



**PZQ2**  
QUARTIER LA MEYNARD  
CS 632  
97200 FORT DE FRANCE

## Collection request

**INS-O1-CRB-001**

Version: 2

Applicable on: 23-06-2022



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- A. Purpose and scope
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## A-Purpose and scope of application

This document describes the organization defined for the creation or management of a collection at CeRBIM.

The CeRBIM collection is open to all CHU Martinique divisions, on a priority basis, for their internal research needs, in order to promote and enhance the institution's research activities.

The CeRBIM also accepts, within the limits of its technical possibilities and in accordance with its collection acceptance strategy, biological resources from external entities (industry, laboratories, public health establishments, etc.), notably as part of the creation of national and international biological resource collection networks.

Investigators wishing to set up a research project involving human biological resources destined for CeRBIM must contact the clinical research unit or equivalent structure as soon as the project is conceived, to ensure logistical and methodological support and to ensure that the research is properly set up.

## B-Reference documents

Standard NF EN ISO 20387: General requirements for biobanking

ISO 9001: Quality management system - Requirements

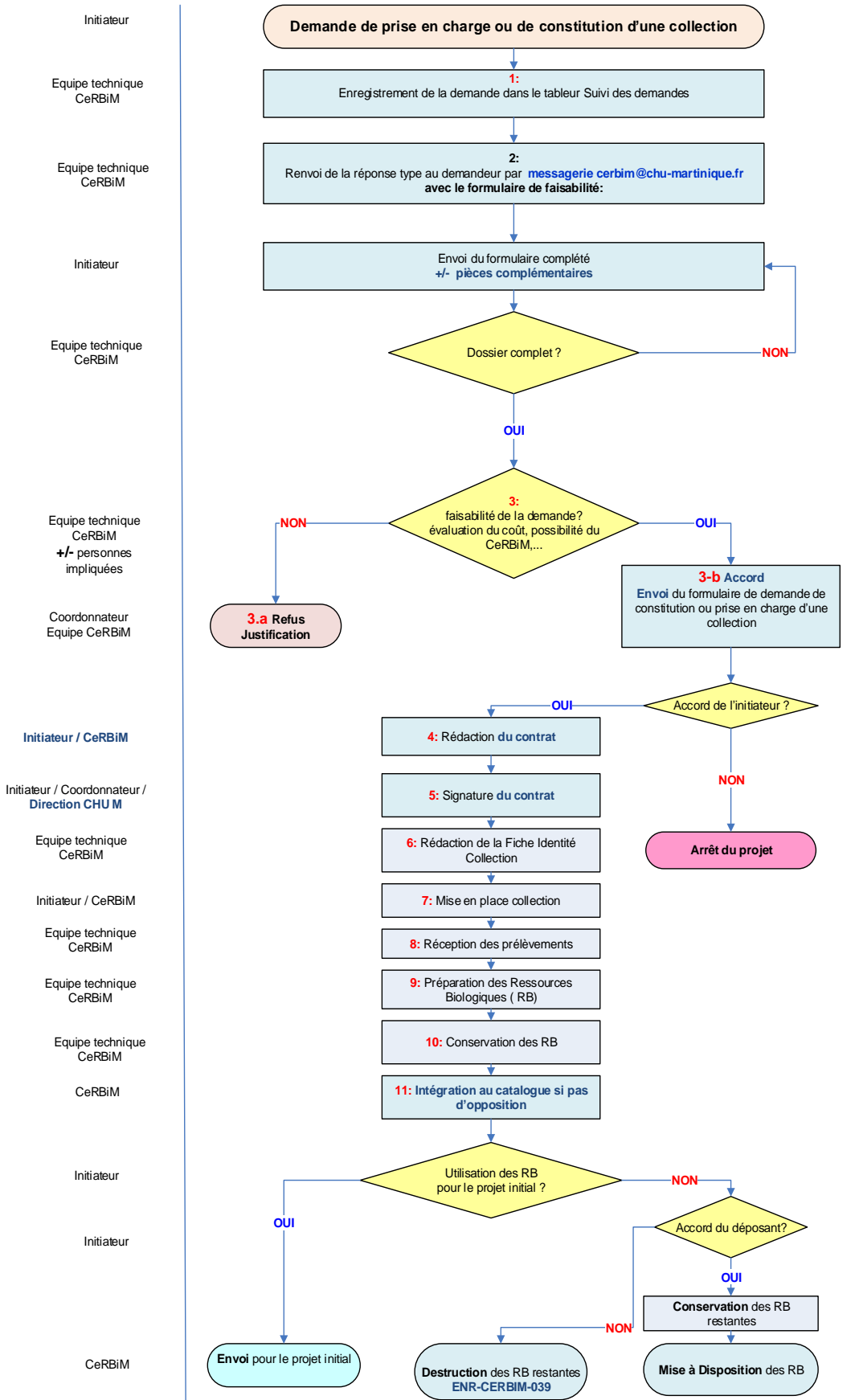
## C-Responsibilities

CeRBIM coordinator is responsible for applying this procedure.

The quality manager ensures that the document is kept up to date.

## D-Procedure description

### D-1 Flow chart





**D-2** Standard response message to the requestor and CeRBIM@chu-martinique.fr :

*We acknowledge receipt of your request under number xx-AAAA  
Enclosed you'll find the Feasibility Form, which you can fill in and return to us to define your project.  
(Send feasibility request as attachment)*

*For Rémi NEVIERE  
Medical and scientific coordinator of CeRBIM.*

**D-3** Team meeting on feasibility :

- see missing elements, time constraints, organization, technical constraints, etc. ....
- creation of the price list
- referent: depending on sector: fluids and/or fabrics; depending on tasks already pending, etc.

**3.a: negative**

*Further to your request concerning (Specify) dated (Specify date), register under number xx-AAAA.*

*We thank you for your patience in analyzing your proposal.*

*It will not be possible for the Centre de Ressources **Biologiques** de la Martinique (**CeRBIM**) to participate in your project for (please specify the reasons)*

*However, CeRBIM remains at your disposal for your future projects, if we can participate.*

*I wish you all the best for the future and thank you again for our past exchanges.*

*For Rémi NEVIERE  
Medical and scientific coordinator of CeRBIM.*

**3.b positive**

*Further to your request concerning (Specify) dated (Specify date), register under number xx-AAAA.*

*We thank you for your patience in analyzing your proposal.*

*After review, we will inform you that your project is considered valid and relevant.*

*It fits in perfectly with the strategy of the Centre de Ressources **Biologiques** de la Martinique (**CeRBIM**).*

*The contact for this project is XXXX whose e-mail address is xxxxxx@chu-martinique.fr  
You will work with him to establish the terms and conditions for taking samples.*

*We invite you to fill in the ENR-CERBIM-001 form to create a collection.*

*CeRBIM looks forward to working with you on your project.*

*For Rémi NEVIERE  
Medical and scientific coordinator of CeRBIM.*

**E-Related documents**

- See related documents