Wellness Center</td>
<td>15</td>
</tr>
<tr>
<td>Federal Wide Assurance (FWA)</td>
<td>15</td>
</tr>
<tr>
<td>Fire Alarm and Procedure</td>
<td>16</td>
</tr>
<tr>
<td>General Building Repairs</td>
<td>18</td>
</tr>
<tr>
<td>General Facilities/Maintenance/Housekeeping</td>
<td>18</td>
</tr>
<tr>
<td>Human Resources</td>
<td>18</td>
</tr>
<tr>
<td>Mail/UPS</td>
<td>21</td>
</tr>
<tr>
<td>Other Resources</td>
<td>24</td>
</tr>
<tr>
<td>Parking</td>
<td>24</td>
</tr>
<tr>
<td>Phone Numbers: Just in Case Numbers</td>
<td>25</td>
</tr>
<tr>
<td>Publications</td>
<td>25</td>
</tr>
<tr>
<td>Research Committees and Subcommittees</td>
<td>26</td>
</tr>
<tr>
<td>Research Compliance Officer</td>
<td>29</td>
</tr>
<tr>
<td>Safety - Best Practices</td>
<td>29</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>29</td>
</tr>
<tr>
<td>Supplies</td>
<td>29</td>
</tr>
<tr>
<td>Telephones</td>
<td>29</td>
</tr>
<tr>
<td>Training</td>
<td>30</td>
</tr>
<tr>
<td>Travel Requirements</td>
<td>34</td>
</tr>
<tr>
<td>VA Award Proposal Submissions</td>
<td>39</td>
</tr>
<tr>
<td>VA Library</td>
<td>39</td>
</tr>
<tr>
<td>Western Institute of Biomedical Research</td>
<td>39</td>
</tr>
</tbody>
</table>
Policies and Procedures Disclaimer

The Policies and Procedures set forth in this manual are the general guidelines of Salt Lake City Veterans Affairs Medical Center Research and Development. They are not inflexible rules or requirements, and they may be changed or modified as individual circumstances may require in the best interest of efficient management. Nothing in these Policies or Procedures is intended or should be construed as a contract of employment, neither expressed or implied, nor is it a requirement that any specific procedure be followed in handling personnel issues.
INTRODUCTION

Welcome to SLCVAMC Research! This manual is created to introduce research staff (WOCs, Fellows, Investigators, Students and support staff) to the Research Service at the Salt Lake City VA Medical Center. The information presented here is intended as a guideline only and does not replace or supersede VA Policies. Research staff are asked to review these policies as soon as possible after beginning employment at the VA and to periodically review the VA policies for updates. In addition, please visit the VA SLC HCS Research Internet page at: https://www.saltlakecity.va.gov/research/Research.asp and the VA Office of Research & Development (ORD) site at: http://www.research.va.gov/resources/policies/default.cfm to review VA policies, procedures and handbooks.

When you see this symbol ★ within the text, please pay extra close attention to the information being detailed.

If you have suggestions, concerns, questions or comments about this material, please feel free to contact either the Administrative Officer (AO) Misti R. Seppi at: Misti.Seppi@va.gov or the Research Administration Staff located in 2B03 in Building 2.

These guidelines are subject to change at the sole discretion of AO/ACOS of the Research Service at the Salt Lake City VA Medical Center.

You may also find the following page helpful while reviewing this document: http://vaww1.va.gov/acronyms/

Research Administration is committed to helping you be successful and will continue to provide guidance and information so the research you are involved in at SLCVAMC will be successful for the benefit of our Veterans!

Sincerely,

John R. Hoidal, MD
Associate Chief of Staff (ACOS) – Research & Development Service

Noel G. Carlson, PhD
Deputy ACOS-Research & Development Service

Misti R. Seppi
Administrative Office (AO) - Research & Development Service
BADGES

There are currently two VA badges that are provided to staff; the “I Choose VA Badge” badge and the PIV badge that includes a microchip containing identifying information.

VA badges are required to be worn always while on the VA campus or when conducting VA business. Badges are acquired through HR and are initiated as part of the hiring process (this includes WOCs, IPAs, and some contractors if they are working on station).

The PIV badge is required for staff to use their computers. If you lose your PIV badge, or if it expires, your supervisor must be notified ASAP so a new one can be issued. A report must also be filled out and submitted to VA Police if badge is lost.

PLEASE make a note of the expiration date on your PIV badge. You will NOT be notified when your expiration date is approaching. New badges are issued with an expiration in either one year, two years or 3 years. This is a lengthy process. Please contact Alan Betts at: Alan.Betts@va.gov  (x1930) at least 2 months in advance of the expiration date.

BUDGET ADMINISTRATION

The research and educational activities of the SLCVAMC consist of numerous grants and contracts that require careful and close financial monitoring and management. It is the responsibility of the Budget Analyst (Tabitha Randall, building) to ensure that adequate financial controls and oversight exist for your VA-funded projects.

The Budget Analyst is responsible for reviewing all VA financial transactions against research accounts and works closely with Principal Investigators, Project Managers, and project staff to ensure the fiscal integrity of the SLCVAMC Research operations. A primary responsibility of the Budget Analyst involves the preparation of periodic budget reports and projections for use by project staff in managing their projects.

The Budget Analyst is available to serve as a resource to all project staff with budget management responsibilities. Project staff are encouraged to develop a close working relationship with the Budget Analyst.

BUILDING/OFFICE ACCESS

All research buildings (#2, #7, #29 & #45) are secured, and employees must obtain badge access. Visitors must check in at the Research Office or be accompanied by a VA employee at all times. To obtain building access for VA employees or WOCs, a request form is sent by the service (Requesting PI or supervisor/study coordinator) to Research Admin (Alan.Betts@va.gov) who then forwards the request to the SLC VA Locksmith.
There are specific closure times associated with each building and instructions pertaining to each are detailed below.

Requests for office keys and badge access are submitted by the service supervisor or Research Administration. When an employee leaves VA service, all keys must be turned in to Research Administration Office. PIV Badges can be turned in to the WOC coordinator or PIV office in building #4.

**Access Instructions for Building 2:**

**Employee access:**

1) Several exterior doors beside the main entrance to building 2 are unlocked Monday thru Friday from 7:00am – 5:00 pm. All exterior doors are locked outside of these times. If a malfunction of the doors is observed, please report any discrepancy to Research Administration Office or VA Police (4444). If for some reason, you find the main entrance locked, you can gain entry to the building using your badge at one of the other doors (side door).

2) The interior of building 2 is always secured. Badge access is required to access all these areas. Contact Research Administration Office if access is required. Do not prop open any of these doors.

**Visitor access:**

1) Visitors can utilize the phone in the lobby to call your extension or contact the Administration front desk @ 4852 or 4856 for help. If you are going to have visitors, guests or patients, please arrange to meet in the lobby area to let them in and see them out after appointments or visits. Visitors must always be escorted.

⭐ **NOTE: For security and safety reasons, people may not wait beyond the badge access secured areas unattended.**

⭐ **Weekends & Holiday Access:**

If you need access on a weekend or on an official holiday, PIV badge access is required for entry.

**Visitor access:**

1) Visitors can utilize the phone to call your extension to gain access to lobby area. If you are going to have visitors/guests, please arrange to be in the lobby area to let them in and see them out.

You will need prior approval to access building 7 (VMU). Please contact the Research Safety Officer and/or Veterinary Medical Officer (VMO) to gain access. If you do not have building access, you must be escorted at all times by: VMU staff, or the PI with VMU permission.
Always make sure doors are closed behind you when you leave the facility.

CELL PHONE USAGE

Please step outside the work area to use cell phones so as not to disturb those who are working. Note: hallways and the reception space are part of our work area so if you need to make/take a call on your cell phone, please go outside or find an empty office/meeting room.

COMPUTING

Services/IRM Building2

Generally, all computers and computer equipment are supplied by the VA for VA internet and Intranet access. Contact your project administrator or your supervisor to determine the need and accessibility for computers as related to the position. Several Offices in Building 2 also have University of Utah network connection for non-VA computers.

Network ID

To obtain a VA network ID/Computer access, a request must be submitted to Information Resources Management (IRM) with approval from the Research Admin Officer. This is submitted on your behalf via Research Admin to the IRM. This process can take some time, so it is recommended that forms are submitted at least 2 weeks prior to the established start date. When completed, the employee receives an account access letter from his/her supervisor or from Research Administration.

OI&T Help Desk

Should you have a malfunction or problems with your individual computer, please contact the OI&T Helpdesk at extension 1293 or 3544 or 855-673-4357 (855-NSD-HELP).

There are two methods of submitting your request or reporting an issue.

- For emergent and priority tickets users will call x3544 or 855-673-4357 (855-NSD-HELP)
- Select 2 (Regions 1-4) THEN Select 4 (Region 4 VISN 1-5)
- The NSD Service Desk Technician will answer the call in the order it was received.

Changes that were initiated March 28, 2018 improved how you request and receive IT support from OIT.

Your IT Services enable you to:

- Report an issue online through a user-friendly, customer-centric interface
- Make a request for approved hardware through a new Service Catalog
- Learn more by accessing a self-service Knowledge Management library

The enhanced features of Your IT Services online requests will replace email requests to ESD. As always, you may still request IT support 24 hours a day, 365 days a year by calling the ESD (855-673-4357).

