



Policy #
4.005

Title:
Freezer Storage Policy

Effective Date:
01/01/2010

PURPOSE

The purpose of this document is to inform PIs/Coordinators of the HCCL Freezer Storage Policy.

REFERENCE POLICIES

POLICY

Due to a lack of freezer storage space, the HCCL is unable to provide free storage to Investigators.

Short-term Storage

Specimens collected for PI pick-up will be kept in the specimen processing area for 7 days. If samples are not picked up within that time frame, they will be disposed of to make room for current subject visit specimen collections.

For specimens sent to the HCCL, if the Investigator wishes to pick-up any unused specimens, they must submit a specimen retrieval form. The lab will notify the PI of completion of analysis. Samples must be picked up within 7 days. If Investigators do not pick-up samples within the allotted timeframe, samples will be disposed. For specimens sent to LabCorp, if the Investigator wishes to request unused samples be returned, they must submit a request for specimen return.

Long-term Storage:

The HCCL has a minimal amount of space in the -80°C walk-in freezer for long-term specimen storage. If Investigators wish to request long-term storage, please contact Kris Jordan, HCCL Administrative Director, for approval. Approval is based on available space in the HCCL freezers. All samples will be charged a fee of \$1 per sample per year.

RESPONSIBLE DEPARTMENT

Brigham and Women's Hospital's Center for Clinical Investigation's HCCL Oversight Committee is responsible for this policy.

DATE ISSUED

Issue Date: January 28, 2010

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