



User Workspace Guidelines

Users in need of temporary workspace may directly contact the appropriate repository for assistance. Time will be scheduled between 0830 and 1400 each day the repository is open for business.

User must submit a requisition via BSI for the repository to withdraw and ship samples to the designated workspace (*i.e.*, dry ice bins or temporary holding unit).

Only those persons who agree to comply with all FBS policies regarding safe handling and transport of biological specimens, including the requirement to wear appropriate PPE will be allowed to access samples. While within the repository facilities, users will comply with instructions provided by on-site staff. They will sign the Statement of Safety and Security.

User must keep frozen samples in a dry ice bin filled with dry ice while working with samples. Frozen samples may not be opened by the workspace user and must be handled so as to prevent any potential of sample warming.

User must contact on-site staff immediately should any sample be dropped or broken so that proper handling and waste disposal can occur.

User must notify on-site staff in the event of any incident or injury while working within the workspace so that proper action can be taken and documentation can be completed.

Upon completion of inventory, the user will ship specimens back to the repository for storage using the Incoming Shipment Module in BSI. The Repository staff must be notified of the intention to take specimens from the repository. Repository staff will provide packaging and ensure that BSI is updated with the appropriate vial status.

If during inventory the user identifies material as unusable and recommends that it be disposed of, he/she may request that the sample be discarded via sample discard procedures.

Staff will follow up with routine end of shift clearance procedures to ensure the workspace is left in an acceptable manner.