R&D Archive Process Map

Please keep collection of boxes in R&D to a minimum as there is no storage available, where possible arrange collection as soon as possible

See WPD 024 Processing archive requests (below is a summary)

- Request for Archiving received at rdoffice@nnuh.nhs.uk
- Confirm Permission to Archive, retention date and confirm with R&D Research Finance that financial considerations are closed
- Save all communication in appropriate Registered Projects folder on the s: drive

- Add archiving form to EDGE at Project level
- Send requester Process Map (App 1), Archiving Checklist (App 2), Archiving Inventory (App 3) and Chain of Custody Form (App 4)

- Request for Quality Control (QC) Check is received at rdoffice@nnuh.nhs.uk
- R&D will perform QC check in-situ
- Identified errors to be corrected at the time of QC check, if not a second QC check will be required

- R&D will provide evidence of QC check on the Chain of Custody (having checked the box contents and Archiving Inventory)

- Chain of Custody Form is completed by both parties
- Box is sealed with a numbered security tag
- Box number allocated, box number & IRAS / R&D study number and barcode sticker (if not already present) to be added to one end of box

- R&D to log collection detail on the Archive Vault Portal, alternatively email the request to Storage@archive-vault.co.uk or via the Sponsor's facility if alternative storage has been arranged by the Sponsor
- Advise requester of collection location and date

- Driver signs/dates Chain of Custody form upon collection

- Upon receipt of completed Chain of Custody Form, R&D will save the form to the study folder, upload to EDGE and advise the requester and PI that archiving is complete attaching a copy of the Chain of Custody Form detailing the barcodes
- R&D to maintain the Archive form on Edge