



Dublin Academic Medical Centre

Standard Operating Procedure Dublin Academic Medical Centre UCD Clinical Research Centre

SOP Number 6.3
 Version Number 1
 SOP Title **Bioresource Monitoring and Management**

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Purpose

To outline the correct procedures for the monitoring and management of the CRC bioresource area. .

Specific procedure

As part of the lab managers duties the biobank facility must be inspected once daily and the freezer and room temperatures must be recorded using the form (appendix 1).

Monitoring and Response at the Mater CRC

At the Mater CRC, freezer temperatures will be monitored locally by The Hospital Communication Centre (HCC).

During work hours, should any freezer or room alarms be activated, HCC will contact the CRC laboratory manager.

The lab manager will shortly thereafter arrive at the biobank facility and assess the situation.

If the situation can be remedied for example a freezer door has been left open, the lab manager will do so and file a report of the situation.

If the situation cannot be remedied, for example a mechanical error has occurred with the freezers or the air conditioning unit, the lab manager will contact Cross Technical Services and request their immediate arrival on site.

CTS staff will assess the situation and if it can be remedied they will do so and file a report of the situation and send this to the CRC lab manager.



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If CTS staff are unable to remedy the situation and the freezer cannot be repaired the contingency plan protocol must be followed.

Outside of working hours, HCC will contact CTS directly and request their immediate arrival onsite.

CTS staff will assess the situation and if it can be remedied they will do so and file a report of the situation and send this to the CRC lab manager.

If CTS staff are unable to remedy the situation and the freezer cannot be repaired the contingency plan protocol must be followed.

Monitoring and Response at the SVUH CRC

At the SVUH CRC :

In the event of a freezer alarm the monitoring system will dial out to the following numbers.

Monday – Sunday 24 hours : Fax message indicating a freezer alarm and system number will be sent to CTS. The following telephone numbers will receive a call from the plant Watch Pro. CTS On Call Mobile: 086 2533078, UCD: Avril Buckley: 087 2486374, CTS Service manager Frank Healy: 086 2581642, CTS Engineer John Kearney: 086 8088635

Normal Working Hours Monday to Friday: 8:30 am to 5:30 pm: When an alarm is activated a fax message will be sent on to CTS offices and all



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personal on the list will receive a fax call. CTS will contact Avril Buckley to check if an engineer is required to visit site. If an engineer is required a service call will be logged and an engineer will attend site to investigate the problem.

After Hours Monday to Friday :

When an alarm is activated a fax message will be sent on to CTS offices and all personal on the list will receive a fax call. The CTS on call engineer will attend site to investigate the problem.

Contingency Plan

In case of electrical fault, the freezers and air conditioning units at the biobank facility will be connected to the UPS back up generator at the hospital site.

A freezer will always be kept empty in case of the event of freezer failure.

In the event of a freezer failure which is unable to be repaired the contents of this freezer must be moved to an empty freezer. If this occurs outside of working hours, CTS staff must contact the 'on call' lab manager phone.



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The lab manager or lab user responsible for the move will document the details of the move and file a report. These details must include which samples have been moved and the location of them in the new freezer.

Off Site Storage

Material that is not being currently analysed and will not be analysed for the next 12 months will be stored offsite using the company BioStor.

A list of the material to be transported will be sent to BioStor. This should include the type and volume of material, the required storage temperature and the amount of samples.

Prior to any samples being moved off site, a representative from BioStor must visit the CRC biobank facility to assess the logistics of the move.

Under the supervision of the lab manager BioStor will move the samples off site. A detailed sample inventory will be made to keep track of which samples have been transported.

BioStor staff will provide an inventory of all samples that have arrived at their plant.

BioStor will provide quarterly reports on the status of the samples and a profile of the temperature under which they are stored.



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Biobank Maintenance

A maintenance contract for freezers and air conditioning units will be continued and implemented with Cross Technical Service.

CTS will service the freezers every 3 months and reports of these services will be kept on file.

Should any technical issues or failures arise with any of the freezers, CTS will remedy the fault and a report of the repair will be kept on file at the CRC.

Sample Disposal

Samples which are no longer needed must be disposed appropriately.

All biomaterials must be considered hazardous and must be disposed of as follows;

Tissue samples must be disposed of in a sealed container in the yellow biohazard bins.

Liquid samples must be disposed of in a sealed container, wrapped in absorbent sheets in the yellow bins.



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Security

The UCD CRC Liquid Nitrogen vapour tanks, ultra-low temperature freezers and refrigerated storage equipment are operated within a secure storage facility.

Access to the CRC biobank facility will be granted only to approved researchers as decided by the UCD Directorate.

Like all CRC facilities, the biobank facility is equipped with fire detection and intruder detection systems, under 24 hour surveillance and connected to a central monitoring station. Key personnel are notified in the event of an intruder or freezer alarm.

Fire extinguishers are located throughout the facility and all staff are trained in their proper use.

Change History

| SOP no. | Effective Date | Significant Changes | Previous SOP no. |
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