








## 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)

	<ul style="list-style-type: none"> <li>Request for Archiving received at <a href="mailto:rdoffice@nuh.nhs.uk">rdoffice@nuh.nhs.uk</a></li> <li>Confirm Permission to Archive, retention date and confirm with R&amp;D Research Finance that financial considerations are closed</li> <li>Save all communication in appropriate Registered Projects folder on the s: drive</li> </ul>
	<ul style="list-style-type: none"> <li>Add archiving form to EDGE at Project level</li> <li>Send requester Process Map (App 1), Archiving Checklist (App 2), Archiving Inventory (App 3) and Chain of Custody Form (App 4)</li> </ul>
	<ul style="list-style-type: none"> <li>Request for Quality Control (QC) Check is received at <a href="mailto:rdoffice@nuh.nhs.uk">rdoffice@nuh.nhs.uk</a></li> <li>R&amp;D will perform QC check in-situ</li> <li>Identified errors to be corrected at the time of QC check, if not a second QC check will be required</li> </ul>
	<ul style="list-style-type: none"> <li>R&amp;D will provide evidence of QC check on the Chain of Custody (having checked the box contents and Archiving Inventory)</li> </ul>
	<ul style="list-style-type: none"> <li>Chain of Custody Form is completed by both parties</li> <li>Box is sealed with a numbered security tag</li> <li>Box number allocated, box number &amp; IRAS / R&amp;D study number and barcode sticker (if not already present) to be added to one end of box</li> </ul>
	<ul style="list-style-type: none"> <li>R&amp;D to log collection detail on the Archive Vault Portal, alternatively email the request to <a href="mailto:Storage@archive-vault.co.uk">Storage@archive-vault.co.uk</a> or via the Sponsor's facility if alternative storage has been arranged by the Sponsor</li> <li>Advise requester of collection location and date</li> <li>Driver signs/dates Chain of Custody form upon collection</li> </ul>
	<ul style="list-style-type: none"> <li>Upon receipt of completed Chain of Custody Form, R&amp;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</li> <li>R&amp;D to maintain the Archive form on Edge</li> </ul>