For routine tickets, you can either call or send an e-mail to National Help Desk:

Requestors will be sent a link to each ticket they open.
If possible, they will assist over the phone, or put in a trouble call ticket if more extensive repairs are required. They can also assist with:

- Access lock-out
- Password resets
- Network connectivity issues.

Helpful tips:

- Requesting support via an e-mail is not as expedient as placing a phone call, as e-mails are deemed non-urgent. E-mails will be processed by the NSD within 24 hours of receipt.
- The NSD will be setting priorities for tickets based on an accepted NSD Priority Matrix.
- Password resets cannot be achieved via e-mail; users must contact the Service Desk by phone.

**Information Security Officers (ISO)**
The SLCVA Information Security Officer (ISO) must review all human use protocols to ensure compliance with information security standards as defined by the VA. The SLCVAMC area Information Security Officers are Bryan L. Johnson and Jessedeen Liadi. Bryan can be reached at ext. 5443 or bryan.johnson@va.gov and Jesse can be reached at ext. 5442 or jessedeen.liadi@va.gov. You can also reach them by emailing them at vhaslciso@va.gov.

**Privacy Officer (PO)**
The Privacy Officer (PO) must also review all human studies for compliance with VA Privacy requirements. The PO is Robert Janes and he can be reached at ext. 1636 or Robert.janes@va.gov.

**Accessing VA computer systems from outside the VA (VPN/CAG)**
Some employees may require access to the VA computer system from outside of the VA. There is an approval process for this. [https://vpnportal.vansoc.va.gov/selfservice/](https://vpnportal.vansoc.va.gov/selfservice/)

If you have questions on the VA remote access security policy, or the access you have been granted, please contact the ISO. Additional information about your remote access privileges is also available within the End User Portal: [https://vpnportal.vansoc.va.gov/SelfService/Default.aspx](https://vpnportal.vansoc.va.gov/SelfService/Default.aspx). Please note the End User Portal is only accessible from within the VA network, it is not externally accessible.

If you require technical support, please reference the FAQs and other supporting documentation found at [https://rescue.vpn.va.gov](https://rescue.vpn.va.gov) or contact the appropriate helpdesk identified below.

⭐ **Remote Access Technical Support:**
Contact: National Service Desk (NSD)
Toll Free Phone Number: 1-855-NSD-HELP (1-855-673-4357) Option 6, Option 1 Local Phone Number (NOT Toll Free): 916-692-7460 Option 1
Email: NSD.VPNSecurity@va.gov

**IRM/IT Related Forms**

⭐ New employees should check with their AO or Research Admin Officer before completing any forms or requests.
**PKI E-mail (S/mime encryption and signing certificates)**

All emails containing sensitive and private patient information **must** be sent using PKI. If you do not have PKI set up on your computer or if you have problems with existing set up, please contact Research Admin.

**PKI Enrollment:** [http://vaww.pki.va.gov/enrollment/index.asp](http://vaww.pki.va.gov/enrollment/index.asp)

**FAQ:** [https://vaww.portal.va.gov/sites/PKI/VA%20PKI%20Wiki%20FAQ/Forms/AllPages.aspx](https://vaww.portal.va.gov/sites/PKI/VA%20PKI%20Wiki%20FAQ/Forms/AllPages.aspx)

**Personal Identification Verification (PIV) Cards**

All Research employees are issued a PIV card. This card is used to access your computer. The PIV card is an ID card issued by a Federal agency that contains a computer chip, which allows it to receive, store, recall, and send information in a secure method. The main function of the card is to encrypt or code data to strengthen the security of both employees' and Veterans' information and physical access to secured areas, while using a common technical and administrative process. The method used to achieve this is called Public Key Infrastructure (PKI) technology. PKI complies with all Federal and VA security policies, and is the accepted Global Business Standard for Internet Security. As an added benefit, PKI can provide the functionality for digital signatures to ensure document authenticity.

The PIV card therefore, encrypts data and verifies identity to ensure:

- Confidentiality - data can only be read by the card-holder
- Integrity - Only the card-holder may change the data
- Authenticity - There is a guarantee on the origin of the data
- Non-repudiation - There is no possibility of falsified data.

With the PIV card, there is an increased assurance that all electronic communications, data storage, and data retrieval will be further secured and better protected.

**The PIV National Service Desk Number:** 1-855-673-4357 (1-855-NSD HELP)

PIV Card Readers can be obtained through PIV Office in BLDG #4. You can either call the office at 801-584-1284 EXT.4058 or Email: VHASLCVIPPOC@va.gov. SLCVA PIV Office hours are 8am–4pm Monday through Friday. The Office is closed for business on Weekends and Holidays.

Note: Your PKI certificates are embedded in your PIV Card so that you can digitally sign documents and open encrypted emails.

If you have any questions about how to digitally sign a document, please consult your AO or Research Administration.

**VA Approved External Media**

To safeguard VA data, **personal USB Data Drives cannot be used with government computers**. For transporting files, a government issued encrypted thumb drive is required to connect to your VA computer. These will also work with personal computers.

There are two acceptable methods to transfer data. 1) Encrypted CD/DVD and 2) approved thumb drives. You can obtain the EARS software by filling out the IT Needs Request InfoPath form.
The memo is self-explanatory, and will require approval by your supervisor and routed through the Information Security Officer with final approval by the Facility Chief Information Officer (CIO). Please note that this process can take many months.

**CPRS**
CPRS is the VA’s computerized medical record system. There are special research requirements for CPRS use, including documenting the informed consent process as well as closing out the participant’s participation. Please see the following web address for CPRS Training:

http://www.vehu.va.gov/cprstraining/

Point of contact for CPRS/BCMA Education and Training is Nate Erickson @ EXT1965


The **VINCI Users Group** has been combined with many other groups (VIReC, VSSC, DSS, IPEC, ARC, etc.) to create the **VSSC data user group.** The link to their Listserv is here: [http://vaww.listserv.va.gov/scripts/wa.exe?SUBED1=DWDM-FCDM-L&A=1](http://vaww.listserv.va.gov/scripts/wa.exe?SUBED1=DWDM-FCDM-L&A=1)

**VA Research File Servers**
VA has its central file server services through IRM. This is the most comprehensive and flexible file service provided by the VA. Additionally it provides for the safe and secure storage of individual and work group folders. The files stored on this server are backed up daily. As a result, this server represents a very reliable repository for important, frequently used files.

\R04pronas21\research
\R04pronas21\RESEARCH_PROTOCOLS

Some folders in the “P” Drive are restricted access and are noted with a “–R” at the end of the name.

Speak with your supervisor regarding access to the shared folders and other space needs you might have.

**RESEARCH SERVER: vhaslcappres01.v19.med.va.gov**

All data generated by VA research MUST be stored on the VA server. If you cannot store your data on a VA server, you must have a Data Use Agreement in place. These are available from the ISO. Research groups needing a secured shared drive or have questions related to the research server need to contact Alan Betts or Debbie Hoffman.

No data can be transferred to other non-VA computers (desktops/laptops).

**Software**
All SLCVAMC Research Department software are supplied and installed by the VA IRM service.
VINCI
The VA Informatics and Computing Infrastructure (VINCI) is a centralized data repository that serves as a common point of entry for approved VA and affiliated investigators with both human subjects and VA Virtual Private Network (VPN) approval. Data available on VINCI include the Corporate Data Warehouse (CDW), Medical SAS Data Sets, DSS NDEs, VSSC, DSS Web Reports, and Vital Status Files. Descriptions of available data can be found on the VA Intranet at: http://vaww.vinci.med.va.gov/vincicentral/Data.html.

Through VINCI there are opportunities to coordinate use of multiple data sources using available tools for data processing, analysis, reporting, and natural language processing (extracting information from text). Following VINCI project approval, VA researchers and their colleagues access VINCI through a secure, virtual working environment using a certified VHA network computer, or through an approved VPN and remote desktop application. The data and the desired applications used to analyze the data are found in this remote computing environment. The data analysis is done directly on VINCI-CDW on servers located at the Austin Information Technology Center. Using this central, secure location ensures that no data are transmitted to local PC hard drives. Researchers can bring their own data sets to VINCI, as long as they have approved Data Use Agreements and/or IRB approvals.

A list of software available via VINCI is located here: http://vaww.vinci.med.va.gov/vincicentral/Software.html
**Printing**

For your printing or copying needs, please contact the Communications department

Complete a [print request](#) and attach a copy of what you need done and how many you wish.

- Printing Forms
- Copying Materials
- Trimming
- Printing Educational Materials
- Multi Page Documents
- Laminating
- Binding

Contact person: VACANT

**Printers/Copiers/FAX/Scanner Machines**

Copy machines/printers are available on first and second floors for use by the investigators and staff for VA-related work. Clearing a minor paper jam is the responsibility of the user. If the jam cannot be cleared or any other problem with the copiers should arise, it should be reported to Leanne Manning (X4856) in Building 2 or front desk staff (x4852, x4827) immediately. Users are responsible for replenishing the paper stock in each machine. Extra paper is stockpiled near the copiers. The machines are leased under contract for service and some supplies.

