

Tissue Bank Operations Sheet

Please fill out using Adobe Reader version 6.0 or higher and save to your computer.

Are the specimens de-identified? (That is, are they labeled with a code that does not contain any of the 18 HIPAA identifiers). *If you answer “no” please provide an explanation in Section IV.*

YES

NO

I. Physical Storage

1. Describe the security measures in place for the specimens. (For example, are they stored in a freezer that is in a room with limited access? If not, is the freezer locked?)

2. Describe the contingencies for a power outage and/or freezer failure. (For example, is there a system to notify staff in the event of a power outage, or if a freezer rises above a set temperature? Are there back-up generators, liquid nitrogen, or dry ice available?)

II. Redistribution of Samples

1. Are samples only released to researchers who have obtained IRB approval for their use, if required?

YES

NO

If you answer “no” to this question, please provide an explanation in Section IV.

2. Will samples be made available to researchers other than the PI and his/her co-investigators?

YES

NO

If you answer “no” to this question, please skip to Section III (Data Sharing); otherwise, proceed to question 3).

3. Is the recipient required to sign a materials transfer agreement (MTA)?

YES

NO

4. Will the specimens be made available to researchers at for-profit institutions?

YES

NO

5. Will the samples be sold? (This does not include a fee to recover the cost of processing and shipping samples.)

YES

NO

III. Data Sharing

1. Is any data sent outside the VA?

YES

NO

If you answer “no” to this question, do not proceed with questions #2 and go to Section IV (Additional Information).

2. Is the recipient required to sign a data transfer/use agreement (DTA/DUA)?

YES

NO

IV. Additional Information

Please provide any additional information or explanations if needed.