



Nova Southeastern University
Standard Operating Procedure for GCP

Title: <u>Receipt and Storage of Laboratory Supplies</u>		Version # 1
SOP Number: OCR-LAB-001	Effective Date: August 2013	Page 1 of 1

PURPOSE: The chance of unnecessary redraws or other delays in the research process due to insufficient, damaged or expired laboratory supplies should be minimized.

POLICIES:

1. Upon receipt of laboratory supplies for a study, the following will be noted:
 - 1.1. Any storage environment requirements
 - 1.2. Any expiration dates
2. If not conducted by the sponsor or their designee, a random sampling of materials should be done to assure that enough supplies are in the kits.
3. Upon initial receipt and throughout the study, any missing, damaged or soon to be expired supplies should have a replenishment request initiated with ample time to have it shipped to the Center/College. Sponsors and Central Labs may differ in their request procedures and those procedures should be followed.
4. In the event storage conditions are not met, the sponsor should be contacted as to the disposition of the supplies.