

Glasgow Clinical Trials Unit Standard Operating Procedure

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| SOP number | 17.020 | Version | 4.0 |
| Title | Monitoring Expiration of Clinical Consumables | | |

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| Prepared by Signature | Barbara McLaren | Date |
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| Released by Signature | Julie Brittenden | Date |

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|----------------|---|----------|----------|----------|----------|
| SOP category | 17 NHS GG&C Clinical Research Facility - Clinical | | | | |
| Staff category | Staff Category | R | A | C | I |
| | Nursing | X | | | |
| | Principal Investigator | X | | | |
| | Clinical Research Fellow | X | | | |
| | GCRF Manager | | X | | |
| | GCRF Associate Director | | | | X |
| | Senior R&I Manager | | | | X |

1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

2. Purpose

To describe the procedure used to manage and monitor clinical consumables in GCRF.

3. Procedures

Clinical consumable stock will be stored in an appropriate location within GCRF.

Clinical consumables will be checked monthly by a designated member of staff, recorded in Form 17.020A and filed in the PECOS clinical supplies admin folder.

Stock levels will be maintained to ensure adequate supplies are available to support clinical research visits.

Replacement clinical consumables will be ordered by the relevant GCRF staff using the appropriate budget cost centre and PECOS.

Study specific consumables will be ordered in accordance with sponsor instructions.

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Expired clinical consumables will be disposed of as described in GG&C Waste Management Policy and sponsor instructions.

4. Referenced documents

- Form 17.020A – Consumables checklist

5. Related documents

None

6. Document history

| Version | Date | Description |
|---------|------------|---|
| 1.0 | 30/09/09 | Release of Version 1 |
| 2.0 | 26/11/13 | Significant changes to provide clearer guidance. Appendix removed and created into Form 17.020A |
| 3.0 | 15/07/16 | Updated to template v1.4 SOP restructure Minor admin changes Update approved and released by |
| 4.0 | 18/08/2023 | Update to GCTU SOP template v2.0 Addition of RACI matrix Minor admin changes |

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