Fax numbers: Research Admin Office Building 2 (801-588-5939)

**Faxing Instructions**: to send a fax, hit “Image Send”, then tab over to “FAX”, dial “9,1” “(area code) phone number” and hit “send”.

**Scanner**

Most of the copiers are equipped with copy machines that also function as scanners. You can scan to your email, or to a specific folder you designate or to your auto store scan folder.
If you have any questions about using e-COPY scan, please consult your AO or Research Administration.

**CONFERENCE ROOMS/ EXAM ROOMS**

**Scheduling and Etiquette**

**Conference Rooms**
There are four Research Service conference rooms available for meetings, presentations, and other special events in BLDG 2. Some of these conference rooms are equipped with a telephone, video teleconferencing equipment, projector and network access. In addition, the rooms have a Voice Station Conferencing Telephone. The responsible person should set-up, and **clean-up**, after each scheduled event.

Room 2A02- aka Wind Tunnel, can hold approximately 18 people. The reservation book for this room is available in the R&D Admin Office or you can make your reservation by calling the Office @ 801-582-1565 EXT.4852/4856. For the other three conference rooms: (Room 2C01- Small Conference Room, Room 1A04-GRECC Conference Room and Room 2C27-HSR&D Conference Room, reservations can be done by calling or e-mailing Leanne Manning @ EXT4855 or Leanne.manning@va.gov or Spencer Johnson @ EXT 2221 or spencer.johnson@va.gov.

Please email Leanne or Spencer to reserve, including the time and date the room is needed, and the individual responsible for the event.

★★Please wait for a confirmation email from the conference room moderator before planning your meeting. If you need an immediate response please call.

**Conference Room Etiquette:**
It is everyone’s responsibility to keep the conference rooms organized:
- Return chairs and tables to the proper location.
- Pick up and dispose of all papers, cups, food items, and any other garbage, and wipe any spills from the tables.
- Leave the area the way you would want to find it.
  - Please be considerate and cancel your reservations if you no longer require the room.

If you notice the conference room has not been left clean and organized, please contact the Research Admin Office @ EXT 4855/4852.

**Exam Room Scheduling**

Building 2 has two available exam rooms on the second floor: Room 2C34 and Room 2C38. Both rooms are equipped with an examination table, scale, telephone, sink, storage as well as a Welch Allyn vital sign monitor. Booking these rooms are done through an appointment book located in Research Administration Office. Each room has its own appointment book.

★★Cancellations - please be considerate and cancel your reservations if you no longer require the room.
EMPLOYEE WELLNESS CENTER

The wellness center is a non-supervised fitness center available for use by medically cleared employees, residents and students interning at SLCVAMC who are at least 18 years of age. The center is in Building 8 Room 1A22. If you have any questions, you can contact the gym @ EXT 4934.

If you want to gain access to the VA Gym/Pool, employees must go to outpatient Physical Therapy Building 1 first floor F wing. Check in and talk with the scheduling clerks about the wellness program. You will be given a consent form to fill out and sign and process to allow badge access into the gym during designated hours. Access to the wellness center is PIV card only, so checking in with Physical Therapy is a must.

Basketball court is reserved for Veteran clinical programming during the following times:
- Every Tuesday: 8-11 am
- Every Wednesday: 1-2:30 pm
- 3rd Thursday of every month: 8:30-11am and 2:00-3:00pm

Following is a Veterans Gym and Pool schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>0700-0900</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>0900-1000</td>
<td>GYM</td>
<td>GYM</td>
<td>GYM</td>
<td></td>
<td></td>
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<tr>
<td>1000-1100</td>
<td>POOL</td>
<td>POOL</td>
<td>POOL</td>
<td></td>
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<tr>
<td>1100-1200</td>
<td>POOL</td>
<td>GYM</td>
<td>GYM</td>
<td>POOL</td>
<td>POOL</td>
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<tr>
<td>1200-1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300-1400</td>
<td>* PT POOL *</td>
<td>POOL</td>
<td>*PT POOL</td>
<td>POOL</td>
<td>PT POOL</td>
</tr>
<tr>
<td>1400-1500</td>
<td>SCHED APPTS</td>
<td>POOL</td>
<td>SCHED APPTS</td>
<td>POOL</td>
<td>SCHED APPTS</td>
</tr>
<tr>
<td>1500-1600</td>
<td>GYM</td>
<td>GYM</td>
<td>GYM</td>
<td>GYM</td>
<td>GYM</td>
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*Physical Therapy

No Non-employee family or friends are permitted to use the facility.

FEDERAL WIDE ASSURANCE (FWA)

SLCVAMC has obtained and continues to maintain an FWA. This assurance is a written commitment by an institution to protect human subjects who are participating in research.

VASLCHCS: FWA0001900
University of Utah IRB: FWA00003745
VHA Central Office IRB registration number: IRB00006332
WIBR: FWA00005420

For more information about FWAs and to obtain expiration dates please go to:
http://www.hhs.gov/ohrp/assurances/assurances/filasurt.html

**FIRE ALARM & PROCEDURE**

**Fire Alarm Evacuation Procedures**

**FIRE RESPONSE PLAN STAFF IN AREA OF FIRE/SMOKE:**

**R.A.C.E.**

**R**escue anyone in immediate danger

**A**larm—Sound the Alarm—Pull the nearest Pull Station if not already activated, call 4400

**C**ontain the fire by closing doors and windows

**E**vacuate the building to the designated meeting locations below

**** **EXTINGUISH/EVACUATE**— If the fire is small enough and you are familiar with fire extinguisher operation, use the nearest fire extinguisher to fight the fire using “P.A.S.S.” procedures described below. If the fire gets out of control, stop extinguishing efforts and evacuate immediately. Everyone not involved in rescuing patients, activating the alarm, containing or extinguishing the fire will evacuate without delay. **Do NOT use the elevator for evacuation unless directed by the Fire Department.** Proceed to the designated evacuation area (see map and description in Section VII, Office/Lab Specific Details) and conduct a head count. Each office/laboratory/suite must do their own accounting to ensure that no one was left behind. **Do NOT re-enter the building until directed to do so by the Incident Commander, EOC, or a fire department official.**

**** **Fire Extinguishing Procedures (P.A.S.S.).** After verifying that the extinguisher is the proper class for the type of fire, use the following “P.A.S.S.” procedures to fight a small fire. Do NOT attempt to fight a fire unless; you can maintain a safe path to the exit and you feel capable of fighting the fire safely. If possible have a buddy (buddy system) assist you.

1. **Pull**—Remove the plastic restraint that holds the pin by twisting until it breaks, then pull the pin from the extinguisher handle.
2. **Aim**—Aim the nozzle at the base of the fire.
3. **Squeeze**—Squeeze the extinguisher handle.
4. **Sweep**—Sweep back and forth across the base of the fire.

**** **Report Use of a Fire Extinguisher.** If you activate a fire extinguisher, or even remove the plastic restraint in preparation to activate one, it must be reported to Research Administration and the facility Safety Office so that the extinguisher can be replaced.

**** **For all other Emergencies and LAB specific plans, please refer to the SLC Research Service Hazardous Agents Program Manual**

**RESEARCH SERVICE BLDG. 2:** EVACUATE THE BUILDING FOR ALL ALARMS
**Primary Meeting location:**
North of BLDG 2: Grass: A wing

**Secondary Meeting Location**
On grass, left of the Parking

PERSON IN CHARGE:
*Primary:* IACUC Coordinator / Research Safety Officer
*Secondary:* The highest ranking Administrative Officer present

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**RESEARCH SERVICE BLDG 7:** EVACUATE THE BUILDING FOR ALL ALARMS

**Primary Meeting Location:** Meet between BLD 6 and 7.
Secondary Meeting Location: MPC Parking Lot

PERSON IN CHARGE:
*Primary:* VMU Supervisor
*Secondary:* The highest-ranking employee present

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**RESEARCH SERVICE BLDG 45:** EVACUATE THE BUILDING FOR ALL ALARMS

**Primary Meeting Location:** Take Accountability and move to Grass left of parking circle
Secondary Meeting Location: On grass, left of the parking

PERSON IN CHARGE:
*Primary:* Administrative Officer or Program Manager
*Secondary:* The highest-ranking employee present

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★ **RESPONSIBILITIES OF DISCOVERING THE FIRE:**

1. Ensure Fire Alarm has been activated and 4400 called
2. Alert Administrative Officer and ACOS (Research)
3. Account for all individuals (as best possible)
4. Act as the liaison to the VA Police and Fire Dept. On Scene Commander
GENERAL BUILDING REPAIRS

Building 2, 7, 45:

All facility repair or service requests should be submitted on VISTA as an Electronic Work Order. Each area within Research has a point of contact to submit work orders. Please notify one of these staff if you need an electronic work order submitted. If you have any questions submitting a work request, please contact the Research Safety Officer-Alex Brown or any Research admin staff @EXT 4852.

GENERAL FACILITIES

Maintenance and Housekeeping

EMS provides a housekeeping service to empty trash cans, sweep and mop floors and offices, and clean the bathrooms. Although they vacuum, they are not responsible for cleaning up kitchen or the conference rooms. It is the responsibility of all staff to maintain the common areas in an organized and clean manner.

Buildings 2, 7 and 45 have employee lunchrooms with a refrigerator and various appliances. Please help keep these areas clean. If you use a microwave, please clean it after use. If you use a toaster oven, coffee pot or water pot, please be sure to unplug or turn off these appliances after each use and recheck them at the end of the day.

