

Section Clinical Research Center

Date Created: August 16, 2016

Title: Specimen Kit Destruction

Date Last Reviewed/Modified: April 1, 2019

SOP Number: SOP-50

Version Number: 1

PURPOSE: The purpose of this standard operating procedure (SOP) is to outline how research specimen collection kits are disposed of if they are expired or unused at the end of a clinical trial.

SCOPE: This SOP applies to all specimen collection kits for clinical research in the Clinical Research Center (CRC).

PERSONNEL RESPONSIBLE: CRC staff involved in specimen collection kit management - Study Coordinators, Clinical Research Associates, Laboratory Personnel, and Administrative Personnel.

PROCEDURES:

Proper disposal of specimen collection kits, whether expired or unused at the end of a clinical trial must be disposed of properly. Disposal may include returning kits to a sponsor, if requested.

If a sponsor does not require returning expired or unused kits then the staff at the CRC will dispose of the items as follows:

1. Any glass or sharps items are placed in a sharps container.
2. All other items are discarded appropriately.
3. Any items that can be repurposed will be used if appropriate (e.g., pipettes)

Staff Accountability:

Developed By: Director of Clinical Research Operations, Clinical Research Center
Associate Vice Chancellor for Clinical Research, Clinical Research Center

Reviewed By: Director of Clinical Research Operations, Clinical Research Center

Department Approval

Signed 
Director of Clinical Research Operations

Signed 
Medical Director of Clinical Research Center