

Biospecimen Submission and Storage Policy

Version: 4/07/2022

Purpose

The purpose of this policy is to ensure that the UF Center for Pharmacogenomics and Precision Medicine (CPPM) maintains sufficient biospecimen storage capacity to meet its stated mission and to ensure that all applicable UF and College of Pharmacy regulations are followed.

Definitions

“Member” refers to faculty who are members of the UF Center for Pharmacogenomics and Precision Medicine (CPPM) and personnel within their laboratory groups. “CPPM Leadership” refers to the CPPM Director, Associate Director, and Core Genotyping Laboratory Director. “CPPM Staff” refers to all personnel who are, at least in part, employed by the CPPM. “Biospecimens” refers to any biological materials or reagents needed to analyze those materials, regardless of storage temperature requirements. This may include those stored in freezers, refrigerators, or stored at room temperature.

Policy

1. Members should receive written approval from the Center Director to contribute samples to the CPPM Biobank. Upon approval, CPPM staff will provide copies of current informed consent documents and instructions for sample submission. Copies of informed consent documents are required for submission of each clinical sample. Submitting members will also be contacted on a yearly basis to update their sample collection and biobank submission status.
2. For samples not included in the CPPM Biobank, members should seek express written consent from the CPPM Leadership to utilize CPPM space for long-term biospecimen storage. Temporary biospecimen storage within CPPM space is generally permitted, but should be communicated with the CPPM Staff and limited to the timeframe when the Member is analyzing samples using CPPM equipment.
3. When dropping off samples (either for the CPPM Biobank or for CPPM processing/analysis) CPPM staff must be notified either in person or via email. Samples must be dropped off in the designated drop-off locations, depending on the required storage temperature.
4. Non-members are not permitted store biospecimens in CPPM space unless they have been provided express written consent by the CPPM Director. Approved non-members are similarly required to follow the policies for members outlined in this document.
5. Those not following the policies outlined above will be contacted and asked in writing to remove their biospecimen samples from CPPM storage by a requested deadline. Those who fail to remove their samples by the requested deadline may either receive a bill to recover cost for sample storage and freezer maintenance incurred by the CPPM or have their samples discarded.