



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

## Availability request

**INS-O6-CRB-001**

Version: 2

Effective: 11-24-2022



### Contents

- A. Purpose and scope
- B. Reference documents (standards)
- C. Responsibilities
- D. Description of the procedure
- E. Related documents



### A-Purpose and scope of application

This document describes the organization defined for making a collection or biological samples available to CeRBiM.

The provision of biological resources is subject to different formalities depending on the case:

- + **retrocession**: CeRBiM returns to the investigator or his representative the biological resources he had entrusted to CeRBiM for preparation and storage, during the reservation period. The coordinating investigator - or a person chosen by him or her - fills in the request form, specifying the sample number, type and number required.

The CeRBiM proceeds to the destocking. Please note that any removal is final.

- + **transfer**: CeRBiM transfers the biological resource to an outside party. This transfer is only possible, during the reservation period, if the investigator agrees and is subject to the approval of the CeRBiM Coordinator or a delegated person.

On the other hand, transfer requires authorization from the Ministry. For CeRBiM, this request is made by the Regulatory Referent (DRCI), who will apply to the relevant authorities.

### B-Reference documents

Standard NF EN ISO 20387: General requirements for biobanking

ISO 9001: Quality management system - Requirements

### C-Responsibilities

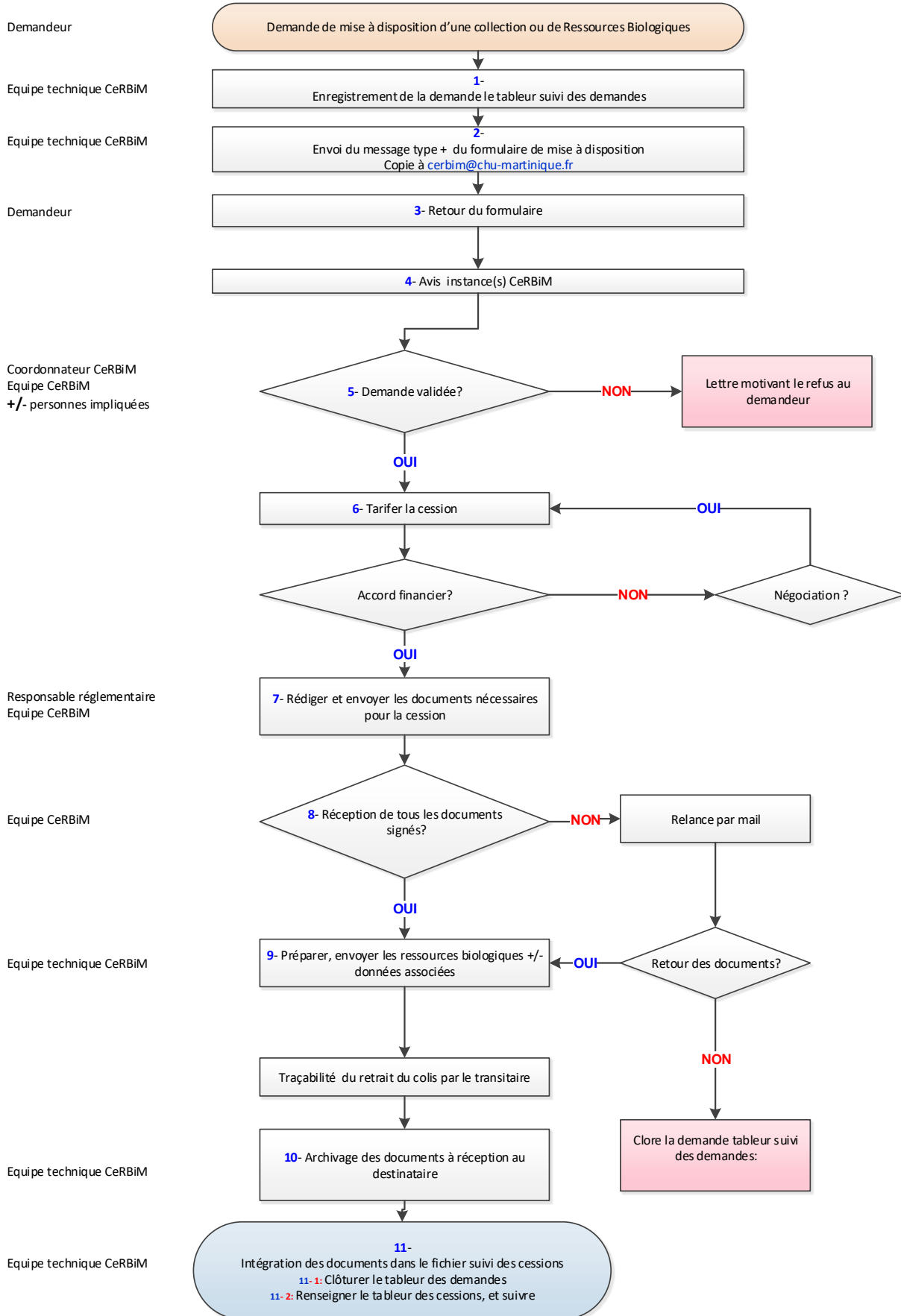
CeRBiM coordinator is responsible for applying this procedure.

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

### D-Procedure description

Before being handed over to the transporter or applicant, biological resources are stored in a conservation area (an area restricted to authorized personnel).

#### D-1 Flow chart





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

## Availability request

**INS-O6-CRB-001**

Version: 2

Effective: 11-24-2022



**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 form you need to fill in and return to us, so that we can check that all the requirements  
apply.*

**(Please attach the availability form)**

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

### E-Related documents

- see related documents