Please make sure to keep all food in sealed containers and do not leave any food out at the end of the day. The EOC (Environment of Care) Committee does quarterly rounds of the buildings looking for infractions. They will cite us on issues such as a dirty lunchroom area, using door stops to prop open doors, unattended computers that are left accessible and PHI that is left in open areas.

HUMAN RESOURCES

Research Service provides human resources support and liaison with the Salt Lake City VA’s Human Resources. There are many unique relationships with investigators and research staff, and our Human Resources liaison will help navigate through the requirements and support the critical research work performed at Salt Lake City.

There are three basic types of employment or affiliation with the VA:-

*Employee

*Without Compensation Appointment (WOC)

*Intergovernmental Personal Act (IPA)
**VA Employee**

This is a paid position when the member is employed by the VA. The incumbent can either be recruited through an announcement via *USAJobs*, or as a direct hire for someone with specialized skills depending on the job series. *USAJobs* is the Federal Government's official one-stop source for Federal jobs and employment information. It is managed by the United States Office of Personnel Management (OPM).

For Direct Hire employees, the following form/items must be submitted as part of the application process:

- OF-306 Declaration of Federal Employment
- Resume or Curriculum Vitae (CV)
- College Transcripts
- Classified Position Description (PD)

An SF-52 will be submitted identifying term length and part-time/full-time status. Additional supporting documents may be required, such as: Direct Hire justification, Above the Minimum request, Recruiting Incentives and other forms requested by HR.

**Without Compensation (WOC)**

Many of our collaborating researchers and research staff have Without Compensation (WOC) appointments with the VA, which allows the individuals to participate and be included in research projects. Essentially, it is full employment with the VA, but without compensation (pay).

For WOCs, the following forms/items must be submitted as part of the application process:

- OF-306 Declaration of Federal Employment
- Resume or Curriculum Vitae (CV)
- College Transcripts
- VA-WOC Employee Intellectual Property Agreement
  - VHA Directive 1200.18

After the forms are submitted, HR will contact the applicant for photos and fingerprints to complete the background check.

**Intergovernmental Personnel ACT (IPA)**

The purpose of the IPA agreement is to exchange expertise between agencies, institutions, and non-profit organizations. IPA assignments should be made for purposes which the Federal agency head, or his or her designee, determines are of mutual concern and benefit to the Federal agency and to the non-Federal organization. Each proposed assignment (IPA) should be carefully examined to ensure that it is for sound public purposes and furthers the goals and objectives of the participating organizations. There are limitations and criteria for establishing IPAs, and
Investigators should contact their Administrative Officers. The individual for assignment must be employed by their institution for at least 90 days before an IPA can be instituted. The IPA can be for 2 years, with one 2-year extension, and is generally for more senior individuals. It can take some time to institute, so plan to work ahead.

For IPAs, the following forms/items must be submitted as part of the application process:

- **OF-306 Declaration of Federal Employment**
- **Resume of Curriculum Vitae (CV)**
- **OF 69 Assignment Agreement**

Working with the VA in Research Service can be exciting and rewarding. The nature of funding opportunities can lead to fast-paced hiring requirements with varying durations. Investigators are strongly encouraged to work with the Administrative Officers and the Budget Analyst as soon as a requirement is identified.

**Answers to Frequently Asked Questions:**

1. IPA agreements can be made for up to 2 years and may be part-time or full-time. The assignment may be extended for an additional 2 years less 1 month. IPA assignments of less than 6 months are discouraged.
2. IPA agreements are based on fixed FTE or number of hours per week. Assignments are not variable and do not fluctuate.
3. An employee that has served 4 continuous years without a break cannot be assigned to another IPA without at least a 12-month return to his/her regular employer. Successive assignments without a break in service of at least 60 calendar days are regarded as continuous service.
4. IPAs are intended for skilled personnel only. IPAs cannot be established for administrative staff or principal investigators. Under no circumstances should IPA agreements be used as a mechanism for hiring clinical staff or as a substitute for scarce medical specialist, sharing, commercial item or other clinical contract.
5. Non-VA employees must be employed in a permanent position by their organization for at least 90 days to be eligible for an IPA assignment.
6. The investigator is responsible for completing the required paperwork and obtaining employee and institutional Departmental and Dean signatures. Paperwork must be submitted at least 60 days prior to the requested start date.
7. Due to recent changes in the VA fiscal system, the start date of the IPA should be the first of each month and the termination date is the end of the month.
8. Costs of the IPA are restricted to basic pay, supplemental pay and fringe benefits. The VA is not authorized to issue reimbursement for indirect or administrative costs associated with the assignment. This includes charges for administrative support, supplies, computer time, etc.
9. An IPA may be terminated at any time at the option of the Federal on non-Federal government. When terminating the agreement before the original completion date, a written 30-day notice to all parties involved is required.
New Hires

If you are interested in hiring a new VA employee for your project, please talk to your program AO or the AO of Research Service to begin the process. Please make sure to plan ahead when hiring new staff, as it can take 3-6 months to get a new hire onboard. There are many options for employment including: full and part time VA employment, WOCs and IPAs between institutions (e.g UOU).

★ New employees (including WOCs, students and trainees) CANNOT begin work until they have received
★ ALL necessary approvals from HR and the VASLC Research Service.

Tour of duty
Your tour of duty refers to the schedule you work. It is usually a pre-set time assigned by your supervisor and HR (e.g. 8:00am-4:30pm).

★ Employees:
If you do not work a standard tour, please make a note of your tour of duty hours so you know how to put in for annual leave (AL) and sick leave (SL).

The current system for tracking time and attendance is in VATAS.

Putting leave into VATAS (employees only):
You will access VATAS via internet explorer. https://vatas.va.gov/webta/Login You will need to have your email address and a password.

Utilize the Help Menu to put in leave requests

https://vatas.va.gov/webta/HelpOnline/RoleMenu:EmployeeMainMenu

The most common types of leave used are:
Annual Leave = LA (vacation) and/or personal time taken must be requested and approved by your supervisor in advance of time taken.

Sick Leave = LS should be reported in VATAS upon return to work; if you are out sick for more than 3 days, you will need to provide employee health with a doctor’s note to be cleared to return to work.

Other leave types include:

LN Authorized Absence
LS or FFSL - DE Family Care (sick bank) (as LS, select “Care of family member” selected under “Sick Leave Purpose”. Or, use FFSL – DE leave type.
LM Military Leave
FFSL-DF Adoption
KA Without Pay
CT Comp Time/Credit Hours Taken
Please remember that the VATAS system does not take the place of requesting time off from your supervisor. You must still plan appropriately with your supervisor as to your intended days away from the workplace.

Additional information regarding leave policies (including sick and annual leave accrual rates) may be found here: [http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Overview](http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Overview)

**Performance Appraisals:**
Reviews are done (3) times/year:

1. @ start of new fiscal year (October); overview of duties/responsibilities; sign off is required by supervisor & employee

2. @ the 6-month mark/midyear; progress review is done; any changes to duties/responsibilities must be noted; sign off is required by supervisor & employee

3. @ the end of the fiscal year (September 30); the annual review is done; employee should do self-evaluation and meet with supervisor to sign off on annual performance evaluation.

Note: **Nurses have a different appraisal schedule.**

If you are promoted or change positions during the fiscal year, you will have a close out performance appraisal for the old position and review the duties of the new position.

If you have any questions about the performance appraisal process, please discuss with your supervisor.


For full time, paid employees with a scheduled tour of duty, the required waiting periods established by law for advancement to the next higher step are as follows:

<table>
<thead>
<tr>
<th>Advancement from...</th>
<th>Requires...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 to Step 2</td>
<td>52 weeks of creditable service in Step 1</td>
</tr>
<tr>
<td>Step 2 to Step 3</td>
<td>52 weeks of creditable service in Step 2</td>
</tr>
<tr>
<td>Step 3 to Step 4</td>
<td>52 weeks of creditable service in Step 3</td>
</tr>
<tr>
<td>Step 4 to Step 5</td>
<td>104 weeks of creditable service in Step 4</td>
</tr>
<tr>
<td>Step 5 to Step 6</td>
<td>104 weeks of creditable service in Step 5</td>
</tr>
<tr>
<td>Step 6 to Step 7</td>
<td>104 weeks of creditable service in Step 6</td>
</tr>
<tr>
<td>Advancement from...</td>
<td>Requires...</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Step 7 to Step 8</td>
<td>156 weeks of creditable service in Step 7</td>
</tr>
<tr>
<td>Step 8 to Step 9</td>
<td>156 weeks of creditable service in Step 8</td>
</tr>
<tr>
<td>Step 9 to Step 10</td>
<td>156 weeks of creditable service in Step 9</td>
</tr>
</tbody>
</table>

**My Pay:**
Employees have access to their paystub and other pertinent information via My Pay located at [https://mypay.dfas.mil/mypay.aspx](https://mypay.dfas.mil/mypay.aspx). You should have received an access code soon after you were hired. If you did not or cannot find it, you will need to contact HR directly.

