Clinical Research Enterprise (CRE)
Standard Operating Procedures
Supplies

SOP #: 1.08

Version: 1.0

Author(s): Patrick Frazier

Approval: **Approved By** **Date**

1-12-19

2.13.19

Revision History:

Version	Effective Date	Description

Purpose
The purpose of this SOP is to describe the process maintaining and ordering supplies.

References
- none

Scope
This SOP applies to all members of the CRE staff

Allowable Exceptions
This SOP is meant to be followed without deviation

I. Clinical supplies

a. The study coordinator is responsible for checking study specific supply levels and reordering accordingly. This can be delegated to the student assistant.

b. The study coordinator will notify the Clinical Trial Manager when clinical supplies not provided by the sponsor need to be ordered. The Clinical Trial Manager will place the order and track the purchase order through receipt.

c. Lab supply orders received from the sponsor will be checked by the study coordinator for completeness. The boxes will be moved out of the hallway and the supplies will be stored in the proper location. This can be delegated to the student assistant.

II. Office supplies

a. The Clinical Trial Manager maintains a stock of office supplies for the CRE. Supply orders will be ordered approximately every 2-3 months unless it is necessary to order supplies sooner. Staff will notify Clinical Trial Manager of any supplies that are needed. The supplies will be ordered using the CRE

operational account.

b. Supplies required for a specific study will be ordered using that particular study account

Training