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| --- | --- | --- | --- | --- |
|  | REPOSITORY, REGISTRY OR DATABASESTANDARD OPERATING PROCEDURES CHECKLISTProtocol Section: | YES | No | N/A |
|  | Title, PI Name, Department, Phone Number, E-mail Address |[ ] [ ] [ ]
|  | Version Number |[ ] [ ] [ ]
|  | Study Summary: Research Site, Funding |[ ] [ ] [ ]
|  | Revision History |[ ] [ ] [ ]
|  | Objectives/Purpose of Operation |[ ] [ ] [ ]
|  | Background and Rationale |[ ] [ ] [ ]
|  | Repository Plan of Operations: Table of Organization, Collection, Sources, Location, Eligibility Criteria, Minority & Vulnerable Populations, Recruitment Plan |[ ] [ ] [ ]
|  | Specimen Processing and Annotation |[ ] [ ] [ ]
|  | Specimen Storage |[ ] [ ] [ ]
|  | Specimen/Data Distribution: Distribution, Researcher Access, IRB Requirements, Shipping, Fees |[ ] [ ] [ ]
|  | Biosafety |[ ] [ ] [ ]
|  | Data Collection & Records Management: Types of Data, Data Collection Techniques, Data Storage Techniques, Data Withdrawal, Record Retention, Data Encryption & Security, Honest Broker, Data Use/Material Transfer Agreements, Certificates of Confidentiality |[ ] [ ] [ ]
|  | Consent Process: Consent, Assent/Re-consent, Surrogate/LAR Consent, Waiver of Consent, Re-contact, Incidental Findings |[ ] [ ] [ ]
|  | Quality Control/Assurance & Data Safety Monitoring |[ ] [ ] [ ]
|  | Resources Available |[ ] [ ] [ ]
|  | References |[ ] [ ] [ ]

Notes: