



A- Purpose and Scope

This document describes the procedures established for the creation or management of a collection at CeRBIM. The establishment of collections at CeRBIM is open to all departments of the Martinique University Hospital (CHU Martinique) for their internal research needs, with a view to promoting and enhancing research activity within the institution.

CeRBIM also accepts biological resources from projects promoted by external entities (industry, laboratories, public health institutions, etc.) within the framework of networks or studies, and clinical projects at national and international level; all in accordance with its collection acceptance strategy.

Investigators wishing to set up a research project involving human biological resources intended for CeRBIM must, from the project's conception stage, contact the CHUM departments providing logistical, methodological and regulatory support for research projects.

B-Reference documents

Standard NF EN ISO 20387: General requirements for biobanking
ISO 9001 standard: Quality management systems – Requirements

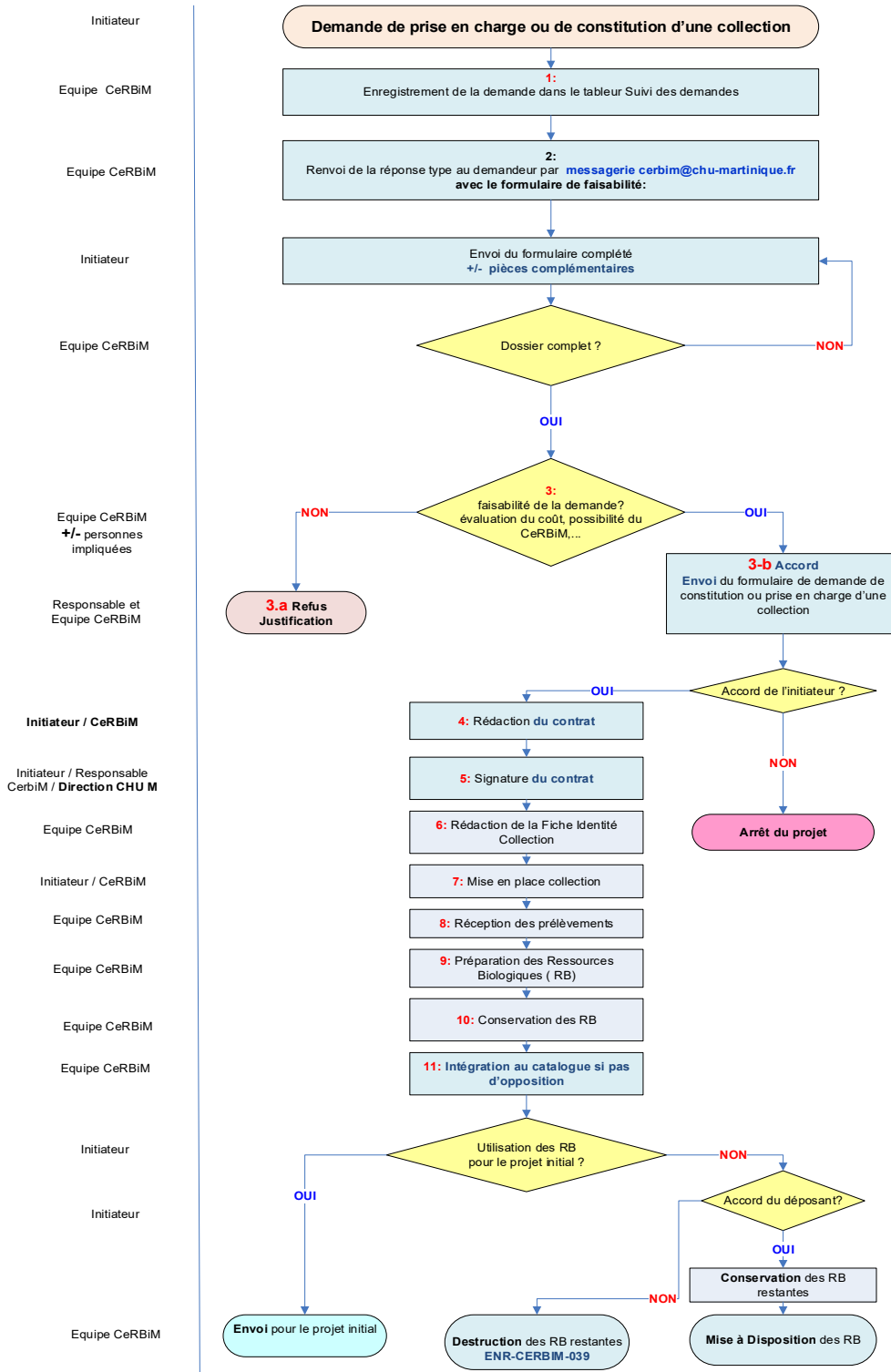
C-Responsabilités

- ☞ The CeRBIM manager is responsible for ensuring compliance with this document.
- ☞ The quality officer ensures that the document is kept up to date, in collaboration with the CeRBIM team



D-Procedure description

D-1 Flowchart





D-2 Standard reply to the applicant and cerbim@chu-martinique.fr :

We thank you and acknowledge receipt of your request under reference number xx-YYYY

Attached you will find the feasibility form, which should be completed and returned to us to define your project at cerbim@chu-martinique.fr .

(feasibility request sent as an attachment)

 *On behalf of the CeRBIM Manager.*

D-3 Team meeting on feasibility:

- review technical, logistical and organisational aspects,
- drawing up the fee schedule
- contact persons: depending on the stream (fluids and/or tissues), personal preference and organisation (tasks already pending, etc.)
- **if the operating procedure needs to be modified due to technical constraints (equipment, reagents, etc.), obtain written approval from the sponsor via the dedicated form**

3.a: negative

Further to your request regarding (specify) dated (specify date), registered under number xx-YYYY.

We thank you for your patience whilst we review your proposal.

The Martinique Biological Resource Centre (CeRBIM) will not be able to participate in your project because...
(please state the reasons)

However, CeRBIM remains available to assist you with your future projects.

We wish you every success and thank you once again for your cooperation.

 *On behalf of the Head of CeRBIM.*

3.b Positive

Further to your enquiry regarding (specify) dated (specify date), registered under number xx-YYYY.

We thank you for your patience whilst we reviewed your proposal.

After review, we are pleased to inform you that your project is in line with the strategy of the Martinique Biological Resources Centre (CeRBIM)

We invite you to complete form ENR-CERBIM-001 Collection Establishment Form in order to set up your collection, and to return it to us at cerbim@chu-martinique.fr

CeRBIM is delighted to be able to collaborate on the implementation of your project.

 *On behalf of the Head of CeRBIM.*

Related e-documents

- See Kalilab