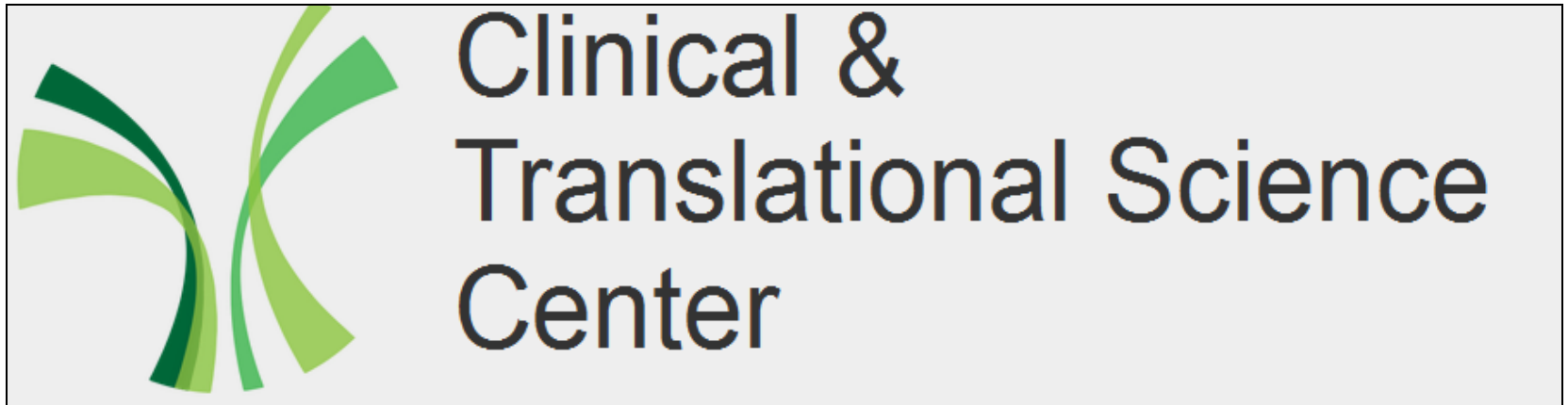


SUNY Downstate Medical Center



Policies and Procedures

Version 070516

Hours of CTSC Operation and Access of Authorized Personnel

- Monday-Friday, 9:00 AM - 5:30 PM (except for official holidays)
- Authorized personnel (PIs and their staff) may access the CTSC at other times using ID swipe card access

Access to phones and computer equipment

- CTSC subject rooms are not equipped with phones and computers
- PIs and support staff should carry their cell phones when working in the CTSC
- Wifi and cell phone service are available in all subject rooms
- Land line phones and a few sharable computers are located in the reception area and other strategic locations

Equipment: Storing, Sharing, Training

- PIs may request that we house equipment needed for their study in their assigned subject
- PI-owned equipment housed in the CTSC is considered sharable equipment
- Use of equipment owned by other PIs requires instructions and training prior to use

Storing Supplies and Data

- Subject rooms have unlocked storage closets that may be used by PIs assigned to that room
- **DO NOT** store anything of significant value as these closets are not locked
- **DO NOT** store research data or personal laptops in closets
- Research data must be removed from the facility at the end of each day

Biospecimens

- Equipment and facilities needed for processing of biospecimens is generally in not available within the CTSC
- Biospecimens may not be stored overnight within the CTSC and must be removed following use of the facility on any given day

Emergencies

In the event of an emergency, please **call 718.270.2626** or ask the staff at the CTSC reception desk to **call x2626**. Note that all PIs are expected to carry cell phones as subject rooms are not equipped with phones.

Responsibilities of CTSC Reception Staff

- Responsible for routine duties (answering phones, greeting personnel, visitors, etc.)
- Responsible for research subject check-in and check-out requirements
- Not responsible for communicating instructions concerning research activities
- Not responsible for distributing PI-prepared printed material to participating subjects.

Responsibilities of PIs and their Staff

- Ensure that participating staff are listed on their CTSC application and that they have all required research compliance training
- Inform the receptionist* of the names of subjects who are scheduled to visit the CTSC at least 24 hours in advance

* Kareese.steward@downstate.edu

- Ensure that subjects re-visit receptionist's desk to check them out of the facility when they are leaving
- Ensure that subject rooms are kept clean

CTSC Waiting Room Guidelines

- Research subjects should be as quiet as possible while sitting in the CTSC waiting room
- Subjects should refrain from eating and cell phone use in this area
- PIs should not carry out interviews or research-related conversations with subjects in the CTSC waiting room

CTSC kitchen Area

- Not to be used by visitors (research subjects, family members, etc.)
- Currently, the kitchen does not have a refrigerator. We hope to make one available in the near future so that PIs can store bottled water or juices in the event that they anticipate that some subjects may require hydration during or after their participation in a research study within the CTSC