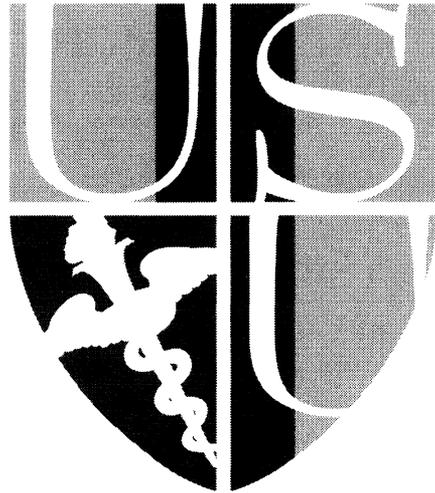


**USUHS  
INSTRUCTION  
6406-P**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## **SUBJECT: Security, Maintenance, and Use Procedures for Casualty Care Research Center Medical Archive Collection including the Wound Data and Munitions Effectiveness Team Materials**

APR 25 2001

### **Instruction 6406**

(MIM)

#### ABSTRACT

This Instruction specifies the procedures for using the Wound Data and Munitions Effectiveness Team (WDMET) Materials, provides guidelines for the maintenance of these archival materials, and sets priorities for their use in order to facilitate optimum access, while preserving the collection.

#### **A. Purpose.**

This Instruction:

1. Reissues Uniformed Services University of the Health Sciences (USUHS) Instruction 6406<sup>a</sup> and,
2. Provides guidelines for the storage, maintenance, security, and supervised use of the WDMET materials and expands the scope to include additional items of archival value. Because the WDMET materials are original, valuable, and irreplaceable documents and artifacts, it is necessary to treat them as archival materials. Additionally, in the course of daily operations and research by the Department of Military and Emergency Medicine (MIM), Casualty Care Research Center (CCRC), additional medical materials with unique value or high replacement costs are

collected. The Department recognizes the need for individuals both inside and outside the USUHS to access the materials; and,

3. Defines guidelines for the maintenance of CCRC medical archive materials and priorities for their use in order to facilitate optimum access for all parties, while also preserving the collections.

#### **B. Reference. See Enclosure 1.**

#### **C. Applicability.**

This Instruction is applicable to all USUHS and non-USUHS personnel who request access to CCRC archival materials. The WDMET data users are:

1. USUHS faculty and staff;
2. USUHS students; and

3. Authorized non-USUHS personnel.

**D. Policy.**

It is USUHS policy that:

1. The WDMET data materials will be available for use by individuals both inside and outside the USUHS. It is necessary that these materials be treated as archival materials because these are original, valuable, and irreplaceable documents and artifacts. The USUHS encourages the use of these materials for research and educational presentations. The preponderance of the WDMET Data Collection was transferred to the USUHS in 1984. From 1987 to 1990, the CCRC was funded through the TRAUMABASE project to develop a computerized multimedia format.

Computerization is not complete and is a long term goal that currently has no standing funding. CCRC periodically acquires funding to assist in computerization or for projects utilizing the data. During those times additional attempts are made to maintain, update, and computerize the collection in the context of the project. At times when there is no active funding, CCRC continues to provide these services as part of its obligation to the medical educational community. Periodically, additional collections and data of medical archive value are obtained by, or donated to, CCRC and maintained in conjunction with the WDMET data for utilization by appropriate, authorized researcher;

2. Requests for utilization should anticipate costs to preserve, maintain, and enhance the collection and to reimburse CCRC for any reproduction costs, administrative time, and assistance time. Necessarily, funded project priorities take precedence over unfunded projects for

utilizing CCRC resources. Unfunded requests may be required to assist with computerization and verification of data related to the project; and,

3. Applicable Department of Defense (DoD) and USUHS directives and regulations governing the use of research data will be followed. Where questions arise, the Office of General Counsel (OGC) and the Office of Research (REA) will be consulted.

**E. Responsibilities.**

1. The Office of General Counsel shall:
  - a. Review all requests for use of CCRC archival material submitted by non-USUHS personnel; and
  - b. Be consulted if questions arise governing the use of research data.

2. The Office of Research shall be consulted if questions arise governing the use of research data.

3. The Chair, Military and Emergency Medicine shall:

- a. Review and approve all requests for use of CCRC archival materials;
- b. Inform REA when approval has been made for use of CCRC archival materials; and,
- c. Review and forward approved CCRC management requests for facility and/or security support to the appropriate USUHS and/or National Naval Medical Center (NNMC) elements.