**Electronic Official Personnel Folder (eOPF):**
The Department of Veterans Affairs maintains an electronic Official Personnel Folder system (eOPF). The eOPF is an electronic version of your Official Personnel Folder and contains all the official records required to document your Federal career. The eOPF can be accessed here: [https://eopf.nbc.gov/va/](https://eopf.nbc.gov/va/)

If you have any questions or concerns please contact the eOPF Help Desk at (866) 275-8518 or eopf_hd@telesishq.com.

**Telework Agreements**
Some positions are eligible for telework. Please contact your supervisor to find out if you qualify. Telework will not be granted before you have completed 6 months of on-station work AND you have a fully successful performance appraisal.

**INVENTION DISCLOSURE**

Invention Disclosure training is required for all Principle Investigators. This training is available in TMS

All VA employees are required to disclose all inventions to TTP (VHA Directive 1200.18)

- This includes inventions made by Without Compensation (WOC) employees and Dual Appointees who do not have research responsibilities.

A complete invention submission will consist of (1) a completed VA Invention Disclosure or University Invention Disclosure Form and (2) an executed (fully signed) VA Certification Form for each VA inventor. Email all completed Invention Disclosures and VA Certification Forms to: vattid@va.gov • VA Certification Forms must be signed by the inventor’s VA supervisor or ACOS/R.

VA Invention Disclosure and Certification Forms can be found at: [www.research.va.gov/programs/tech_transfer/forms_templates.cfm](http://www.research.va.gov/programs/tech_transfer/forms_templates.cfm)

If you have any questions about Invention Disclosure procedures, contact Misti Seppi at X4860
MAIL
UPS/FEDEX/USPS

Mailing address:
George E. Whalen
SLC VA MC BLDG # 2
500 Foothill Drive
SLC, UT 84148

Outgoing regular mail (including interoffice mail) can be dropped off in the box provided at the reception desks. The VA mailroom picks up all outgoing mail twice a day. At the same time, they deliver incoming mail, which is then sorted by a designated research employee. The incoming mail is sorted, however, delivery service for building 2 is not available. If you are expecting a letter to come in, you can call the Admin office or stop by to check.

UPS/FedEx Shipments:

Outgoing parcels for UPS or FEDEX can be dropped off at the Research Admin Office. If there is a time requirement for your outgoing mail, recommend taking the package to VA warehouse or outside USPS/UPS/FEDEX. Larger packages may be picked up by the warehouse. Please call Troy Averett @ X1060 to arrange a pick up. For supplies or mailing questions, please contact Leanne Manning at EXT 4856.

Mail and Messenger schedule:

Two mail runs will be accomplished daily. Morning run at 0800 and the afternoon run at 1230. If personnel shortages dictate, only the afternoon mail run will be accomplished.

The following are the only mail stops that will be picked up from and delivered to:

<table>
<thead>
<tr>
<th>Mail Stop</th>
<th>M/C</th>
<th>Mail Stop</th>
<th>M/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors Office</td>
<td>00</td>
<td>Quality Management</td>
<td>00Q</td>
</tr>
<tr>
<td>Agent Cashier</td>
<td>04C</td>
<td>Financial/Contracting Management</td>
<td>04</td>
</tr>
<tr>
<td>Information Security Office</td>
<td>00S</td>
<td>Human Resources/Center for Learning</td>
<td>05</td>
</tr>
<tr>
<td>Police</td>
<td>07</td>
<td>Logistics Service</td>
<td>90</td>
</tr>
<tr>
<td>Logistics Supply</td>
<td>90S</td>
<td>Ely CBOC</td>
<td>110E</td>
</tr>
<tr>
<td>Elko CBOC</td>
<td>110EL</td>
<td>Idaho Falls CBOC</td>
<td>110I</td>
</tr>
<tr>
<td>Ogden CBOC</td>
<td>110O</td>
<td>Orem CBOC</td>
<td>110OP</td>
</tr>
<tr>
<td>Pocatello CBOC</td>
<td>110P</td>
<td>Roosevelt CBOC</td>
<td>110R</td>
</tr>
<tr>
<td>ST George CBOC</td>
<td>110S</td>
<td>West Valley CBOC</td>
<td>110W</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>11</td>
<td>ACOS/Academic Affiliations</td>
<td>11E</td>
</tr>
<tr>
<td>Patient Services Center (Hotel)</td>
<td>11PSC</td>
<td>Medicine Service</td>
<td>111</td>
</tr>
<tr>
<td>Behavioral Health</td>
<td>111BH</td>
<td>Cardiology</td>
<td>111C</td>
</tr>
<tr>
<td>Critical Care Unit/Telemetry</td>
<td>111CCU</td>
<td>Dermatology</td>
<td>111D</td>
</tr>
<tr>
<td>Emergency Department</td>
<td>111E</td>
<td>Gastroenterology</td>
<td>111G</td>
</tr>
<tr>
<td>Hematology/Oncology</td>
<td>111H</td>
<td>Medical ICU (MICU)</td>
<td>111MICU</td>
</tr>
<tr>
<td>Nephrology/Hemodialysis</td>
<td>111N</td>
<td>Pulmonary</td>
<td>111P</td>
</tr>
<tr>
<td>Women’s Clinic</td>
<td>111W</td>
<td>Acute Medical Care (Hospice)</td>
<td>111-2E</td>
</tr>
<tr>
<td>Ambulatory Medical Care</td>
<td>111-2W</td>
<td>Ambulatory Care</td>
<td>111-3W</td>
</tr>
</tbody>
</table>
Mail to the Regional Office and the Child Care Center is delivered once daily.

Incoming mail from the post office arrives around 1000 am.

Outgoing mail leaves the mail room about 1400.

Mail to the West Valley, Orem, Ogden, Pocatello, Idaho Falls, Elko, Price and St George CBOCs is taken to the cage at 1530 daily and is delivered via courier service.

All UPS items need to be in the mail room before 1500 to be processed that day.
SLCVAMC Research Website:  
https://www.saltlakecity.va.gov/research/Research.asp

SLCAMC Research SharePoint: The SharePoint serves as a central hub for commonly needed forms, links, and information. This site is only accessible via the SLCAMC intranet, and requires special permissions for access. This site can only be accessed from behind the VA firewall and you must have a VA.gov email address.  
https://vaww.portal2.va.gov/sites/localresearch/SaltLakeCity/default.aspx

**VA Canteen:**  
https://vaww.portal.va.gov/sites/canteens/1/Pages/650.aspx  
- Store: Located in Bldg 8. Hours of operation 7am-4pm.  
- Starbucks/Coffee Shop: Located in the basement of the medical center. Hours of operation are 6:30am – 3pm.  
- Cafeteria: Located in Bldg 8. Hours of operation are 7am- 3:30pm.

**VA terms** (acronym look up):  
http://vaww1.va.gov/acronyms/

The SLCHCS Station Number is 660.  
DUNS Number: 009094756

NAME: Veterans Health Administration  
Doing Business As: Salt Lake City Health Care System  
Business Type: US Federal Government  
SLCVAMC Congressional District: UT-002

How to get a DUNS Number:  
https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/home/?cid=stelprdb1257063

**PARKING**

To park on station you must have a parking sticker attached to your vehicle. Instructions to obtain a VA parking sticker:

1. You need to fill out the designated form.

FYI. All employees and WOC’s can get parking stickers. The only requirement is that the person receiving this sticker, has a VA Budge.

This form needs to be turned into the VA police department in building T1.

You will need to provide your registration, insurance card and driver’s license. Please make sure
to have these documents ready…The office hours for the Police Department are from 8:00 – 3:00pm

2. If you have any questions regarding parking, please make sure to communicate with Misti Seppi. @ Ext 4860.

3. For more information regarding parking, please refer to SLC VA policy at: http://www.visn19.portal.va.gov/sites/slc/policies-memorandums/Engineering%20Service%20138/Forms/AllItems.aspx and refer to Engineering policy on parking. (Policy number 138.10)

**PHONE NUMBERS**

**Numbers to call for System Failures**

A. Computer system down: OI&T help desk :1293
B. Power failure- Emergency Generators: Boiler Plant :1043
C. Electrical Power: Total Loss: boiler Plant/Respiratory care services :1043/1692
D. Elevators Out of Service: Boiler Plant/Security :1043/1414
E. Elevator Stopped between floors: Boiler Plant/Security :1043/1414
F. Fire Alarm Sprinkler Failure: Boiler Plant/ Safety :1043
G. Medical Gases/Alarms: Boiler Plant/SPD & Resp. Services :1043/1604/1692
H. Medical Vacuum alarm/Failure: Boiler Plant/SPD/RESP> Services :1043/1604/1692
I. Natural Gas leak: Boiler Plant/ Industrial Hygiene :1043
J. Nurse Call System Failure: Biomed/Boiler Plant :1005/1043
K. Patient care Equipment malfunctions: Biomed/Boiler Plant :1005/1043
L. Sewage Stoppage: Boiler Plant :1043
M. Steam Failure: Boiler Plant :1043
N. Telephones Service Failure: Operator :0
O. Water: Sink & Toilets inoperable: Boiler Plant/SPD :1043/1604
P. Water: Non-Potable: BP/Nutri Serv./Emergency & all affected :1043/1023 etc.
Q. Ventilation: Boiler Plant :1043
PRINCIPLE INVESTIGATORS PROMOTIONS TO GS14 AND GS15

Principle Investigators who are: at least 5/8 VA, an associate professor at the affiliate, have a VA funding history, have scholarly productivity, have leadership roles, service to the VA and a national reputation in his or her field of study are eligible for promotion to GS14.

