



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **August 16, 2016**

Title: **Specimen Kit Destruction**

Version Date: **January 1, 2023**

SOP Number: **CO41**

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 documents, labels, or paperwork with confidential information will be shredded.
3. All other items are discarded appropriately.
4. Any items that can be repurposed will be used if appropriate (e.g., pipettes).

Department Approval

Signed Serena Gaines
Research Nurse Manager

Signed: 2/9/2023

Signed [Signature]
Assistant Vice Chancellor for Clinical Research

Signed: 2/7/2023