4. The Director, Casualty Care Research Center shall:

- a. Maintain the archive;
- b. Review all proposals for suitability; and

c. Review all proposals to determine if the research is appropriate, if other archive research activities will conflict with the proposed research, if the materials will be available when needed, if any restrictions should be placed on the use of the materials, and when to schedule the proposed use.

5. The Archive Custodian shall:

- a. Be appointed by the Director, CCRC, to maintain the archive;
- b. Keep the Director, CCRC informed;
- c. Serve as the point of contact for information requests and primary review of access requests;
- d. Review all proposals to determine if: the research is appropriate; other archive research activities will conflict with the proposed research; the materials will be available when needed; any restrictions should be placed on the use of the materials; and, when to schedule the proposed use;
- e. Supervise and record the use of archival materials; and
- f. Make recommendations for security procedures and physical security requirements, through the Director, CCRC to the Chair, MIM.

6. Military and Emergency Medicine Members shall be allowed to sponsor USUHS student proposals.

7. Casualty Care Center Research Management Personnel shall be responsible for archival materials storage, maintenance, and security.

8. USUHS Faculty and Staff who request access to CCRC archival materials shall become authorized data users by submitting proposals for research or educational presentations, that were previously approved by their own departments, to the Chair, MIM for approval. An informational copy of the approved proposal will be provided to REA.

9. USUHS Students shall:

- a. Be sponsored by a member of MIM; and
- b. Have their proposals approved by the Chair, MIM, who will advise the Dean, School of Medicine (DEN) of the Department's sponsorship.

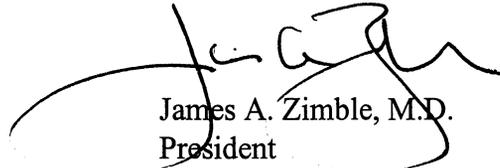
10. Non-USUHS Personnel shall:

- a. Send requests for use of CCRC archival materials, with detailed proposals, to the President, USUHS, who in turn, will request review of the submission by the Chair, MIM and OGC. Once approved, proposals will be forwarded to the CCRC for review and scheduling;
- b. Acknowledge the assistance of the USUHS and MIM in any publication and/or presentations generated under this authority; and
- c. Agree to protect privacy rights of individuals whose materials are contained in the archives and agree that failure to do so will constitute grounds to deny access to the archives.

**F. Procedures.** *See Enclosure 2.*

**G. Checklist for Casualty Care Research Center Archival Materials Researchers.**  
*See Enclosure 3.*

**H. Effective Date.** This Instruction is effective immediately.



James A. Zimble, M.D.  
President

Enclosures:

1. Reference
2. Procedures
3. Checklist for Casualty Care Research Center Archival Materials Researchers

**REFERENCE**

- (a) USUHS Procedure 6406-P, "Security, Maintenance and Use Procedures for Wound Data and Munitions Effectiveness Team (WDMET) Materials," dated 28 August 1989 (hereby canceled)

## PROCEDURES

A. Authorization. Authorization to use CCRC archival materials shall conform to the process outlined in Section E.1-10, and with the priorities outlined below.

B. Access.

1. Location. The CCRC Medical Archives are currently located in Building 5, Room 429 of the National Naval Medical Center in an area occupied by CCRC.

2. Priority. Access is prioritized primarily to preserve the integrity and enhance the quality of the collections and secondly to provide for the orderly use of the archival materials for research and teaching. Access priority is as follows:

- a. First priority for access to CCRC archival materials is for CCRC preservation measures and use;
- b. Second priority is scheduled use for USUHS teaching purposes;
- c. Third priority is scheduled use for approved research;
- d. Fourth priority is unscheduled use for USUHS teaching purposes; and
- e. The last priority is for supervised use of the archival materials by authorized researchers without approved protocols.

3. Use. Users who have been authorized access in accordance with this Instruction must schedule a mutually agreeable access time with the CCRC Archive Custodian. CCRC is a secure area. Visitors must first report to the Administrative Assistant located in Room 435. Visitors will then be directed to the

Archival Custodian.

If necessary, other CCRC personnel may be contacted. Users who have been authorized access by MIM will come to the CCRC when scheduled and will be logged in to use the materials. They will be given a check list, see *Enclosure 3*, with a copy of this Instruction that lists their responsibilities for:

- a. Sign in procedures;
- b. File safety;
- c. Care and use of archival materials;
- d. Copies of materials (which are to be signed by them); and
- e. The procedure itself.

The sign in log will list:

- a. Their name;
- b. Department;
- c. Organization (when not USUHS);
- d. Date;
- e. Time of arrival;
- f. The nature of use; and
- g. Time of departure.