Principle Investigators who are: non-supervisory professionals at GS14, at least 5/8 VA, a professor at the affiliate, have scholarly productivity, has VA leadership roles, service to the VA and a national and international reputation are eligible for promotion to GS15.

Promotion packets are prepared and submitted through the R&D Administration Office once a year.

Please contact Misti Seppi for more information.

PUBLICATIONS

Information regarding acknowledging VA Research and Support and VA Employment as well as Presentation of Research Results can be found here: VHA Handbook 1200.19.pdf

Investigators must make available to the public all peer-reviewed publications reporting the results of ORD-funded research without restriction, in accordance with this Handbook. This applies to all publications based on an ORD-funded, or ORD-managed project, or authored/coauthored by an ORD-supported investigator, regardless of funding source.

Investigators are responsible for depositing manuscripts in PubMed Central operated by the National Library of Medicine (NLM) upon acceptance for publication. Manuscripts are made available to the public no later than 12 months after publication in PubMed Central.

Specific procedures for depositing manuscripts are detailed at: http://www.research.va.gov/resources/policies/default.cfm

Acknowledgement of VA Support/Employment and Required Disclaimers

VA and its employees have a responsibility to ensure that VA receives proper credit for VA-supported research in articles, presentations, interviews, and other professional activities in which the results of that research are publicized or recognized. All investigators will initiate and document references to VA where either direct or indirect support for the research emanates from VA.

Failure to acknowledge VA support or employment may result in the discontinuation of current VA R&D funding and/or ineligibility to receive future R&D funding for up to 5 years.

Pub Tracker

Please submit your notifications using the ORD Pub Tracker Website system by following the
simple steps below:

- Go to the ORD Pub Tracker Website by copying and pasting the following URL into browser: http://vaww.pubtracker.research.va.gov/PubTracker/default.cfm (Access restricted to VA Intranet)
- Click the submission type – publication, presentation, media/interview, or other professional activity – and fill in the form. (Be sure to upload a copy of the presentation, abstract or accepted article/proof).

**RECORDS MANAGEMENT**

Records management training is required for all employees working in research. This training is available in TMS-4192704.

VA research records are defined as all documentary material, regardless of physical form or characteristics made or received by a VA research program or in connection with the transaction of the Agency’s business and that are preserved or are appropriate for preservation as evidence of VA’s activities or because of the informational value in them. The VHA Records Control Schedule (RSC 10-1) requires to be maintained under the Federal Records Act (FRA) and in accordance with the most current Record Control Schedule. This includes studies which are funded by the VA and conducted at the University of Utah or other off-site location.

These records are discoverable under Federal Law, including the Freedom of Information Act. Failure to produce these records in a litigation matter may place the VA in contempt of court. The Facility Records Manager and/or Privacy Officer may be contacted, or the research office or research personnel may receive a request for records to be produced. Inspectors from the Office of Research Oversight (ORO) or Office of Research and Development may request records at any time with the expectation the records will be located and produced immediately.

Records may not be disposed or destroyed by anybody other than VHASLC R&D Records Liaison or VHASLC Records Manager. If your study has closed, please contact the R&D Records Liaison at 801.584.1271. We will send staff to inventory and archive and disposition those records per the RCS. Records may not be removed from the VA without proper authorization. Records may not be stored off-site without proper authorization. If you have records stored off site, please notify us promptly so we can insure the proper authorizations are in place.

An inventory of all records must be maintained per FRA and National Archives Agency laws and regulations. It is the responsibility of the research office (VHASLC R&D Administrative office) to maintain the inventory as current. VHASLC policy requires a semi-annual inventory of all research records. This inventory includes: active and inactive records, open and closed study records, on-site and off-site records, and records in all media formats.

If you have any questions about Records Management, contact Nancy Dice at X4827.

**RESEARCH COMMITTEES AND SUBCOMMITTEES**

**R&D Committee:**

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The Research and Development Committee is responsible to the Medical Center Director through the Chief of Staff for promoting research and development programs that will assist the hospital in providing quality patient care. To the extent permitted by Research Handbook 1200.01 (VHA Handbook 1200.01.pdf) and local policy, decisions concerning research matters will be made by the Research and Development Committee. The Committee advises the Medical Center Director on professional and administrative aspects of the R&D program. All R&D activities within the hospital, whether funded or unfunded, are within its purview. Decisions on matters outside the committee's jurisdiction will be treated as recommendations to the Medical Center Director.

The Committee is responsible for maintaining high standards throughout the Research and Development Program. These standards include those assuring the scientific quality of the R&D projects, protection of human rights, laboratory safety, and welfare of animal subjects in research and development.

The R&D committee meetings occur the fourth Tuesday of every month.

**IRB (Institutional Review Board) Subcommittee:**

An IRB is a board, committee, or other group formally designated by an institution to review, approve, require modification in, disapprove, and conduct continuing oversight of human research in accordance with 38 CFR Part 16 http://www.ecfr.gov/cgi-bin/text-idx?SID=bfdcf695a72d9db20270bfaaba4e573f&node=38:1.0.1.1.18&rgn=div5 and other applicable VA and Federal requirements. The IRB must conduct review by a convened or expedited (i.e., review by the IRB Chair or a qualified IRB voting member designated by the IRB Chair) review procedure of all proposed human subjects research in accordance with local, VA, and other Federal criteria including, but not limited to 38 CFR 16.111 (see pars. 13 and 21, respectively).

This review includes a review of the application to the IRB, the research protocol, and all other relevant documents (e.g. informed consent forms, surveys, advertising materials, etc.) submitted to IRB. No such study can be initiated until the IRB has determined that the study has satisfied all requirements for approval (see par. 17 of 38 CFR 16.101), does not constitute human subjects research or is exempt from IRB approval requirements. All research that is determined to be exempt or not to involve human subjects must be reviewed and approved by the R&D Committee, VA Handbook 1200.05 http://www.va.gov/vhapublications/ViewPublication.asp?pub_ID=3052

The SLCVA utilizes the VA Central IRB and the University of Utah IRB. Please contact the SLCVAMC HRPP Administrator for more information: Caroline Phinney @ EXT 4866 or e-mail at: caroline.phinney@va.gov

More information regarding the University of Utah IRB can be found at: www.irb.utah.edu and information regarding VA Central IRB can be found at: www.research.va.gov/vacentralirb
**IACUC Subcommittee:**

The IACUC (Institutional Animal Care and Use Subcommittee) is responsible through the R&D (Research and Development) Committee to the Facility Director for maintaining high standards throughout the facility's R&D program involving animal subjects. These standards include those assuring the scientific quality of R&D projects involving animals, humane care and use of animals and ensuring that all guidelines are met. This committee advises the R&D Committee on the appropriateness of studies involving animal subjects and recommends approval or disapproval.

The IACUC is responsible for reviewing all use of animal subjects at the health care facility. Review will include all newly proposed and ongoing studies as they relate to any pertinent animal welfare laws, regulations and policies. Such studies are reviewed for the appropriateness, quality and availability of the selected animals; for the humaneness and appropriateness of procedures; and for the appropriateness and humaneness of conditions surrounding animal subjects before and throughout the study. This review includes assessment of adequacy and availability of essential animal research facility support.

All research that is determined to involve animals must be reviewed and approved by the R&D Committee, VHA Handbook 1200.07

http://www.va.gov/vhapublications/ViewPublication.asp?pub_ID=2464

IACUC committee meetings occur the second Tuesday of every month.

Questions regarding the IACUC should be directed to Deb Hofmann (Deborah.hofmann@va.gov)

**Safety Subcommittee (SRS):**

The Subcommittee on Research Safety (SRS) reviews and approves all new protocol submissions to ensure compliance to safety standards set by OSHA, the Veterans Hospital Administration (VHA), National Institute on Health (NIH), and many other agencies. If the protocol will use biological hazards, human or non-human cells, tissue, bodily fluids and/or recombinant deoxyribonucleic acid (DNA), the investigator will be required to submit the protocol to the SRS for a full protocol review and obtain approval from the Committee before the R&D will grant full approval. The SRS review/approval will be in addition to any approvals for the IRB, IACUC and R&D.

SRS committee meetings generally occur the first Friday of every month. The VA Handbook for Safety is VHA Handbooks 1200.08 and 1200.06.

http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1850 and

http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1336
Holly Cannon and Ruben Hernandez are the SLCVAMC Research Compliance Officers (RCO). They are available to discuss any research compliance issues or concerns that arise. They also perform audits of all open projects. Best e-mail and phone number to reach them at are: holly.cannon@va.gov, ruben.hernandez5@va.gov or dial ext. 1825 or 5380.

SAFETY BEST PRACTICES

The safety of our study participants, visitors and employees is our highest priority. Therefore, it is the responsibility of all staff to be aware and cognizant of their surroundings. Even though the buildings are secured, every employee should secure their personal belongings in a locked cabinet or office.

Any suspicious activity should be reported to a supervisor or a call should be made to VA Police @ 4444 or 911.

Building policy does not allow children to be left in the lobby/waiting area unattended. Children are never allowed in the laboratory area.

