

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSINGADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING

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**TITLE OF POLICY:** **BIOLOGICAL SPECIMEN STORAGE AND DISPOSAL POLICY**

**ORIGINAL DATE:** **JANUARY 2006**

**LAST REVIEWED/REVISED:** **JANUARY 2017**

**POLICY:** In order to preserve the integrity of stored biological specimens and data generated from these specimens, it is imperative that the following procedures regarding the freezers utilized storage be followed.

**PROCEDURE:**

- 1) All freezers should be located in the Biobank Facility located on the Victoria Building fifth floor unless a principal investigator (PI) whose specimens are stored in the freezer specifies otherwise. Freezers stored outside of the Biobank are responsibility of the P.I.
- 2) If a researcher opts not to have a freezer moved to the Biobank Facility, any needs for space to house the freezer or money needed to place the unit on an emergency generator will be at the expense of the researcher.
- 3) A designated member of the Principal Investigator's research team is to be physically present during the move of the freezer.
- 4) Freezers should **not** be moved within 48 hours of a weekend or holiday *without the specific approval of principal investigator* to allow for adequate monitoring to assure the freezer will remain fully operational in its new location. All freezers and appropriate lab equipment must be installed on the Rees Monitoring Equipment
- 5) All freezers located in the Biobank are protected by a dial-up alarm system provided by the School of Nursing.
- 6) Freezers should be placed at least 6 inches from other objects (such as walls) to allow for adequate ventilation.
- 7) The electrical capacity of a circuit outside of the Biobank should be determined prior to moving a freezer(s) to assure that a circuit will not be overloaded. All freezers located in the Biobank Facility are on dedicated circuits.
- 8) Freezers are to be covered under a preventive maintenance plan provided by the School of Nursing. This plan will cover one preventive maintenance visit per year along with repair services.
- 9) Biological Specimens: Disposal of biological specimens or data stored in the wet labs or biobank should be specified in a place incorporated in the investigator's Human Research Protection Office protocol. Old or abandoned sample disposal need to be referenced against the original IRB submission for disposal guidelines. If none exist, guidelines will be determined by the Director of the Wet Labs.