



ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Biological Specimen Storage Policy

Date Effective	January 2006
Date Reviewed / Revised	February 2024
Program Level	Administrative

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 biospecimen storage be followed.

PROCEDURE:

1. All freezers and refrigerators storing biospecimens must be stored within one of the research laboratories [5th floor biobank, 4th floor laboratory spaces, 1st floor clinical research spaces] within the Victoria Building.
2. The responsibility for freezers and refrigerators remain with the individual Principal Investigator whose specimens are stored within them.
3. The School of Nursing through the Associate Dean for Research and Scholarship and the Building Supervisor will arrange for emergency backup generator and monitoring services as appropriate.
4. Moving a freezer or refrigerator housing biospecimens must be pre-arranged with the Principal Investigator and Building Supervisor, a member of the Principal Investigator's research staff or the PI themselves must be present to supervise the move, and the move should not occur within 48 hours of a weekend or holiday. Additionally, prior to moving a freezer or refrigerator, the Building Supervisor must approve the move and ensure that proper electrical service is available at the new space and monitoring services, if appropriate, are maintained.
5. 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.

6. Disposal of Biological Specimens: A plan for disposal of biological specimens should be specified in the Principal Investigator's Human Research Protection Office or IACUC protocol. Old or abandoned sample disposal needs to be referenced against the original IRB submission for disposal guidelines. If none exist, guidelines will be determined by the Associate Dean for Research and Scholarship.

APPROVAL & REVISION HISTORY

Approved by Administration: 01/06, 12/08, 01/17

Reviewed: 01/06, 12/08, 02/24