**PZQ2** QUARTIER LA MEYNARD CS 632

97200 FORT DE FRANCE



**INS-O1-CRB-001**

Version: 3

Applicable on: 08-03-2024

**Request for collection**

**Contents**

1. Purpose and scope
2. Reference documents (standards)
3. Responsibilities
4. Description of the procedure
5. Related documents

## A-Purpose and field of application

This document describes the organisation defined for the creation or management of a collection at CeRBiM.

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

The CeRBiM also accepts biological resources from projects promoted by external bodies (industry, laboratories, public health establishments, etc.) as part of networks or studies, and national and international clinical projects, all in line with its collection acceptance strategy.

Investigators wishing to set up a research project involving human biological resources intended for CeRBiM must, from the outset of the project, contact a unit providing logistical and methodological support and responsible for the regulatory implementation of the research.

## B-Reference documents

Standard NF EN ISO 20387: General requirements for biobanking ISO 9001 standard: Quality management system - Requirements

## C-Responsibilities

The CeRBiM coordinator is responsible for applying this procedure. The quality manager ensures that the document is kept up to date.

## D-Description of the procedure D-1 Flow chart

**Demande de prise en charge ou de constitution d’une collection**

**1:**

Enregistrement de la demande dans le tableur Suivi des demandes

**2:**

Renvoi de la réponse type au demandeur par **messagerie** [**cerbim@chu-martinique.fr**](mailto:cerbim@chu-martinique.fr) **avec le formulaire de faisabilité:**

Dossier complet ?

**NON**

Envoi du formulaire complété

**+/- pièces complémentaires**

Initiateur

Equipe technique CeRBiM

Equipe technique CeRBiM

Initiateur

Equipe technique CeRBiM

**OUI**

Equipe technique

**NON**

**3:**

faisabilité de la demande? évaluation du coût, possibilité du

CeRBiM,...

**OUI**

**3.a Refus**

**Justification**

**3-b Accord**

**Envoi** du formulaire de demande de constitution ou prise en charge d’une collection

**OUI**

Accord de l’initiateur ?

**4:** Rédaction **du contrat**

**6:** Rédaction de la Fiche Identité

Collection

**5:** Signature **du contrat**

**7:** Mise en place collection

**8:** Réception des prélèvements

**10:** Conservation des RB

**9:** Préparation des Ressources Biologiques ( RB)

**11: Intégration au catalogue si pas**

**d’opposition**

Utilisation des RB

pour le projet initial ?

**NON**

**OUI**

Accord du déposant?

**OUI**

**NON**

**Conservation** des RB restantes

**Envoi** pour le projet initial

**Destruction** des RB restantes

**ENR-CERBIM-039**

**Mise à Disposition** des RB

CeRBiM

**+/-** personnes

impliquées

Coordonnateur Equipe CeRBiM

**Initiateur / CeRBiM**

Initiateur / Coordonnateur /

**Direction CHU M**

Equipe technique

CeRBiM

**NON**

**Arrêt du projet**

Initiateur / CeRBiM

Equipe technique CeRBiM

Equipe technique

CeRBiM

Equipe technique

CeRBiM

CeRBiM

Initiateur

Initiateur

CeRBiM

**D-2** Standard response message to the applicant and [cerbim@chu-martinique.fr](mailto:cerbim@chu-martinique.fr) :

*We thank you and acknowledge receipt of your request under number xx-AAAA*

*Enclosed you will find the feasibility form which you can fill in and return to us to define your project at* cerbim@chu- martinique.fr *.*

**(if necessary, send the feasibility request as an attachment)**

***For Rémi NEVIERE***

***Medical and scientific coordinator of CeRBiM****.*

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

* see the technical, logistical and organisational elements,
* creation of the price list
* referents: depending on the sector (fluids and/or fabrics), personal wishes and organisation (tasks already pending, etc.)

## -If the procedure is modified due to technical constraints (equipment, reagents, etc.), obtain written approval from the sponsor.

**3.a**: negative

*Further to your request concerning (Specify) dated (Specify date), registered under number xx-AAAA. Thank you for your patience in analysing your proposal.*

***The*** *Centre de Ressources* ***Biologiques*** *de la Martinique (****CeRBiM****) will not be able to participate in your project because... (give reasons)*

*However, CeRBiM is always ready to listen to your future projects.*

*We wish you all the best for the future and would like to thank you once again for these discussions.*

***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. Thank you for your patience in analysing your proposal.*

*After studying your project, we can inform you that it is in line with the strategy of the Martinique* ***Biological***

*Resource Centre (****CeRBiM****).*

*To set up* your collection, please *complete the ENR-CERBIM-001 form* and return it to us at cerbim@chu- martinique.fr.

*CeRBiM is delighted to be able to help you bring your project to fruition.*

***For Rémi NEVIERE***

***Medical and scientific coordinator of CeRBiM****.*

## E-Related documents

* + See Kalilab