Clinical Trials IMP Storage Location Cleaning Schedule

This form is to be used in conjunction with SOP Pharm/S96 – Cleaning of Clinical Trials Storage Locations

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS FORM TO ENSURE THAT THE CORRECT VERSION IS BEING USED**

All staff should regularly check the R&D Unit’s website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.research.yorkhospitals.nhs.uk/sops-and-guidance-/ and/or Q-Pulse

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| Form Reference: | Pharm/F40 |
| Version Number: | 3.0 |
| Author: | Rachel Spooner |
| Implementation date of current version: | 21st February 2024 |

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| Approved by: | Name/Position: | Poppy Cottrell-Howe, Pharmacy Clinical Trials Manager |
| Date: | 29th January 2024 |
|  | Name/Position: | Sarah Sheath, SOP Controller |
|  | Date: | 29th January 2024 |

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| This Form will normally be reviewed every 3 years unless changes to the legislation require otherwise |

Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

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| Version | **Date Implemented** | **Reviewers** | **Details of significant changes** |
| 1.0 | 12th March 2020 |  |  |
| 2.0 | 28th December 2022 |  | Change of author. Updated list to match equipment in use. |
| 3.0 | 21st February 2024 | Rachel Spooner | Change of author. Change of form title to include other areas of IMP storage. Change of cleaning locations |
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| **Year:** | **CTF-1** | **CTF-2** | **CTF-3** | **CTF-Quarantine Fridge**  This cleaning schedule must complete throughout the year by filling in the sections below.  Once complete store in the relevant section of the temperature monitoring file. | **CTF-5** | **CT dispensary shelving** | **CT-Freezer**  To be cleaned **twice** **a year** | **CT Ultra Low Freezer –** To be cleaned **once a year** when defrosted. |
| **Q1** | | | | | | | | |
| **Cleaning carried out by** |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** |  |  |  |  |  |  |  |  |
| **Time cleaning started** |  |  |  |  |  |  |  |  |
| **Time cleaning finished** |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** |  |  |  |  |  |  |  |  |
| **Q2** | | | | | | | | |
| **Cleaning carried out by** |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** |  |  |  |  |  |  |  |  |
| **Time cleaning started** |  |  |  |  |  |  |  |  |
| **Time cleaning finished** |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** |  |  |  |  |  |  |  |  |
| **Q3** | | | | | | | | |
| **Cleaning carried out by** |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** |  |  |  |  |  |  |  |  |
| **Time cleaning started** |  |  |  |  |  |  |  |  |
| **Time cleaning finished** |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** |  |  |  |  |  |  |  |  |
| **Q4** | | | | | | | | |
| **Cleaning carried out by** |  |  |  |  |  |  |  |  |
| **Date cleaning carried out** |  |  |  |  |  |  |  |  |
| **Time cleaning started** |  |  |  |  |  |  |  |  |
| **Time cleaning finished** |  |  |  |  |  |  |  |  |
| **Location where items/stock was stored during cleaning** |  |  |  |  |  |  |  |  |