

Johns Hopkins Bayview Medical Center

CLINICAL RESEARCH UNIT

Policy No.: 129
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Documentation of Storage of Laboratory Specimen

Purpose: To describe the procedure for logging, storing and disposing of laboratory specimens stored temporarily in the CRU Sample Processing Laboratory.

Procedure:

1. A monthly log of specimens stored in the CRU Sample Processing Laboratory will be maintained and located in the laboratory and -70 room.
2. A CRU staff member will log in the specimens when they are placed in the freezer/refrigerator.
3. The sample log will contain the following information: Investigator name, Study Name, type and # of specimens, date and time placed in freezer/refrigerator, date and time taken by Investigator/designee or discarded, initials of CRU staff member placing or removing the specimens.
4. If samples are to be discarded, the Unit Coordinator will notify the Investigator and record the date and time of notification in the log.
5. The Registered Medical Assistant in the lab will review the log weekly to assure that specimens are being stored and removed or discarded according to policy.

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