A visitor's badge will be issued, and its number recorded in the log book. A work station will be provided for use of the archival materials, which will be provided by CCRC staff. Users are not to have direct access to the files, slides or other materials in normal operating conditions. This may be waived when unusual circumstances justify direct access or when additional training has been provided by the Archive Custodian and approved by the Director, CCRC. When

copies are authorized, a log will record:

- a. The items copied;
- b. Who the copies are for; and
- c. The reason for making copies.

A list of approved users will be maintained by MIM and CCRC.

#### C. Circulation.

1. The CCRC Medical Archive is not a circulating institution. The purpose of the archive is to apply archival preservation techniques to research materials collected for or generated by the CCRC. Since the CCRC does not have a large staff, researchers are encouraged to go directly to the source of materials when possible. When CCRC resources are unique, controlled use, under the provisions of this Instruction, is possible. Work space will be provided at work stations in the CCRC. When approved, paper materials may be copied on the CCRC copy machine. Copies of color slides, when approved, will be made by CCRC Staff through the USUHS Audio Visual Center (AVC), with charges to USUHS cost centers. The normal time for duplication of slides is five working days. Use of materials for research and teaching will normally be scheduled in advance. Emergency situations will be considered on a case by case basis, but the primary concern will be the preservation of the materials.

2. Copies of CCRC archival materials are to be treated as original CCRC materials. Duplication of copies is prohibited. Additional copies may be made from CCRC originals when approved. The same procedure followed to gain the original approval will be followed for additional copies. Non-USUHS personnel will protect

privacy rights as described in section E.10. USUHS Faculty, staff, and students will follow appropriate USUHS and DoD procedures.

D. Storage. All efforts will be made to provide proper levels of archival storage for the CCRC materials. In addition to maintaining proper temperature and humidity levels, this will include:

1. Limited levels of access;
2. Upgrading environmental aspects as resources allow;
3. Storing images of materials in electronic storage;
4. Use of computer databases at computer terminal; and
5. Responding to currently approved procedures of the Archive Custodian in professional practice.

#### E. Security.

1. Physical security. Physical security procedures are used to protect the CCRC materials from destruction and/or theft. They supplement the environmental measures listed above. Physical protection requirements are a satisfactory fire protection system, an alarm system to alert the security office of entry attempts, and physical barriers (doors, wall, locks, etc.) that can delay entry until security personnel can respond to the alarm.

2. Operational security. Operational security is based on procedures to monitor the use of CCRC materials and the functioning of physical security systems.

This requires that procedures described in this Instruction be followed. Material users will be briefed by CCRC staff on these requirements and will be given the handout when they start to use CCRC materials. All use will be monitored by CCRC staff. The CCRC staff will be responsible for security.

**CHECKLIST FOR CASUALTY CARE RESEARCH CENTER  
ARCHIVAL MATERIALS RESEARCHERS**

This checklist is designed to help you start work with CCRC archival materials, including the Wound Data and Munitions Effectiveness Team (WDMET) materials. After you have completed the steps on this form you will be ready to use the files. Please ask if you have any questions, now or later.

A. SECURITY SIGN IN. When you start your work at CCRC, you will be logged in at room 435, Building 5, National Naval Medical Center, and issued an identification badge and keycard. If you have a U.S. government identification badge you may wear it. The person who logs you in needs to see identification. Please wear your issued badge at all times in the building. When you leave for the day, please return your badge and keycard.

B. FILE SAFETY RESPONSIBILITIES. The Archival materials are original papers, slides and artifacts that cannot be replaced. Please make all efforts to ensure that the files are handled and used carefully. If for some reason you find a file in which the pages are wrinkled or there is some other damage or problem, notify the archive custodian. If dust needs to be removed from slides, CCRC staff will supply lint brushes to do so. Do not use other means to remove dust.

C. USUHS INSTRUCTION FOR CCRC ARCHIVAL MATERIALS USE. USUHS Instruction 6406 governs the use of CCRC archival materials. A copy is attached to this form. Please read it and follow it in your use of CCRC archival materials. Again, if you have any questions, please ask.

D. COPIES OF CCRC ARCHIVAL MATERIALS. When approved, copies of CCRC archival materials may be made. These copies must be treated the same as originals. They contain patient information and all applicable regulations concerning patient information apply. Do NOT make copies of the copies. If more are needed, they will be made from originals and the same approval procedures will be followed. Copies used in publication and/or presentations will be identified as CCRC materials and the assistance of the Military and Emergency Medicine Department and the USUHS (paragraph c.3 of the procedure) acknowledged.

E. ACKNOWLEDGMENT. I have read and understand the above information.

\_\_\_\_\_  
Signature/printed name

\_\_\_\_\_  
Date