If you have plans to see a research subject during off hours, please let the VA Police know in advance.

SMOKING POLICY

In accordance with SLCVAMC policy, smoking is allowed only in the designated smoking areas

SUPPLIES

Supply cabinets are located in each research wing. Within each area, supplies are ordered as needed. Office supplies are to be used for work-related purposes only.

TELEPHONES

The SLCVAMC Main Telephone Number: (801) 582-1565
Toll Free Number- VASLC-1-800-613-4012
Telephone Operator: “0”
Information Desk, Main Lobby BLDG #1: Dial Main number and 4631 @ prompt.

Problems with phone service, voice mail, and changes in existing voice mail setup should be reported to National Service Desk: 1-855-673-4357 EXT 1293. Before reporting a problem, it is helpful to check the system for basic solutions such as appropriately connected wiring on phones, etc. For enterprise service desk contact information: https://vaww.vashare.oit.va.gov/sites/esd/formdesigner/calltree.html
SLCVAMC extensions are 4 digits:
- To dial locally, dial 9 and then the number
- To dial long distance, dial 9 and then the number.

Scheduling a VANTS Line (VA Nationwide Teleconferencing System): https://vaww.va.gov/vants
You can schedule a VANTS line by calling 304-262-7600 for teleconference and 304-262-7620
For video conference.

**Voice Mail**

To access your voicemail from your own extension:
- Press the MESSAGES key
- Enter your password, and then press #.

To access your voicemail from another extension on campus:
- Press the MESSAGES key
- Press *
- Enter your mailbox ID number, then press #
- Enter your password, and then press #.

To access voicemail from outside the PVAMC campus:
- Dial the voicemail access number
- Press *
- Enter your mailbox ID number, then press #
- Enter your password, and then press #.

**TRAINING**

There are a variety of training courses required by the VA. In addition, depending on the type of research you do, you will have other training requirements. If you have any questions about the training you are required to do, please contact your supervisor.

**Talent Management System (TMS):**
The TMS website https://www.tms.va.gov/learning/user/login.jsp is the main training site for the VA. Accounts for new employees are set up by the Education service.

WOCS & contractors will need to self-enroll in TMS to begin their training: https://www.tms.va.gov/learning/user/SelfRegistrationUserSelection.do

If you are responsible for tracking the training of multiple individuals and are not their official supervisor, you may be able be set up as an alternate supervisor. This will allow you to receive notifications when trainings are due for research staff on your team. Please contact Alan Betts @ EXT.1930 or email: alan.betts@va.gov to see if this is an option for you.
Collaborative Institutional Training Initiative (CITI):
ORD and Collaborative Institutional Training Initiative (CITI) have developed a training curriculum that satisfies ORD training requirements. Learners can choose the modules most applicable to their roles and interests in human subjects’ research.

If you have already created a CITI account for another institution, you may add the VA to your existing account.

To affiliate with SLCVAMC: In the main menu page, click “Affiliate with Another Institution” From the “Veterans Affairs” menu, select “VA Salt Lake City, UT-660”

Training Requirements: Animal Research

Required Training:
Requirements for VA personnel involved with Animal Research

1. INVESTIGATORS AND RESEARCH STAFF.
   (a) Mandatory
   Prior to IACUC approval of your animal protocol, or adding you to an existing animal protocol, you must complete the following:

   CITI Program - [http://www.citiprogram.org](http://www.citiprogram.org)
   (1) Complete the web-based course “Working with the IACUC”.
   (2) Complete all other web-based modules applicable to the species you will be working with:
   • Post-Procedural care of Rodents • Working with Mice in Research Settings
   • Working with Rats in Research Settings
   • Working with Swine in Research Settings
   • Working with Sheep in Research Settings

   VA Requirements
   (1) Read and sign the “Preventive Medicine Program (PMP)” document. All PMP participants must complete an “Animal Exposure Baseline History” questionnaire with Employee Health.
   (2) Read the VMU Occupational Health and Safety Program (OHSP) document and then fill out the “VMU OHSP Documentation of Training” form.

   IMPORTANT: Please return your signed forms to

   (you may also fax it to 801-588-5939). Access to animal facilities will be granted only after you have 1) completed initial training, 2) the IACUC has approved adding you to the ACORP, and 3) you have submitted your Animal Exposure Baseline History to Employee Health.

   (b) Annual training
   The following training must be completed by the end of the month 1 year after the month in which you last completed the training. You will be reminded when training is due. The IACUC
will also verify that all training is current prior to approving the annual review of your animal protocol(s).

(1) VMU Occupational Health and Safety Program (OHSP)

(2) PMP participants must complete the “Periodic Animal Exposure Questionnaire” document.

(c) Triennial Training. CITI will automatically send you an e-mail when each course is about to expire to remind you to take it again. If you receive an e-mail notice for a course that no longer applies to you, please log back onto CITI and update your “My Learner Tools for Salt Lake City, UT-660”.

2. IACUC MEMBERS. IACUC members must complete the web-based course “Essentials for IACUC Members” within 30 days of appointment to the IACUC and annually thereafter.

3. VMU STAFF. Husbandry staff members are encouraged to complete the annual requirements listed above for investigators and research staff.

Instructions for CITI web Training

1. Using any computer with Internet access, go to http://www.citiprogram.org

2. Already a CITI user: a. If you have a CITI username and password from doing human subjects or animal training here or at another institution, please use that logon.
   a. If you have a CITI username and password from doing human subjects or animal training here or at another institution, please use that logon.
   b. If your prior use of the CITI site is from another institution, after your login please select “Click here to affiliate with another institution” and add an affiliation with “Salt Lake City, UT-660”. Note: This option is towards the bottom of the page.
   c. If you can’t remember your CITI username or password and you are affiliated with this VA on the CITI site, contact Deborah Hoffman or Caroline Phinney in Research Administration (584-1271) and we can look up this information for you. You may also use the “Forgot Your Username or Password?” link on the login page or call the CITI help desk at 305-243-7970.

3. New Users:
   a. In the box that says, “Create an account”, click on “Register”.
   b. Select Your Organization Affiliation “VA Salt Lake City, UT-660”.
   c. Follow instructions for “Personal Information”.
   d. Follow instructions and links to enter the other information requested, including what animals you will be working with.

4. My Learner Groups:
   a. The CITI site automatically created a menu of human studies and/or animal courses that apply to you, based on answers to questions during the registration process. If you need to change your profile because courses you need are not showing up, select “Add a Course or Update Learner Groups” from My Learner Tools Menu. Then select “Update Groups” and answer the questions again.
b. To take a course, select the “Title” for that course. Then select from the list of modules. The modules do not need to be taken in one sitting. You are encouraged to complete the course in multiple login sessions.

5. **Miscellaneous Notes:**
   a. When you have finished a course, we recommend you print a “Completion Report” for your own record, but you do not need to provide a copy to Research Administration. Institution system administrators will automatically get e-mail notification that you completed the course.

   b. The current animal courses are listed below. Additional courses for other species may be added at any time.

   **IMPORTANT:** The VA has established a minimum “passing” aggregate score of 80% for all quizzes. If you want to improve a score on a quiz, you may revisit the content and repeat any quiz. The software will remember your best score.
AVAILABLE RELATED COURSES AND WHO MUST TAKE THEM CITI ANIMAL

<table>
<thead>
<tr>
<th>Module</th>
<th>Applies to</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essentials for IACUC Members</td>
<td>IACUC members</td>
<td>3 hours</td>
</tr>
<tr>
<td>Working with the IACUC</td>
<td>All investigators and research staff</td>
<td>3 hours</td>
</tr>
<tr>
<td>Post-Procedure Care of Mice and Rats in Research</td>
<td>All investigators and research staff working with mice or rats</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Mice in Research Settings</td>
<td>All investigators and research staff working with mice</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Rats in Research Settings</td>
<td>All investigators and research staff working with rats</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Guinea Pigs in Research Settings</td>
<td>All investigators and research staff working with guinea pigs</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Swine in Research Settings</td>
<td>All investigators and research staff working with swine</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Sheep &amp; Goats in Research Settings</td>
<td>All investigators and research staff working with swine</td>
<td>1 hour</td>
</tr>
<tr>
<td>VA ORD Biosecurity Training</td>
<td>Optional—may be required in the future</td>
<td>1 hour</td>
</tr>
<tr>
<td><strong>Other Modules not normally used at VASLCHCS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with Rabbits in Research Settings</td>
<td>All investigators and research staff working with rabbits</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Amphibians in Research Settings</td>
<td>All investigators and research staff working with amphibians</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Cats in Research Settings</td>
<td>All investigators and research staff working with cats</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Dogs in Research Settings</td>
<td>All investigators and research staff working with dogs</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Gerbils in Research Settings</td>
<td>All investigators and research staff working with gerbils</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Hamsters in Research Settings</td>
<td>All investigators and research staff working with hamsters</td>
<td>1 hour</td>
</tr>
<tr>
<td>Working with Nonhuman Primates in Research Settings</td>
<td>All investigators &amp; research staff working with nonhuman primates</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

**TRAVEL REQUIREMENTS**

There are very strict rules regarding travel using VA appropriations. If the travel is to a foreign country or involves using Non-VA funds (donated travel) additional legal approvals must be obtained. If the travel is to a meeting or a conference, you must first request approval to attend via the Cost Estimation System (ACES) external conference management system: [http://vaww.ees.lrn.va.gov/Conferences/Guidance/ACES/](http://vaww.ees.lrn.va.gov/Conferences/Guidance/ACES/)

All VA travel requires advanced approval from Research Administration and the Medical Center Director. Please make sure you leave adequate time to obtain all required approvals.

