



August 15, 2013

Re: Freezer Storage

Dear CRS Investigator,

Let me begin by thanking you for utilizing the CRS to advance your clinical research program at UCSF. As you may know, The CTSI-CRS lab processes samples for approximately 200 different research protocols every year. Historically, we have offered short-term sample storage. Long-term sample storage is beyond our mission and capability as we do not have the appropriate space or personnel to maintain a permanent bio-repository. In an effort to maintain adequate storage space for our current protocols, we would like to clarify our freezer storage policies. All samples that have been processed by the CTSI-CRS laboratory are entitled to a maximum of three months storage from the date of sample collection, the period of time indicated in the CRS application form.

Beginning on January 1, 2014, samples stored longer than three months will be charged a storage fee. Our current -20/-80°C freezer storage rates are \$0.17/vial per month for non-industry studies and \$0.66/vial per month for industry studies. A maximum of one year freezer storage from the date of sample collection is the most we can offer.

There are several options available for your samples:

1. We can continue to store samples for up to one year subject to fees referenced above. If you wish to have us store samples beyond 3 months you will need to provide an account fund number to recharge for storage fees.
2. If you have alternative freezer space, we will be happy to assist you and/or your staff in retrieving your samples.
3. If you do not have alternative freezer storage, consider using the Oyster Point Freezer Farm. Please contact Tony Meno for details at 476-5907.  
[http://campuslifeservices.ucsf.edu/distribution/services/freezer\\_farm](http://campuslifeservices.ucsf.edu/distribution/services/freezer_farm)



4. The UCSF AIDS Specimen Bank also offers long-term freezer storage.  
[http://ari.ucsf.edu/programs/asb\\_priceservices.aspx](http://ari.ucsf.edu/programs/asb_priceservices.aspx)

If your samples have no further value, the laboratory staff can destroy them for you.

Samples that are in storage for more than one year will be discarded and destroyed.

We thank you for your understanding and cooperation as we focus our resources on better serving all of our UCSF investigators.

Sincerely,

A handwritten signature in black ink that reads "Wendy Staub".

Wendy Staub

CTSI-CRS Sample Processing Lab Manager

A handwritten signature in blue ink that reads "Henry F. Chambers, MD".

Henry F. Chambers, MD

Director, Clinical Research Services, CTSI