

## **Baseline Serum Banking for University of Rochester Laboratory Employees**

The purpose of banking baseline serum from University of Rochester laboratory employees is to provide assistance with clinical diagnosis **and/or treatment** in the event of an occupational exposure. This protocol will facilitate appropriate storage (freeze) of baseline serum, in Serology (SMH Clinical Laboratories), for designated employees, using a reliable, systematic method.

- A. Research experiments assessed at biosafety level 2+ and 3 will be reviewed on a case-by-case basis by the Institutional Biosafety Committee (IBC) in consultation with the Hospital Epidemiologist for appropriateness of baseline serum storage. **Researchers working at BSL2+ or higher should contact the IBC for details; see point I.**
- B. Serum banking based on experiments assessed at biosafety level 1 and 2 **is not recommended** by the IBC.
- C. Those Principal Investigators who want to bank employees' serum without the recommendation of the IBC shall use the University protocol set up with Serology.
- D. All serum banking is done on a voluntary basis. Employee serum is used only for diagnostic purposes with the consent of the individual whose serum is to be tested.
- E. If serum banking is recommended by the IBC in consultation with the Hospital Epidemiologist and is declined, this declination must include completing the University of Rochester Consent/Declination Form for Laboratory Employee Serum Banking. This form must be forwarded to University Health Service Occupational Health Unit.
- F. Serum banking does not negate the requirement of immediately reporting to UHS any employee exposure to blood, body fluids or infectious agents.
- G. Serum is stored by the Serology Laboratory of the Strong Memorial Hospital Clinical Laboratories. (See UHS protocol: Baseline Serum Banking for Research Animal Workers, University Health Service/Vivarium, Protocol for Processing Blood Specimen(s).) **Storage of employee serum samples in laboratory freezers is no longer appropriate.**
- H. Serum samples are discarded by Serology 10 years from date of collection.
- I. A list of infectious agents for which baseline serum banking has been recommended is available through the Biosafety Officer of the Institutional Biosafety Committee (x5-3241; **jives@safety.rochester.edu OR stephen\_dewhurst@umc.rochester.edu**).

### **J. Protocol for Researcher:**

1. Make appointment with University Health Service Occupational Health Unit for blood draw.
2. Bring account number for billing purposes to appointment.
3. Requisition is filled out by UHS and sent with sample to Serology. Requisition will say: Attention: Mike Nasello, spin and freeze, save in Serology for long term.
4. Account will be charged a handling fee of \$20 from Serology plus UHS fee for blood draw.