

Baystate Medical Center

Policies and Procedures: Division of Academic Affairs

Individuals Reviewing Policy

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Policy: BH-AA-HRPP-1.05

Date: 02/06/2009

SUBJECT: Utilization of freezer storage space at 3601 Main Street

1. PURPOSE

To describe the overall responsibilities of research employees using the long-term sample storage freezers provided by the Division of Academic Affairs. at 3601 Main Street, Springfield, MA.

POLICY OVERVIEW

All Investigators, Research Coordinators, Research Assistants, and staff utilizing freezer storage space at 3601 Main Street are responsible for labeling samples, storing samples in an organized manner, and maintaining compliance with all Infection Control policies, SAF-T-PAK requirements, and sample transporting requirements.

The following specific procedures are for entrance to 3601 Main Street and access to the freezer.

1. Samples must be transported to 3601 Main Street in hard and closed containers labeled as containing a biohazard
2. Samples may not be transported to 3601 Main Street in shuttles or buses with other passengers
3. All stored samples must be clearly labeled with the department name, principal investigator, protocol title, and storage date
4. Call the contact person prior to bringing samples to 3601 Main Street
Primary contact: Cassie Kendal (phone/pager) 4-0625
Secondary contact: Jeremy Babiec, (pager only) 9-5775
Tertiary contact: Alex Dufresne, (phone/pager) 4-0545
5. Enter 3601 Main Street through the main lobby
6. Call contact person upon arrival to 3601 Main Street (as in #4)
7. All samples shall be stored in the freezer in an organized manner
Samples obtained outside of regular business hours (8 am – 4 pm) should be stored in short-term freezer storage space and transported to 3601 Main Street during regular business hours
8. Notify clinical engineering (4-3260) if any problems with the freezer are found

In the event of a freezer malfunction, samples will be transferred to short-term freezer storage.

Effective Date: 02/06/2009

Revision Dates:

10/20/2008	02/06/2009					
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