


<b>CTRNet Policy Emergency Preparedness</b>			
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Approved By:	CTRNet Management Group (CMG)	27-Mar-2014	
	Per: Brent Schacter 	27-Mar-2014	

## 1.0 INTRODUCTION

Human biospecimens are essential for translational cancer research. Collections of stored and well-annotated biospecimens and their derivatives represent considerable investment of time and resources and in many cases they are irreplaceable. As custodians of biospecimens and associated information, biobanks have a responsibility to maximize their ability to maintain appropriate storage of the biospecimens and data that they house. Therefore, it is important to have in place a response plan and systems to enable continuous storage of biospecimens and data during a disaster.

CTRNet member banks are expected to ensure that the biospecimens, derivatives and data that they house are stored securely, including measures to protect them in the case of unforeseen operational disruptions caused by natural or man-made disasters.

## 2.0 DEFINITIONS

See the CTRNet Program Glossary: [www.ctrnet.ca/glossary](http://www.ctrnet.ca/glossary)

## 3.0 PURPOSE

The Canadian Tumour Repository Network (CTRNet) is committed to enhancing biobanking capacity within Canada. CTRNet member banks are required to have in place a robust emergency preparedness plan to minimize loss of biospecimens or data due to unforeseen operational disruptions caused by natural or man-made disasters. The purpose of this Policy is to outline the recommended elements of emergency preparedness for biobanks, based on international best practices.

## 4.0 SCOPE

This policy applies to the operational considerations applicable to the storage and maintenance of biospecimens, derivatives and annotating data by CTRNet member biobanks. The way in which the individual biobank puts these policies into operation should be scaled in relation to the types of disasters that the bank is at risk of, and should be adapted so that they are in accordance with institutional policies.

## 5.0 RESPONSIBILITY

Principal Investigators of CTRNet member biobanks are responsible for ensuring that adequate emergency preparedness plans are in place and the following principles should be used as a guide.

## 6.0 POLICIES

### 6.1 Establish an emergency response plan for responding to a variety of emergency situations (e.g., fire).

6.1.1 The emergency response plan should include contact information for all appropriate personnel and professional service providers (e.g., facilities personnel, power supply providers).

6.1.2 Test the emergency response plan by simulating how it would be used during a disaster and repeat regularly (e.g., annually).

6.1.3 Review the general emergency response plan at least annually to verify that it remains current.

### 6.2 Assess likelihood of various types of disasters based on the geographic location of the biobank.

6.2.1 Develop specific emergency plans for all types of disasters that the biobank is at risk of.

### 6.3 Establish necessary back-up power system(s) to minimize biospecimen or data loss due to loss of commercial power.

6.3.1 Regularly test the back-up power generation system for reliable function.

### 6.4 At the time of hiring new personnel, train all applicable personnel on the general and specific emergency response plan(s).

6.4.1 Provide regular updates to all applicable personnel and review regularly (e.g., annually).

### 6.5 Consider dividing the collection between two geographically separate locations so that a disaster affecting one of the storage locations would leave the other set of biospecimens intact.

## 7.0 APPLICABLE REFERENCES, REGULATIONS AND GUIDELINES

7.1 ISBER Best Practices for Repositories 2012. Collection, Storage, Retrieval and Distribution of Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). <http://www.isber.org>

## 8.0 APPENDICES

None

## 9.0 REVISION HISTORY

Policy Number	Date Effective	Author	Summary of Revisions
POL 10 e1.0	27-Mar-2014	RB	Original document