**PURPOSE:** To ensure proper collection and handling of laboratory samples.

**SCOPE:** Applies to all site personnel involved in the implementation and coordination of clinical research.

**PERSONNEL RESPONSIBLE:**  Principal Investigator, Sub-Investigators, Study Coordinator and/or other pertinent staff who will conduct research.

**PROCEDURES:**

* All relevant staff should be properly trained prior to completing any preparation, collection, handling, and shipping of laboratory samples.
* Site staff member should wear proper protective equipment (i.e. gloves, lab coat, glasses) when completing tasks associated with laboratory samples.
* Site staff member should refer to laboratory manual and protocol for study specific guidelines of handling, processing, and shipping of laboratory samples.
* If site staff member is exposed to any laboratory sample, it should be handled per local requirements.
* Laboratory sample processing area should be cleaned as necessary after each sample is processed and remained cleaned when area is not being utilized.

**RESOURCES:**

* OSHA, IATA (HAZMAT)

**TOOLS:**

* Laboratory manual
* Protocol