CCN Blood Collection SOP and User Agreement

Scheduling
- Users must schedule Staglin C7-439C using the CCN sponsored google calendar
- Users must use sign-in and sign-out sheet and fill in all information

PPE and Supplies:
- CCN will provide basic disinfectant and PPE supplies such as sanitizing and alcohol wipes, gloves, and masks if needed
- Collection specific supplies must be provided by the lab or phlebotomist

Biowaste
- Labs must provide their own sharps containers and biowaste containers
- Users are responsible for transporting their containers in and out of the blood collection space for each collection
- Sharps and biowaste containers are not to be left in blood collection room
- All trash must be properly disposed of and surfaces disinfected after use

All users involved in the blood collection/waste disposal process are required to complete the online training courses in bloodborne pathogens and medical waste management.

Blood Collection Steps
1. Schedule blood collection using CCN google calendar
2. Inspect C7-439C for any safety violations, Sign-In
3. Transport sharps and biowaste containers into C7-439C, collect sample
4. Dispose of sharps and biowaste in appropriate lab-specific containers
5. Transport sharps and biowaste containers out of C7-439C
6. Disinfect space and Sign-out

The Staglin Center for Cognitive Neuroscience will require strict adherence to the above guidelines. One warning will be provided, further breach of guidelines will constitute a use of space review and the potential of revoking privileges granted to use C7-439C as a blood draw location. Violation of requirements defined by a lab's Biological Use Authorization, or regulations set forth by UCLA's departments of Environmental Health & Safety and Infection Prevention will also constitute a breach in safety protocol, and use of space privileges will be reviewed.

Principal Investigator: _____   Research Staff: _____

Signature: _____   Signature: _____

Project Lead: _____   Research Staff: _____

Signature: _____   Signature: _____