The following is the Travel Policy as of October 1, 2016.

Once all approvals are received and you receive notification from the SLCVAMC travel office, all travel must be booked via the Duluth Travel Incorporated: [http://duluthtravel.com/government/](http://duluthtravel.com/government/)

The Travel Policy can be found at: [https://www.va.gov/finance/policy/aptps.asp](https://www.va.gov/finance/policy/aptps.asp)
All travelers must be vendorized – this process usually takes 5-7 business days to complete. Any time your address or banking information changes you must update the vendor form (this is where your reimbursement goes). Return form to vhaslcemployee.travel@va.gov encrypted.

Once you are vendorized an account will be set up in Concur – which is where all travel authorizations are completed.

Each service should have an Administrative Officer or other person to assist with booking the travel for employees within their service. Please contact employee travel as there is required training that must be completed every 3 years in TMS.

There is no obligation on the part of the VA to reimburse for travel that is not booked within the travel system or does not conform to policy.

Steps to create travel authorizations and good to know information:

1. Submit your travel request and details to your Service Chief to request approval to travel. This then goes to your Service Pentad member for approval. All travel also requires the approval of the facility director – Shella Stovall (Employee Travel will obtain the Director’s approval after all other approvals are provided). Save these emails in a PDF format as they must be attached to your travel authorization.

2. Is this station funding your travel? If yes, create an email to vhaslcbudget@va.gov and request a line of accounting (Please include details when, where, reason for travel).
   a. If not, get that answer by looking over your travel documents before you proceed booking or creating your local travel. If it is cross-funded (paid by another facility) that facility will provide the LOA.

3. Directly create your travel in Concur SINGLE SIGN ON LINK — this link is used with PIV card in slot
   a. If the travel is Cross-Funded (being paid by another VA agency) you must first choose the Cross Funded tab and provide details as to that agency. They should have provided you with a Line of Accounting to use.

   b. If the travel is being paid for by an outside agency (Donated Travel) you must complete VA Form 0893 and send it for approval from the Office of General Counsel before proceeding with travel plans.

   c. The traveler will book their own transportation, hotel, etc. in Concur-unless there is a conference requirement on ITT (Instructions to Traveler). Travelers will need to read through their travel information to find out details specific to travel. Do not use a third party booking site (Travelocity, expedia, etc.) as these will not be reimbursed.

   d. Expenses such as internet connections, ATM withdrawals, POV, etc must be included on the travel authorization and be pre-approved prior to travel – refer to travel policy

   e. Attach all documentation related to travel to the authorization:
      1. pentad and service chief approval emails
2. ACES (Education) approvals,
3. google mileage maps,
4. authorization for rental car, POV expense (email if GOV is not available), etc.
5. all information pertinent to their travel and in accordance with VHA travel policy and all in a pdf format.

4. Employee Travel Staff (Finance Service) will perform a quality review to make sure that all required documentation is attached and has been approved in Concur (STAMPED). Otherwise it will be sent back to the traveler to complete. The Chief Financial Officer will do the final approvals in Concur.

5. Upon return from Travel and prior to 5 working days, the traveler will complete their expense report in Concur.
   a. Attach all receipts and all necessary supporting documentation
   b. Edit expenses to match the receipt.
   c. Provide any required justification for expense.
   d. Expenses paid using a government travel card must be paid directly to the government travel card (IBA). Expenses using a personal credit card will be reimbursed to “Other”.
   e. Stamp and submit your expense voucher.

6. Travel staff will again do a quality review to make sure all required documentation has been attached and the appropriate payment method has been indicated. The Chief Financial Officer will do the final approvals of vouchers.

We have encouraged the employees to keep copies of all documentation as Concur seems to “drop” attachments and Travelers may need to re-attach the required documentation multiple times. Documents will not attach unless they are in a PDF format.

*For those employees who feel uncomfortable or have difficulties please make an appointment with travel staff for assistance on creating your travel authorization or expense voucher.

Links to TRAIN and ASSIST Travelers using Concur:

Simulations

Travelers and Travel Arrangers
- Creating a Reservation / Authorization
- Creating an Authorization
- Creating a Cross-Funded Reservation and Authorization
- Creating a Voucher
- Creating a Local Voucher
- Long-Term TDY
- Multi-City TDY
- Not to Exceed (NTE) (for FATA also)
- Sponsor / Non-Fed Sponsor (Donated) Travel
- How Do I Know I'm Ticketed? (for FATA also)
- Cancelling Authorizations
- Signing in to ConcurGov
- Arranging Travel for Others
- Reviewing and Updating Your Travel Profile
- Creating a Travel Reservation
- Creating a Rental Car and Hotel Reservation
- Printing and Routing a Document
- Creating a Voucher from an Authorization
- Creating a Voucher Amendment
Steps for Travel:

1. Request form ConcurGov access and vendor Form from travel
   VHASLCEmployeeTravel@va.gov or SEE ATTACHED UPDATED NEW VENDOR FORM.PDF
2. Fill out new ‘vendor form’
   a. Return to travel VHASLCEmployeeTravel@va.gov (can take 3-5 days from Austin to process)
   b. Once Form is processed you will receive an email from Concur for registration
3. Register/Establish ConcurGov account the following link that will provide step-by-step instructions:

Creating a Reservation/Authorization
1. Login to ConcurGov
2. Follow this link for steps to create your reservation

To verify you are ticketed
1. Login to ConcurGov
   a. Follow link for instructions
   http://vaww.fscdirect.fsc.va.gov/docs/Travel/eGov/ETS/JobAidHowDoIKnowImTicketed.pdf

Creating a Voucher
1. Login to ConcurGov
   a. Follow link for instructions
   http://vaww.fscdirect.fsc.va.gov/docs/Travel/eGov/ETS/JobAidVoucher.pdf
   b. All employees must keep all related receipts and attach them to expense voucher
   c. Within 5 days returning from travel, employee MUST create, complete and submit voucher

Creating a Reservation/Authorization:

1. Login to ConcurGov: https://cge.concursolutions.com/
2. Follow this link for steps to create your reservation

   To verify you are ticketed
   1. Login to ConcurGov
      a. Follow link for instructions

   Creating a Voucher
   1. Login to ConcurGov: https://cge.concursolutions.com/
      a. Follow link for instructions
a. All employees must keep all related receipts and attach them to expense voucher
b. Within 5 days returning from travel, employee MUST create, complete and submit voucher

**Government Vehicle:**

Government Vehicles are available for use for official VA business. The policy is available here:

http://vaww.visn19.portal.va.gov/sites/slc/policies-memorandums/Engineering%20Service%20138/Forms/AllItems.aspx

If, procurement of government transportation or utilization of government vehicle is required, the employee utilizing the service must ensure that they comply with policy Number 138.03.

**VA AWARD PROPOSAL SUBMISSIONS**

Plans for submitting VA proposals should be communicated to Misti Seppi @ Misti.Seppi@va.gov or 801-582-1565 EXT.4860 well in advance of submission deadlines. All investigators are encouraged to contact Misti to discuss the grant submission process. Each proposal submission must be reviewed and approved prior to submission.

Please meet with your service chief prior to discuss your plans prior to starting the application process.

Grants are submitted via www.grants.gov. Prior to starting the application process you will need to create an account at www.grants.gov. You will need to affiliate with VHASCL using the DUNS number for SLC.

Grants cycles are as follows: BLRD: Spring and Fall; CSRD: Spring and Fall; HSRD: Summer and Winter; RRD: Winter and Summer.

⭐ **ALL grant submissions MUST go through Research Administration! ★**

**Note:** Non-VA research grants are handled through our non-profit (WIBR) Western Institute of Biomedical research. Please refer to page 23 for more details.

`VA LIBRARY-SLC`

The SLCVA library is located on the basement floor of the hospital, BLDG 14 in Room DB01 and is open from 7am- 5pm, Monday – Friday. You can contact the library extension @ 1209 or 1592 or send a fax to SLCVAMC Library @: 801-584-1251. Mail code is: 142L. Many other services are offered at the VAMC Library website. For more information, you can visit the SLCVAHCS home library @: http://vaww.salt-lake.med.va.gov/library/
Western Institute for Biomedical research (WIBR) is a VA non-profit corporation established by Congress to support medical research and education at the SLC VA Medical Center. The office for WIBR is located in Building 2, SLC VA Medical Center.

Mailing Address:
P.O. Box 58719
Salt Lake City, Utah 84158

Street Address:
500 Foothill BLVD
Salt Lake City, Utah 84148

Phone: 801-584-5665

Staff:

Karen Bryan: Chief Operations Officer
kbryan@wibrutah.org

Stacy L. Haggin, MBA: Chief Financial Officer
Stacy.haggin@wibrutah.org

Kristine Welker-Ciupek: Administrative Specialist
KWC@wibrutah.org

****For the most updated policies and procedures, please see the WIBR website:

https://www.wibrutah.org/