

Baystate Medical Center

Policies and Procedures: Division of Academic Affairs

Individuals Reviewing Policy

Hal B. Jenson, MD, MBA
Senior VP for Academic Affairs

Karen Christianson, RN, BSN, CCRP
Director, Human Research Protection Program

Policy: BH-AA-HRPP-1.04

Date: 02/06/2009

SUBJECT: Utilization of Research Lab Processing/Storage Room

1. PURPOSE

To describe the overall responsibilities of research employees using the clinical research unit lab located at W2867.

POLICY OVERVIEW

All Investigators, Research Coordinators, and Research Assistants, utilizing the Clinical Research lab are responsible for assisting in the maintenance and cleanliness of the lab space and equipment, as well as maintaining all appropriate Infection Control policies and Safety Pak requirements.

1. Appropriate personal protection gear must be worn while in the specimen processing room. Lab coats, stocking or socks with closed shoes, hair tied back, no dangling jewelry,
2. Handwashing is required when entering the lab and prior to exiting the lab.
3. Food and Beverages are not to be brought into the lab. Eating and drinking are prohibited in the lab.
4. Centrifuge training is required
5. During sample processing (centrifuging, and transferring sample) safety goggles and gloves must be worn. No mouth pipetting
6. Counters should be wiped clean prior to and after use.
7. Whenever possible specimen packing should be done in the lab. If samples are brought outside of the lab they should be double bagged in an appropriate biohazard bag with a small (2x2in.) absorbent pad.
8. Temperature logs of the clinical research lab refrigerator and NICU freezer must be kept. Each department that uses the lab will be required to maintain the temperature log for 1 month at a time. (see attachment A)
9. Clinical research personnel may not use NICU research team equipment.
10. Missing supplies should be reported to the Clinical Research Support Program (794-7671) immediately.
11. Unfrozen research samples may be kept in the designated refrigerator for ≤ 72 hours.
12. Frozen research samples may be kept in the designated freezer space for 3 months. Long-term space is anticipated to be available at 3601 Main St.
13. Notify clinical engineering for problems with equipment
14. The clinical research computer shall be housed in the W2867 lab space. The computer shall be available to research personnel when the NICU researchers are not using it. Please notify Dr. Gary Rockwell if you would like to confirm the computers availability.

Effective Date: 10/20/2008

Revision Dates:

10/20/2008	02/06/2009					
-------------------	-------------------	--	--	--	--	--

Baystate Medical Center

Attachment A

REFRIGERATOR TEMPERATURE LOG

PRACTICE NAME Clinical Research Unit
Location W2867

MONTH _____ 20____

DATE	TEMP	INITIALS	SIGNATURE
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Baystate Medical Center

Attachment B

FREEZER TEMPERATURE LOG

PRACTICE NAME Clinical Research Unit
Location: W2867

MONTH _____ 20____

Temperature should be
equal to or below 5⁰F (-15⁰C) for freezers.

DATE	TEMP	INITIALS	SIGNATURE
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			