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| --- | --- | --- | --- | --- |
|  | REPOSITORY, REGISTRY OR DATABASE  STANDARD OPERATING PROCEDURES CHECKLIST  Protocol 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: